

**Lakewood Elementary
Return to Learn Plan
“Every Child, Every Day”**



Know that this plan is fluid and could change daily

[Norwalk Community Schools Return to Learn Plan Draft](#)
[Warren County Health Guidelines for Schools](#)

Daily Guidelines:

- Parents screen and self-report student [symptoms](#) and fever
- If sick, stay home!
- Encourage distancing (two arms length - “airplane”)
- Staff are required to wear masks or face shields
- Students will wear face coverings when physical distancing (6 ft.) cannot be maintained.
- Frequent hand-washing and sanitizing

COVID-19 policies are intended to mitigate, not eliminate, risk. There is no single action or set of actions that will completely eliminate risk, but we can work together to reduce the risk.

Expectations for All Three Scenarios (#1 Normal w/ Modifications, #2 Blended, #3 Remote)

- We are committed to building supportive, connected classroom environments in which **we value each student's academic and social-emotional growth and wellness.** Relationship and community-building activities will take place in all settings.
- Learning provided to students during in class and remote virtual instruction will be **required.**
- Attendance will be taken** during the class meeting each day, whether in-class or remote.

- ❑ Teachers will be expected to provide instruction, feedback and targeted support to students.
- ❑ Students will be expected to participate in instruction and share evidence of their learning.
- ❑ Teachers will gather evidence and determine proficiency on priority standards on a trimester basis via the report card.
- ❑ Remote learning will consist of both **synchronous (live)** and **asynchronous (on demand)** learning.
- ❑ Each classroom teacher will maintain an active SeeSaw online classroom throughout the school year. PLCs will collaborate to ensure access to remote learning opportunities through SeeSaw.

OPTIONS FOR THE BEGINNING OF THE YEAR:

"By August 1st, families will complete the Google form for Required Remote learning. Any required medical forms will be dropped off at the district office. The superintendent will be approving requests. "

#1-Normal with Modifications:

Teachers will instruct the students in person in classrooms. Social distancing (3-6 feet apart) will be emphasized with desks facing forward and spread out. Face coverings (nose and mouth) are required for students if social distancing cannot be maintained and required for all staff and visitors. Physical distancing, frequent handwashing, scheduling with cohort groups of students and masking will be major areas of focus. Waivers of these requirements may be granted for religious and medical reasons as required by law.

Important things for parents to consider regarding Scenario #1:

- Our school has carefully planned and will be implementing many detailed health and safety mitigation strategies to do our best to keep student's safe. Please [review those plans in detail](#) for more information.

- Should an individual student or a whole classroom be under quarantine due to COVID-19 based on WCPH guidelines, the quarantined individual or classroom will all engage in Scenario #3, Remote Learning, for the duration of the quarantine. If a student is ill and unable to participate in Remote Learning, they will need to report each day of illness as an absence to the school (per DE guidelines).
- Should a parent opt to change enrollment to Remote Learning during the school year, they may be moved to another section of the grade level that is a full year, fully Remote Learning environment.

#3-Remote Learning:

Teachers and students are engaged in instruction through Google Classroom and virtual meeting platforms each day. Online learning will consist of both synchronous (live) and asynchronous (on demand) learning.

Important things for parents to consider regarding Scenario #3:

- Selecting the Remote Learning option is a trimester commitment.
- Remote Learning with young children at the 4th/5th grade levels will still require a significant amount of adult support to manage whether in the home or at a child care location. Students will need to log-in at certain times, interact with their teacher remotely, and submit work electronically via Google Classroom.
- Should a parent opt to change enrollment to Normal with Modifications at the change of a trimester, they may be moved to another section of the grade level that is a full year, in-person environment.
- Remote Learning is considered a required option for the state of Iowa that meets academic standards for the grade level. **Families opting to have their students engage in Remote Learning for the 2020-21 school year will not be automatically eligible to enroll in the same grade level for the 2021-22 to repeat the year in-person.** This would constitute grade-level retention, and all retention decisions are individual, data-based decisions at the discretion of the district.

Scenario #2: Return with Blended (Hybrid) Model: A mixture of in person and remote learning options will be available for all students.

In the event Governor Reynolds, the IDPH, DE and /or Warren County Health Services provide a mandate to reduce the group size or increase social distancing, the Norwalk CSD will reduce the number of students in each classroom. A reduction in class size will require students to attend fewer days per week for in-person instruction. The district will employ an alternating day hybrid model where one group of students attends school on “Purple Cohort” days and one group of students

attends school on “Gold Cohort” days. District staff members will make every effort to assign students in the same household to the same cohort. Students with special needs (IEPS, 504 plans, ELL, and at-risk students, may continue to attend daily)

This is not currently an option parents may choose for the beginning of the year.

