

# Liberty Early Elementary Plan for a Healthy and Safe School Environment



School will begin on August 6, 2020 with a regular day of school. As we come together as a school community, our students' and staff members' health and safety are always a top priority, but this has taken on new meaning as we adjust to life in a pandemic. Many of our safety procedures will remain the same as in years past and will be available in our student handbook. The district also has some specific updates on our response to the pandemic on our website:

<https://www.decaturlproud.org/updates>. The following information will describe some of the additional plans we have put into place this year at Liberty.

## Self-Screening:

Before sending your child to school, it's vital that you follow the CDC guidelines for self-screening. You can read about symptoms at: [Symptoms of COVID-19 self screening](#). If, based on symptoms in the screener, your child should not attend school, please keep him/her at home and call the school to report the symptoms so that we can properly monitor health and safety for all.

## COVID-19 Screening for Parents

**Every morning before you send your child to school please check the following:**

- 1** Your student does **NOT** have a fever greater than 100.4 degrees (may be lower based on your school's policy) OR lower if your child is not feeling well.
- 2** Other signs of illness such as:



CONGESTION  
OR RUNNY NOSE



FEVER 100.4\*  
\*or school board policy  
if threshold is lower



COUGH



SHORTNESS OF BREATH OR  
DIFFICULTY BREATHING



DIARRHEA



HEADACHE



NAUSEA  
OR VOMITING



SORE THROAT



MUSCLE PAIN  
AND FATIGUE



CHILLS



NEW LOSS OF TASTE  
OR SMELL

- 3** Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks?
- If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin quarantine of your child and contact your healthcare provider. Strongly consider COVID-19 testing.

Updated:7/21/20

### Entering the Building:

At this time, we will not be allowing visitors into our building. This means that we will not have parents walking their children to class, having lunch with their children or helping with class parties and events. Should this change, parents will be notified.

In order to help new students learn the "route" to their classrooms, there will be color-coded markings on the hallway floors to lead kindergarten students to the correct area of the building, and plenty of adults will be on hand to assist children.

Students arriving by bus will be escorted into the building by staff members and walked to their classrooms. Once kindergarten students learn where they are going, they will be allowed to walk to their classrooms independently, but staff members will be supervising them in the hallways to ensure their safety. Preschool students will always be accompanied by a staff member when arriving by bus. Students will be asked to wear masks on the buses, as they enter the school and in their classrooms. Some teachers may require their students to keep their masks on for instruction. (Exceptions will be made for preschool students who are unable to wear a mask.)

Kindergarten students who are in the AYS program will be walked to their classrooms by AYS staff members until they are confident in walking to class on their own. Preschoolers who utilize before care in AYS will be picked up in the AYS room by preschool staff. Students will be wearing masks.

Kindergarten students who arrive by car will stay in their cars until released by a staff member on the circle drive. They will enter the building and will be accompanied to their classrooms by staff members until they, too, are able to walk to class on their own. Kindergarten parents who walk their child to school must wear a mask as they drop them off with staff on the circle drive. Preschool students arriving by car will need to meet preschool staff in the designated area by the preschool doors. Students will need to have their masks on before exiting their cars.

*First Day Note: It is critical that children have a nametag on identifying their first and last name so that they get delivered to the right classroom. (Often when young children are asked their name, they can only say their first name or a nickname, making it very difficult for us to determine which class they are in!) If you don't have a regular nametag, you could write your child's name on a piece of masking tape and put it on his/her shirt. Additionally, your child's first and last name should be clearly marked on his/her backpack. Thanks for your help!*

### Late Arrivals:

If your child arrives late to school (after 8:50), please walk him/her to the front door and ring the doorbell. The office will communicate with you via the speaker and will meet you at the front door and walk your child into the building. A staff member will escort your child to class as needed.

