## SCHOOL PROFILE

<table>
<thead>
<tr>
<th>School Name: Miller ES</th>
<th>Grade Levels: K-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students: 470 enrolled, plan</td>
<td>Number of Classroom Teachers: Total</td>
</tr>
<tr>
<td>estimation is around 150.</td>
<td>3 Ex Ed Resource</td>
</tr>
<tr>
<td></td>
<td>1 Pre-K</td>
</tr>
<tr>
<td></td>
<td>1 OMA Teacher</td>
</tr>
<tr>
<td></td>
<td>1 ELD Resource</td>
</tr>
<tr>
<td></td>
<td>20 Teachers</td>
</tr>
</tbody>
</table>

| Additional Classified Staff:                | Total Number of classroom spaces at your site: |
| 3 Instructional Specialists                 | 25 (includes 2 rooms for preschool)           |
| 1 Library Assistant                        |                                           |
| 4 Monitors-2.5 hours each                  |                                           |
| Health assistant (health office/isolation  |                                           |
| space)                                      |                                           |

| Additional Certified Staff:                 |                                           |
| 1 MTSS Coordinator                         |                                           |
| 1 CSP                                      |                                           |
| 1 Reading Specialist                       |                                           |
| 1 Counselor                                |                                           |

## RE-ENTRY PLAN SAFETY/OPERATIONAL LOGISTICS

Utilizing the guidance document as an outline, your team will create a re-entry plan that encompasses a student's day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.

## Arrival and Breakfast Procedure for Hybrid/Online Model

- Transportation arrives within 10 minutes of the school start time
- Parent drop-off at 8:10 am (first bell rings at 8:18, second bell 8:20)
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Registrar and Health Assistant assigned to the door, assessing wellness prior to students entering.
- Parents and visitors do not have access to the building unless signing in late child and will sign them in with Registrar at the front gate.
- For tardy students, “wait” zones identified outside of front gate, marking 6 feet distance with visual cues for remaining apart for students/parents to check in at front gate.
- No student will be playing on the field in the morning
- Playground equipment (structures) are taped off
- No before-school recess
• Students will be escorted to their designated learning space and given their Grab & Go breakfast.
• Front Gate/door and exterior classroom doors will be used to enter building.
• Custodian will remove breakfast from the students’ area. Students will throw away their food in a trashcan and an adult will disinfect their learning space.
• Upon completion of eating proctor will provide hand sanitizer.

Classroom Environment – Learning Spaces

• Within each Zone, we will have a Proctor Station which will include the following:
  Face masks, sanitizer, gloves, tissue, paper, Covid-19 “Health Signs”, Master Schedule of Classes, schedule for proctor breaks and student breaks.
• Proctors teach handwashing, physical distancing, covering cough, mask wearing procedures in classroom.
• Students will keep all possessions with them- backpacks will be placed underneath their seat/table or back of chair, Student Kits will be assigned to an individual student and will not be shared by any other student. Student Kits will include the following: Consumable materials per teacher/district recommendations.
• Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom when needed. Proctors will set alarms for handwashing and create a schedule.
• Students are to bring their own water bottles and they may be filled up as needed by proctor. Students will not be able to access water fountain manually.
• Teachers are given the option to come into the building to set up and remove excess furniture and soft items.
• Move extra furniture to supply closet.
• Stagger tables
• Sit students 6ft apart or 2 students at a table max
• All students facing the same way
• Gallon sized Ziplock bags will be used for individual student supplies (white board, pencils, crayons, markers, color pencils, consumables, etc.)

Transitions
• Limited transitions
• Directional markings on hallway walls (two way, stay to the right, do not touch walls)
• When walking in line, spread out to ensure distancing (All walkways will be marked at 3ft intervals to ensure distancing and supervision.
• Hands-free door entry, when possible prop open doors within building where there is high traffic
• Where possible, have GATE/EXED/ELD Resource push-in the classroom or pull out only group of students from one class at a time. Teacher escorts students to facilitate social distancing.

Arrival: Student will be escorted to their assigned learning space. Students will use the west side cafeteria door and front gate to walk to classes. They will enter classroom through the exterior classroom door.

Restroom: One student at a time, regardless of gender. Student will raise hand; proctor will approve.

