

MARTIN LUTHER KING ELEMENTARY SCHOOL



PARENT HANDBOOK

**ELEMENTARY HYBRID EDUCATION
LEARNING PROTOCOLS
2020~2021**

Table of Contents

Arrival Procedures	3
Safety Protocols	3
Student Drop-Off Location 1: Kiss and Drop	3
Student Drop-Off Location 2: Bus Drop Off	3
Arrival Protocols for Parents	3
Building Map: Outdoor Waiting Areas	4
In-Building Procedures	5
Entering the Building	5
Hallway Procedures	5
Breakfast and Lunch Procedures	5
Classroom Procedures	5
Student Materials	5
Bathroom Procedures	5
Water Breaks and Snacks	6
5th Grade Platooning	6
Media Center	6
Visitors to Building	7
Forgotten Supplies/Materials	7
Early Pick-Up	7
Dismissal Procedures	8
Kindergarten Dismissal	8
Dismissal for Grades 1 through 5	8
Dismissal Protocols for Parents	8
Health and Wellness Protocols during COVID	9
Appendix 1	10

Arrival Procedures

Important: Students should not arrive to school prior to 8:45am.

Safety Protocols

- A. All students are required to wear masks on school premises.
- B. Students must maintain social distancing at all times.
- C. Sanitizing and washing hands will be done regularly throughout the school day.
- D. Temperatures will be checked by the thermal camera upon passing through students' assigned entrances.

Student Drop-Off Location 1: Kiss and Drop

- A. Students in grades Kindergarten, 1, 2, and Self Contained classes:
 - a. If before 8:45: students will go to the designated spot **on the sensory black top** (see map on page 6).
- B. Students in grades 3, 4 and 5:
 - a. If before 8:45: students will go to the designated spot **in the lined parking lot** (see map on page 6).
- C. After the 8:45am bell, students will follow the arrows to their assigned entrance and head towards their designated classrooms:
 - Self-Contained: Follow the **GREEN** arrows through the library entrance.
 - Grade K: Follow the **GREEN** arrows through the library entrance.
 - Grade 1: Follow the **PURPLE** arrows through the main entrance.
 - Grade 2: Follow the **BLUE** arrows through the main entrance.
 - Grade 3: Follow the **YELLOW** arrows through the library entrance.
 - Grade 4: Follow the **GREEN** arrows through the library entrance.
 - Grade 5: Follow the **RED** arrows through the library entrance.
- D. All students will have temperatures and masks checked by the thermal camera upon passing through their assigned entrances.

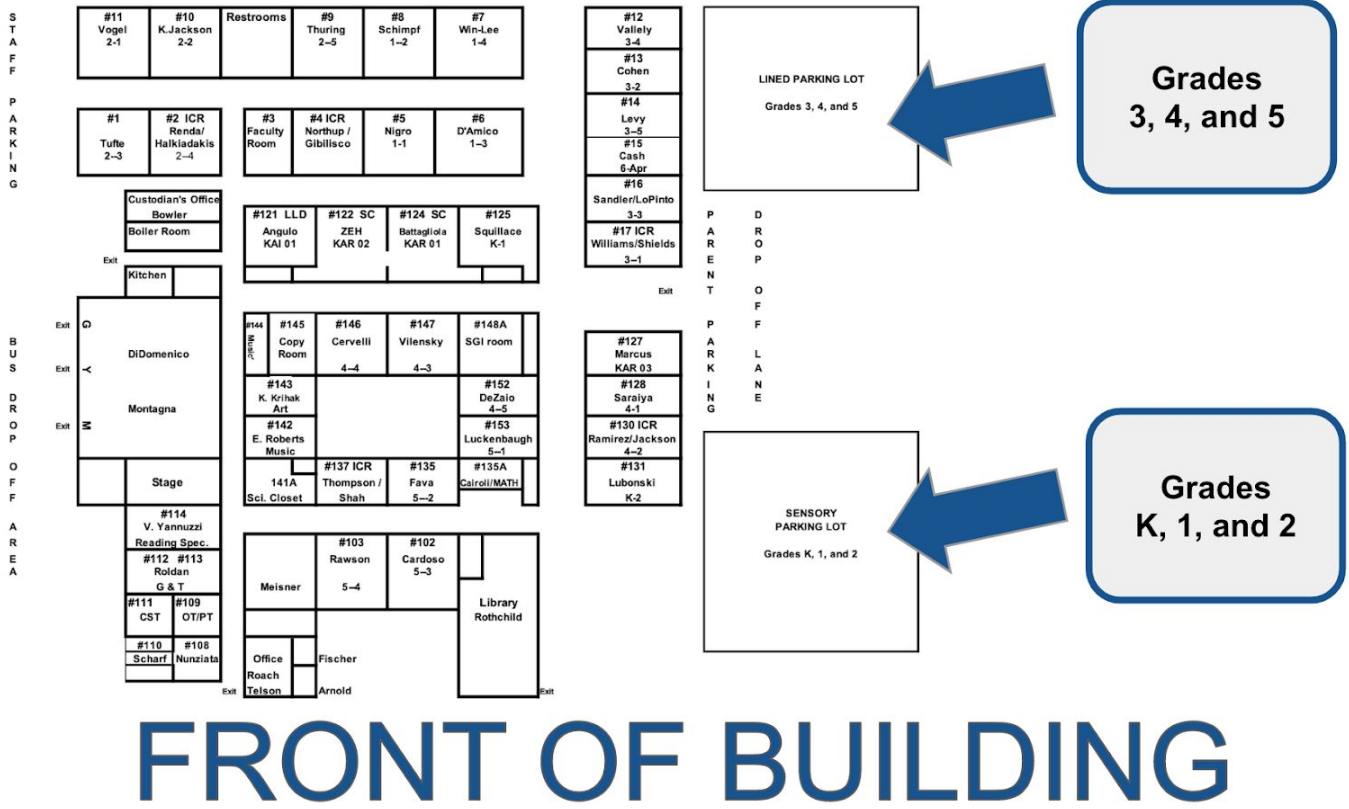
Student Drop-Off Location 2: Bus Drop Off

