

Capon Bridge Elementary School Re-Entry Plan 2020-2021

Capon Bridge Elementary School Families and Staff,

Please review our school plan carefully. We hope that it helps families to better understand what a typical school day may look like at Capon Bridge Elementary School under current guidance. Our school plan has been developed utilizing the requirements and recommendations provided by the West Virginia Schools Re-entry Toolkit: Covid-19 Guidance and Hampshire County Schools Re-Entry Plan Guidance for Covid-19.

The staff at Capon Bridge Elementary School appreciate the understanding and cooperation of our families during this school year. As new information becomes available, guidelines and protocols given in this document may change. We will do our best to make sure that families and staff are informed of any changes as they happen. Above all, please know that the safety of our students and staff remains our top priority during the upcoming school year. As always, if you have any questions or concerns, you can reach us at 304 856 3329 or via email jferraro@k12.wv.us.

Prior to the start of school, homeroom teachers will call families to collect some information that will help us in additional planning for the school year. This will include confirming students who plan to participate in virtual learning, as well as identifying plans for parent pick-up, lunches, and other parts of our school day. Please keep an eye out for those calls, as the information we will need to collect will be important in helping us further plan this school year.

Thank you,

John Ferraro
Principal
Capon Bridge Elementary School

Activity	Procedures
Arrival/Departure	<p>Arrival</p> <ul style="list-style-type: none"> • 7:05 – 7:30 Early buses arrive, students sit in cafeteria and sit at designated table sorted by homeroom. Tables are limited to four students per table. Appropriate seats will be marked with tape. • 7:20 – Teacher report time. Homeroom teacher picks up bagged breakfast when they sign in. • 7:30 – 8:00 Parent drop off all students report to their homeroom class. Breakfast will be in homerooms. • All PK students report to the library and meet the teacher. • Staff will be supervising the hall to ensure that students are going directly to their classrooms. • Busses will unload one at a time, students enter through front door and use front door crosswalk. • Staff parking spaces will be in the front parking lot closest to the middle school. • Parents may park (parking spaces closest to building are for parents) or use the car drop off lane. All car riders must use the crosswalk furthest from the front door. It will be designated with orange cones and Mr. Ferraro will act as the crossing guard. <p>Departure</p> <ul style="list-style-type: none"> • Parent pickup will start at 2:30. Parents will park in the parking spaces closest to CBE facing the front door. Each student will be assigned a pick up number. The school will provide a placard that corresponds with the student’s number to be placed on the car’s visor. When parents park in the spot, staff will check the parent’s child off and dismiss them to the parent. • 3:00 – Students from primary hall dismissed to their busses. • 3:04 – Students from intermediate hall dismissed to their busses. • 3:08 – Late bus (113 West) dismissal to the cafeteria and sit according to homerooms (same as arrival) to wait for their bus.

Core Instructional Groupings and Transitions	<ul style="list-style-type: none"> • All students at CBE will remain in their assigned classrooms for instruction. If students need to travel to another area (lunch, recess, pull-out groups, etc.) they will travel with face coverings on while maintaining social distancing (per Hampshire County and West Virginia guidance on face coverings for children; also see Student Screening and Health Measures in this document). • Hallways will be marked with signs to remind of social distancing and safe traveling procedures. • All transitions/movement in halls will occur on the right. • PE and recess will be outside as much as possible. Teachers may also move instruction and lessons to an outside area. • Specials will occur in the specials teacher’s room. Time will be allotted for sanitation between classes. • Students will be seated as far apart as possible in classrooms facing same direction.
Breakfast	<ul style="list-style-type: none"> • Breakfast will be picked up by homeroom teacher upon sign-in (7:20). Students will eat breakfast in the classroom when they arrive. • When finished eating, trash will be thrown out in classroom trash can. Teacher will then move the breakfast trash to the hall trash can.
Lunch	<p>In-person</p> <ul style="list-style-type: none"> • Arrival to the cafeteria will be staggered by grade so that students are not waiting in congregated areas. • Lunch procedures have been developed based on guidance in the Hampshire County and West Virginia re-entry plans • Students will not pick up any utensils or condiments. The cooks, behind a plexiglass shield and wearing face coverings, will pass the trays to add food and then give to the children. Children will sit on one side of the table, maintaining social distancing with the cafeteria at 50% capacity. Approximately four to a table. • Custodians and staff on lunch-duty will thoroughly clean and sanitize surfaces between student use. Custodian schedules have been shifted to ensure that additional staff are available in the cafeteria for disinfecting and to meet the expectations outlined in the Hampshire County and West Virginia re-entry plans. • Curbside pickup for virtual students will run from 10:00 – 10:30. Pick-ups will occur at front cafeteria door with limited contact.