Nurse: One student at a time, regardless of gender. Student will raise hand; proctor will approve.

Support Services: Proctor escorts students to facilitate social distancing.

Physical Movement (Brain breaks, PE): Students will use markings on wall to physically distance.

Early Check Out: Parent will use outside camera/intercom, give student name, and produce I.D. Office staff will call/radio for student to be released from office. Office staff will have a visual confirmation that student has met parent. Office staff will sign out student on Sign In/Out log.

Dismissal: Students will remain at learning space until proctor is radioed that family/bus/daycare has arrived.

Health Zone: Health Assist/Nurse will be referring students if needed after wellness check. Health Assist/Nurse will escort student to Health Zone and retrieve personal belongings if needed.

Emergency Procedures will still be practiced:
  a. Fire drill exit procedures
  b. Lockdown drill procedures

**PROGRAMS**

- GATE (Online)
- Ex. Ed. Resource (online)
- Counseling Guidance Lessons- Whole class online during PLCs, Online meetings with students by small group or individual as needed (online and in-person)
- ELD Resource (Online)
- OMA (Online)
• Morning & After Program (Community Schools) will be in the cafeteria

Recess/ Healthy Play Requirements

• Schedule separate times for class cohorts for outdoor/indoor recess
• Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk (Areas can also be in a rotation if needed)
  a. K, 1 West Playground (Kinder Playground)
  b. 2nd grade-East Field
  c. 3rd grade East Field under solar panels
  d. 4th grade Basketball Courts
  e. 5th grade South Field (Ramada)

• Menu of socially distant activities
  o Walk laps, relay races, Simon Says, hopscotch, rock/paper/scissors jumping game etc.
  o https://asphaltgreen.org/blog/repeat-out-games-for-social-distancing (for more ideas)

• No use of playground structures (blocked by caution tape)

• Possible Available equipment (if able to be sanitized after every use):
  a. Basketballs
  b. Hula Hoops
  c. Soccer Balls
  d. Jump ropes

• Any equipment used must be disinfected afterward. Sanitizer station on playground.
  a. Spray/Disinfectant
  b. Leave out to dry 10-15 minutes

Lunch Procedure for Learning Spaces

• Assess your lunch schedules and how to stagger your times (may change depending on number of students in each grade level band)
  a. K/1- 11:00 am
  b. 2/3- 11:30 am
  c. 4/5- 12:00 pm

• Streamline point of sale:
  o Proctor will mark rosters ahead of time and send to cafeteria to mark for the day (all students at Miller are free)
• Students will be escorted to their seat, and given their Grab & Go lunch
• Assess the configuration of your cafeteria-space- physical distance
### Procedures for traffic flow around the cafeteria
- **a.** One entrance (South Cafeteria Doors), one exit (East Cafeteria Doors)
- **b.** No sharing table
- **c.** Students raise hands if in need
- **d.** Students carry own home-lunch (no communal storage)

### Handwashing/ sanitizing routine
- Will be before and after eating. Proctor will bring sanitizer to student.
- Students will discard trash.
- Custodians will disinfect eating spaces

### Dismissal Process / Requirements:
- Valet system with parents remaining in cars, utilizing monitors/proctor, south bus bay.
- Dismiss from the Learning space: Students will remain at learning space until proctor is notified that family/bus/daycare has arrived.
- Students who ride bus will be escorted by a proctor to west side bus bay.
- Assigned zones for outside will be marked with appropriate physical distancing.
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Kinders and walkers will be dismissed 5 minutes early (2:25 pm)

### Parent Communication
- Parentlink recap of district messages (as needed)
- Facebook message recap of district message (as needed)
- Welcome letter week of 27th
- Upload Letter to Website by August 7th
- Remote Learning Handbook for parents uploaded by August 7th
- Upload information to Facebook as needed
- Send flier about handwashing, covering cough, wearing face masking
- Marquee updated weekly (more if needed)
- August 6th from 2:00-2:45pm, I will host “Zoom with the Principal” to answer general questions and greet parents.
- August 7th is “ZOOM to MEET YOUR TEACHER” day. Teachers will be available on Zoom from 9am - 9:30 am and again from 1pm-1:30 pm. Drop in to say hello and meet your teacher.
- August 18th is TENTATIVE “Back to School/Open House Night”