- A. If before 8:45, students will go to designated parking lot next to building (see map on page 6):
 - a. Grades K, 1 and 2: Sensory Black Top (see map on page 6)
 - b. Grades 3, 4, and 5: Lined Parking Lot (see map on page 6)
- B. After the 8:45am bell, students will follow arrows through assigned doors and head towards their designated classrooms:
 - Self-Contained: Follow the **GREEN** arrows through the library entrance.
 - Grade K: Follow the **GREEN** arrows through the library entrance.
 - Grade 1: Follow the **PURPLE** arrows through the main entrance.
 - Grade 2: Follow the **BLUE** arrows through the main entrance
 - Grade 3: Follow the **YELLOW** arrows through the library entrance.
 - Grade 4: Follow the **GREEN** arrows through the library entrance.
 - Grade 5: Follow the **RED** arrows through the library entrance.
- C. Temperatures and masks will be checked by the thermal camera upon entering the building.

Arrival Protocols for Parents

- A. Parents must adhere to social distancing guidelines and wear masks on school property.
- B. If applicable, parents should bring students to the designated areas.
- C. Parents should not loiter or spend time on school premises after drop-off.

Building Map: Outdoor Waiting Areas



In-Building Procedures

Entering the Building

- A. Students will pass through the thermal scanner upon entrance into the building and utilize the hand sanitizer.
- B. Students must wear a mask and maintain distance as they enter from the outside. Students should not crowd the doorways.
- C. Students with a high temperature reading will be asked to wait on the side to be retested.
 - a. If temperature is retested at 100.1 degrees or higher, the nurse will be called to evaluate.
- D. Students must use their assigned entry points:
 - a. Grades 1 and 2: Main Doorway
 - b. Grades K, 3, 4, 5 and Self-Contained: Library Doorway

Hallway Procedures

- A. Hallway monitors will be stationed throughout the building to assist with student movement.
- B. If feasible, students must adhere to one-way traffic flow for social-distancing purposes.
- C. Students will be required to sanitize hands upon entering classrooms.

Breakfast and Lunch Procedures

- A. Families have the opportunity to order lunch/ breakfast online through Genesis for the week.
- B. Lunch will be “grab and go” and will be eaten at home.

Classroom Procedures

- A. Student desks have been carefully placed to adhere to social-distancing guidelines. Desks should not be moved.
- B. Students must keep all personal supplies and materials with them at all times. No personal materials should be stored or left in the classroom.

Student Materials

- A. Student materials, including devices, supplies, and books, must go home each day.
- B. These same supplies must come back to school each morning.
- C. Personal materials and outerwear will be kept in backpack storage on the backs of chairs.

Bathroom Procedures

- A. Bathrooms will be cleaned and disinfected on rotating 30 minute intervals.
- B. Hallway monitors (lunch aids) will ensure that only one student at a time is entering the bathroom.
- C. Students who are waiting to use the facilities will wait on the designated points/stickers outside the bathroom doors.

- D. Students must wash/sanitize hands upon entering and exiting the restrooms.
- E. Additional signage will be placed throughout school to promote hygienic practices.

Water Breaks and Snacks

- A. All water fountains are closed indefinitely.
- B. Students may bring water bottles from home, but should only raise the mask to sip from the bottle when necessary.
- C. Snack time will be designated by the classroom teacher with the following options:
 - a. Snack time outside
 - b. Rotating snack time for students*

*Students will eat at their individual desks only and wash/sanitize their hands immediately after.

5th Grade Platooning

- A. To minimize student movement and eliminate increased points of contact, paired teachers will switch classrooms.
- B. If classrooms are not adjacent, lunch aids or paraprofessionals will be called upon to supervise students while 5th grade teachers rotate.

Media Center

- A. Students can virtually check-out books from the school library.
- B. Books will be delivered outside the students' homeroom doors.
- C. Books will be returned to a library bin and placed in a "waiting bin" for 72 hours outside the media center for "reshelving".