### Early Dismissals:

Should you need to pick your child up early from school, such as for a doctor/dentist appointment, please call ahead to alert the office of the reason for the early dismissal, the time the child will be leaving and the name of the person picking the child up. When you arrive, please ring the doorbell and office staff will communicate with you via the speaker. You will need to present your picture ID before your child is released to you. As a reminder, only adults listed on the child's registration form may pick up your child from school.

### Bringing Items to School:

Students should bring everything they need for the day in their backpacks. If a forgotten item needs to be brought to school, the parent should come to the front door and ring the doorbell. The office staff will communicate with you via the speaker and will meet you at the door to get the item and will ensure it gets delivered to your child.

### Dismissal Information:

Teachers will walk their classes out to buses on a staggered schedule to allow for greater social distancing. Teachers will line students up in order of bus number to allow for less crowding on the sidewalk.

Car rider students will wait in the gym in class lines until outside staff call for them on the radio. We request your patience, as we expect a larger number of car riders this year. We will move the line as quickly as possible while student and staff safety remain our first priority. Additional hallway space may be allocated for car riders to wait in lines. Masks will be utilized when proper social distancing cannot be maintained.

AYS students will be picked up by AYS staff in their classrooms until they learn procedures for walking to the AYS room. Parents who are dropping off/picking up at AYS will need to go to Door 3 to meet AYS staff.

### Backpacks:

Students must have a backpack daily for carrying their belongings to and from school. Please ensure that no extra decorations (like keychain animals) are attached to the backpack. Students may have one of the small hand sanitizer dispensers attached, but this is not necessary as hand sanitizer will be available throughout the building. Kindergarten students and preschoolers who utilize bus transportation will also have a vinyl pocket attached with transportation information. Please leave this attached, but clean it often at home.

### Masks:

In accordance with the Mayor's latest order, all Decatur students in grades 3 -12 will be required to wear masks (cloth face coverings or shields), as are all staff members in the school. Students in K-2 will be encouraged to wear masks. Some teachers may expect their students to wear their masks except during times when students are able to practice social distancing. Preschool students who are able to are encouraged to wear a mask, as well. Please make sure

your child has a mask that fits well, is (relatively) comfortable and is either disposable or washable. Writing your child's name on the mask with a fabric marker is a great idea, too, and will serve as an additional name tag! Please have your child practice wearing a mask now so that he/she is ready to keep it on at school. You may want to invest in an inexpensive lanyard to clip onto the mask to make it less likely that the mask will be dropped on the floor or lost when it is taken off.

### School Clinic:

The school clinic will have designated areas for students who are "well" and those who are "sick." Staff or students displaying symptoms of COVID-19 will be isolated and sent home. It is vital that ill students are picked up within 30 minutes of parent notification. Please ensure that we have the correct phone number to reach the parent/guardian/emergency contact in an emergency.

Students who take regular medication will do so in the "well" part of the nurse's office. Parents must make an appointment with the nurse to drop off medication and fill out the proper forms. Please call the school office to make an appointment and remember that the parent/guardian must wear a mask to drop off the medication.

### Access to Water:

We want our students and staff to stay hydrated, but our water fountains will not be operable. All students should bring a refillable water bottle (labeled with their name) and we will ensure they have access to water, refilling bottles as needed.

### Moving About the Building:

Students will generally stay with their class throughout the day. Much of their time will be spent in the classroom, and each teacher will have clear procedures for being safe and responsible in the classroom, such as keeping hands to oneself, monitoring personal space/social distance, utilizing materials appropriately and moving about the room safely.

Students will take restroom breaks with their class on a scheduled basis, with the teacher monitoring the number of students in the restroom at any one time. All students are encouraged to go to the bathroom when their class has its breaks, as that is one good way to avoid contact with students from other classrooms. Students will be allowed to go to the restroom at times other than classroom breaks on an emergency basis.