Management of Classroom Supplies	<p>Any classroom supplies for student use will be clearly marked with the student’s name and will be used by that student only. Any item that must be used by multiple students, such as pencil sharpeners, will be thoroughly cleaned and sanitized between uses. The school will ask parents to provide hard plastic pencil cases for their student, as well as additional supplies to ensure that there will be enough supplies for every student and in order to have replacements as needed. We do want to remind parents of requested school supplies based on grade and/or class. Donations of commonly used items such as glue sticks, scissors, 24-packs of crayons, pencils, and hard plastic pencil boxes are also appreciated. We are going to allow students to bring backpacks to school. Plans for safe storage will be determined by staff. We do ask that only necessary items be brought to school. We will limit daily transfer of items between home and school to only items that are necessary. Teachers will communicate more specific information regarding this at the start of the school year.</p> <p>iPads will need to travel with the students to and from school on a daily basis.</p>
Water Fountains	<p>Water fountains will be turned off. Students may bring their own bottles of water from home, and should take them home daily for cleaning. The school will also provide disposable cups to students to drink water. Water bottle donations are appreciated.</p>
Visitors	<p>All non-essential visitors are prohibited from entering the building. Essential visitors will be screened upon entry per Hampshire County Health Department and West Virginia Department of Health and Human Resources guidelines. Visitors will be required to wear proper face coverings and have their temperature checked upon entering the building. Only one person at a time may be in the foyer.</p>
Students Arriving Late/Leaving Early	<ul style="list-style-type: none"> • Adults entering the building to drop students off after 8:00 am or pick up prior to 2:30 pm must comply with the guidelines listed above. • Visitors to the building are limited and we ask that plans be made to limit late arrivals and early pick-ups to only when absolutely necessary. • In order to best manage changes in schedule, we ask that plans to pick students up early be communicated to the main office as soon as possible. This can be done by sending a note to school with the child or calling the main office before 11 am.
IEP, 504, SAT, Et Cetera Meetings	<p>All parent/guardian meetings will be held in a clean/sanitized area that is close to the main office. Visitors will be asked to comply with guidelines listed above</p>
Staff Screening	<p>Prior to arrival each day, staff will complete an online screening tool with answers reported to the head nurse. Upon arrival in the building, staff are screened with temperature checks.</p>

Student Screening	<p>All families will be provided with information regarding daily student screenings. Families will be asked to complete a daily screening form and return to school. Teachers will also screen students upon entry and report any concerns to the school nurse. Temperatures may be taken in the morning. All parents and guardians are encouraged to follow protocols and keep students home if they are ill. Information will be sent home and shared via the call-out system, Schoology, Seesaw, and the PTO Facebook page regarding steps for daily screening of children. This is a vital step in our process to keep students and staff safe, and we appreciate families taking steps to adhere to these guidelines.</p>
Additional Health Measures	<p>Health Measures</p> <ul style="list-style-type: none"> • Per Hampshire County guidance, face coverings will be worn by students in 3rd-5th grades during bus transportation, while in hallways or congregant areas, or anytime social distancing is not possible, unless medically waived. Students in grades PK-2nd can also opt to wear masks during these same times. • All students will be offered a mask upon arrival to school. Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings (see Hampshire County Schools Re-Entry Plan Guidance for Covid-19). • Students will be taught safety procedures including traveling safely, maintaining social distancing in the school and classroom, using materials, classroom-specific procedures, etc. Families will be provided with information and be encouraged to work with students at home to remind them of updated safety expectations. • As an additional safety measure, we have designated areas of the nurse’s office as “well check” areas. This is where students will be treated for playground injuries, receive daily medications, and other well health checks. <p>Symptomatic Students</p> <p>As students return to school, we may see the seasonal allergy, cold, sinus symptoms we often see this time of year, in addition to possible COVID symptoms. Should a student become ill while at school, the student will be supervised at all times. The student may be kept in his/her classroom or escorted to a designated area until a parent, guardian, or designated adults picks them up. Medical follow-up may be recommended. Parent cooperation and adherence to this guidance is important to assist us in keeping students and staff healthy and safe.</p>

Cleaning Protocols	<p>Classrooms</p> <ul style="list-style-type: none">• Teachers will bag up breakfast trash and place in garbage cans positioned in the hallway. By taking on this task, custodians are freed up to complete additional cleaning throughout the building.• Teachers will have cleaning supplies in their classroom to frequently disinfect touched surfaces and supplies.• Custodians will clean classrooms daily including disinfecting each day. <p>Common Areas</p> <ul style="list-style-type: none">• All common rooms including, but not limited to, the cafeteria and gym will be cleaned/sanitized after each group exits <p>Restrooms</p> <ul style="list-style-type: none">• All restrooms will be cleaned/sanitized between scheduled class bathroom break times.• Students are still able to use restrooms as needed outside of scheduled times, and so custodians will check back in between other tasks to clean commonly touched surfaces. <p>Touch Point Surfaces</p> <ul style="list-style-type: none">• All touch point surfaces will be cleaned/sanitized between each use. <p>Custodians are on-duty at CBE prior to the start of school, with overlapping schedules during the school day, and after hours to do deep cleaning.</p>
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