Visitors to Building

As a direct result of the global pandemic, visitors to the building will not be permitted without advanced appointment. Please adhere to the following procedures in the event of forgotten supplies or an early student pick-up:

Forgotten Supplies/Materials

- A. Forgotten materials must be dropped off on outside cart/table:
 - a. Parent/guardian will label the item with the student's name and teacher (Appendix 1).
 - b. The cart will be checked periodically by security.
 - c. Materials will be delivered to classrooms by unassigned staff.

Early Pick-Up

- A. Authorized adults should follow regular early pick-up procedures, however procedures should be contactless.
- B. Parents will complete a health questionnaire prior to entering the building and will be scanned for temperature.
- C. Parent/guardian provide Security Officer identification outside the door to run through Raptor.
- D. The student will be called down to office for dismissal and staff member will have parent sign off outside of the building.

Dismissal Procedures

Kindergarten Dismissal

- A. A.M. SESSION: Dismissal time for students is **11:30 a.m.**
 - a. **Bus** students will be dismissed through the school's main front entrance.
 - b. **Walkers** will be dismissed to parents at the front door. Parents should wait beyond the cones along Tingley Lane.
- B. P.M. SESSION: Dismissal time for students is **3:30 p.m.**
 - a. **Walkers** will be dismissed to parents at the front door. Parents should wait beyond the cones along Tingley Lane.
 - b. Students taking bus transportation will be escorted to their bus.

Dismissal for Grades 1 through 5

- A. Dismissal time for students will begin at 12:30pm.
- B. All students must wear masks and adhere to social distancing protocols when exiting the building.
- C. Students should adhere to one-way traffic patterns to maintain distancing.
- D. Walkers:
 - a. All walkers will be dismissed out the third grade doorway.
- E. Bus riders:
 - a. Bus riders will be dismissed by bus numbers.
 - b. Students who ride the bus should not move toward their exits until their bus numbers are called.
 - c. Students must wear masks on the bus at all times.


Dismissal Protocols for Parents

- D. Parents must adhere to social distancing guidelines and wear masks on school property.
- E. Parents should wait at the designated areas.
- F. Parents should not loiter or spend time on school premises after pick-up.

Health and Wellness Protocols during COVID

1. Our first priority is to keep your child and our MLK staff in the safest learning environment. Your cooperation is necessary for us to achieve this.
2. Check in with your child each morning for signs of illness.
3. Please do not send children to school with a fever, worsening sore throats, coughs, diarrhea, severe headaches, vomiting, body aches, loss of taste or smell. If you feel that these symptoms are a result of another diagnosis, a detailed physician's note will be required to remain in school.
3. Talk to your child about precautions to take at school
 - wash/sanitize hands frequently
 - keep physical distance from others
 - wear a mask, with attention to it covering nose and mouth
 - avoid sharing objects with other students
 - tell an adult if they do not feel well
4. Under the current COVID circumstances, available nursing care will be limited to evaluation of students exhibiting COVID-like symptoms in an isolation room and emergency/first aid/medication administration in the nurse's office. Any non-COVID like symptom that prevents a student from remaining in the classroom would necessitate them to return home. Examples would be stomachaches not resolved with using the bathroom or eating a snack or a headache not resolved with drinking water or resting briefly at their desk.
5. Any student with COVID-like symptoms will be sent home immediately. Parent/guardian will be notified and it is expected that the child will be picked up within 30 minutes.
6. Please pack your child with extra clothing just in case of a bathroom accident or accidentally spilling their water bottle on clothing. The nurse's office is not permitted to assist students to dry clothing or issue clean clothing at this time. If a student is uncomfortable and does not have a change of clothing, you will be asked to pick up your child

Appendix 1

 <p>Please DO NOT RING the bell please place forgotten items in the bin outside the school. We will collect them and distribute them as soon as we can.</p> <p>Please Print Child's Name _____</p> <p>Teacher _____</p> <p>Grade & Section _____</p>	 <p>Please DO NOT RING the bell please place forgotten items in the bin outside the school. We will collect them and distribute them as soon as we can.</p> <p>Please Print Child's Name _____</p> <p>Teacher _____</p> <p>Grade & Section _____</p>
 <p>Please DO NOT RING the bell please place forgotten items in the bin outside the school. We will collect them and distribute them as soon as we can.</p> <p>Please Print Child's Name _____</p> <p>Teacher _____</p> <p>Grade & Section _____</p>	 <p>Please DO NOT RING the bell please place forgotten items in the bin outside the school. We will collect them and distribute them as soon as we can.</p> <p>Please Print Child's Name _____</p> <p>Teacher _____</p> <p>Grade & Section _____</p>
 <p>Please DO NOT RING the bell please place forgotten items in the bin outside the school. We will collect them and distribute them as soon as we can.</p> <p>Please Print Child's Name _____</p> <p>Teacher _____</p> <p>Grade & Section _____</p>	 <p>Please DO NOT RING the bell please place forgotten items in the bin outside the school. We will collect them and distribute them as soon as we can.</p> <p>Please Print Child's Name _____</p> <p>Teacher _____</p> <p>Grade & Section _____</p>