We will start the year serving both breakfast and lunch in the classroom, rather than in the cafeteria to avoid the necessity for students to spend time waiting in line and sitting in close proximity to students in other classes. As students develop more self-control and self-confidence, kindergarten classes will be introduced to eating lunch in the cafeteria on a staggered basis, ensuring that social distancing can be maintained. Preschool students will continue to eat both breakfast and lunch in their classrooms throughout the year. See more information on meals, below.

Kindergarten students will attend one special class per day (art, library, music, PE and STEM) and will travel with their class to those special classes. Special class instructors will ensure that tables, chairs and other equipment are disinfected in between classes. At this time, students will not be checking out books in the library.

#### Disinfecting Procedures:

There will be hand sanitizing stations available throughout the school building. Students will be encouraged to sanitize their hands often, especially whenever entering or leaving their classrooms. Students will be required to wash their hands with soap and water after using the restroom and will be taught proper handwashing procedures.

Restrooms and high touch surfaces will be disinfected by custodial staff multiple times each day.

Playground equipment will be disinfected following each class's use. Classes will alternate recess on different play areas to ensure that classes are kept separate at recess time.

#### Classroom Materials:

Kindergarten students will be assigned an iPad to use and once students have learned usage procedures, they will begin taking the iPads home daily. We appreciate your diligence in ensuring that the iPads are brought back to school each day, fully charged.

Students will utilize their own supplies such as pencils, crayons, scissors, glue, etc. rather than sharing supplies.

Shared materials, such as math manipulatives or classroom books, will be sanitized or "quarantined" between student use.

#### Breakfast and Lunch:

As noted before, school meals will be delivered to and eaten in the classrooms. All food served to students will be completely enclosed/packaged. Students will not be allowed to share food. You may choose to send your child's lunch to school. We ask that you wash/clean lunch bags as often as possible. In addition, please work with your child so that he/she can open all lunch items independently in order to reduce contact.

#### School Calendar:

The district calendar can be accessed here: [2020-21 School Year Calendar](#). Although we don't anticipate any changes to the calendar, we will inform parents immediately if changes must be made.

#### Parent Communication:

We are excited that we will be offering a new parent communication tool this year, Parent Square. It provides a safe way for the school principal, teachers, staff and parents to communicate via email, text, or app. We are confident that this tool will help teachers and the school provide useful information at your fingertips, as well as give you a venue for asking questions or sharing information with the teacher. Please see the Parent Square informational document below to help you download the app to your phone and complete the set-up of your account. To ensure that you are receiving all communication from the school and your child's teacher, please make sure that your primary phone number and email address are correct in Skyward, as those are the only contacts that can be in Parent Square.

In addition, you can email your child's teacher or leave him/her a voicemail with any questions you may have.

Parent conferences and meetings will be held virtually or by phone, including annual case conferences, fall conferences, or other meeting purposes.



## ParentSquare Tips for Parents

### 1 Activate Account

Click the link in your invitation email/text or sign up on ParentSquare.com or via the ParentSquare app.

### 2 Download App

It's easy to stay in the loop with the ParentSquare app. Download it now from the App store or Google Play.

### 3 Set Preferences

Click your name in the top right to visit your account page and set your notification and language preferences.

### 4 Get Photos & Files

Click 'Photos & Files' in sidebar to easily access pictures, forms and documents that have been shared with you.

### 5 Appreciate Posts

Click 'Appreciate' in your email/ app or website to thank a teacher or staff for a post. Teachers love the appreciation.

### 6 Comment or Reply

Click 'Comment' in app or website to privately ask a question about the post that your teacher or school sent.

### 7 Participate

Click 'Sign Ups & RSVPs' in the sidebar to see available opportunities. Click bell on top to check your commitments.

### 8 Join a Group

Click 'Groups' in the sidebar to join a group or committee at your school to participate or to stay up-to-date.

### 9 Find People

Click 'Directory' in the sidebar to find contact information for teachers and parents (not available at all schools).

### 10 Get in Touch

Click 'Messages' in the sidebar to privately get in touch with staff, teachers and parent leaders.