Example of Return with Blended (Hybrid) Model:

	Monday	Tuesday	Wednesday (Early Out)	Thursday	Friday
Week One Purple	In Person	Remote	In Person	Remote	In Person
Week One Purple	Remote	In Person	Remote	In Person	Remote
	Monday	Tuesday	Wednesday (Early Out)	Thursday	Friday
Week One- Gold	Remote	In Person	Remote	In Person	Remote
Week Two Gold	In Person	Remote	In Person	Remote	In Person

Monitoring & Implementation:

- Lakewood’s Return to Learn Team will be looking at various data and feedback to monitor the implementation of each of the formats.
- Adjustments will be made accordingly throughout the year based on feedback and data

Location	Detailed Plans for All Students Returning to School with Modifications
<p>Open House</p>	<ul style="list-style-type: none"> → No Open House → Videotape a tour of building (counselor/administrator) → Teacher videotape and send message → Set up appts to tour school if new to district (Only parents/guardians and student) → Set up appts to bring medications in & see the nurse (Only parents/guardians and student) → Set up appts to bring students with special needs in building if requested (anxiety,etc)(Only parents/guardians and student)
<p>Before School</p>	<ul style="list-style-type: none"> → First Day Photo opportunities will be discouraged → First Day- No Visitors (parents, siblings) in the building unless special permission → Parents will screen students daily before sending for temperature and symptoms → Students will wear masks on bus and in hallways going to their classrooms → Students would go directly to the classroom when they enter the building. There might be exceptions with some students depending on the individual plan (IEP). → Students will not gather in groups prior to going to the classroom. Entrance will include markings on the ground as come in to school where to stand outside the building → Students will come in single file (6 ft. apart) four different entrances . Locations will vary based on students' neighborhood → No Lockers will be used. Students will work out of backpacks until the end first trimester and then reevaluate. Teachers will decide the placement of backpacks. Coats will be placed on back of chair
<p>After School</p>	<ul style="list-style-type: none"> → Students will wear masks in hallways, waiting for transportation and on busses → Students use specific doors for dismissal using safe distancing. Locations of dismissal will be based on students' neighborhood → There will be markings for the students to maintain safe distance while waiting for transportation → Times will be staggered for dismissal. → <u>Red Box:</u> <ul style="list-style-type: none"> ◆ Red dots will be painted for physical distancing.

	<ul style="list-style-type: none"> ◆ Students will be expected to wear masks in the Red Box area ◆ Survey will go out to parents on number picking up students and approximate times
Classroom	<ul style="list-style-type: none"> → Remote learning criteria will be reviewed with class at the beginning of the year with both students and parents → Desks; seating 3-6 ft. apart (organize room to provide spaces for students based on size of classroom) → No furniture with any type of fiber will be in the room. All surfaces must be able to be wiped down. → Markings will be created for one way traffic in rooms and hallways → Seating charts will be created so that it is easy to trace in case of COVID → No reading table or small group space without masks - → Students and staff groups will be as static as possible. Teachers will be rotating to rooms and students will be staying in room → Teachers will be using Infinite Campus to monitor seating charts and to enable contact tracing → Students can bring prepackaged snacks and can use a water bottle (No shared food) → Rooms will be sanitized throughout the day → Teachers will minimized sharing of student materials → Students will not be allowed into any teacher work area in the building. (Teachers workroom, Copy areas, Teachers Lounge) → Teachers using work area machines need to wipe down surface after using → Students will wear masks if proper social distancing can not be accomplished in classroom → Handwashing and sanitizing will be required frequently and during transitions
Specials	<ul style="list-style-type: none"> → Classes will go to specials in a regular schedule → During transitions, masks will be used by students → Students will use social distancing during instruction and specials will follow classroom guidelines → Teachers will minimized sharing of student materials → Surfaces will be sprayed down throughout the day
Transitions/ Passing Periods	<ul style="list-style-type: none"> → Times will be staggered for classes in hallways → Markings will be in the hallway identifying traffic flows- One way in hallways and stairs. Victory lane will use north hallway and Integrity Island will use south hallway. → Students will wear masks if proper social distancing can not be accomplished → Teachers will escort students during transition to specials lunch and

	<p>dismissal</p> <ul style="list-style-type: none"> → Hallways and Stairs will be One Way with markings on the floor
<p>Lunch</p>	<ul style="list-style-type: none"> → Lunch will have staggered times and physical distancing will be emphasized in the lunchroom → Staggered times will be created for the students to come through lunch line- teachers will walk to the area and reinforce spacing in line → Markings on floor for traffic flow will be designed for students to have predictability to, where to stand & students will be dismissed in single file → Students will have their lunch card in their lanyard or a QR code on their phone to eliminate any transmission of cards. Students with cash will not receive change back, but the money will be deposited into their lunch account. → There will be a table for food allergies in the lunchroom → Students will be assigned a spot per table and logged in Infinite Campus based on their class → Prior to the lunchroom assignments, administration will design the schedule based on the tables and social distancing. → Time between lunch periods will be allocated for passing times and sanitizing → No visitors able to eat lunch with students → Students will use hand sanitizer/ wash hands before & after lunch
<p>Recess</p>	<ul style="list-style-type: none"> → Classes will be assigned to zones each day (field; walking laps; equipment) → Two recesses per day will be recommended for ten-twenty minutes per recess. Teacher will supervise and each class will have specific zone → Equipment will be designated and approved prior to students arrival → Staggered recess times for classes will be designated → Masks worn at recess will be based on recommendation of public health and district recommendations → Students will use hand sanitizer/wash hands when they come back inside from recess → Doors may be propped open when students coming in and out of recess to eliminate students touching handle of door → Classes will line up when done with recess using social distancing and markings → Specific doors for coming in & going out for recess will be assigned → Students will wear masks if proper social distancing can not be accomplished

<p>Office</p>	<ul style="list-style-type: none"> → Nonessential visitors will not be allowed in building → When in office, social distancing will occur by both children and adults → Students will wear masks if proper social distancing can not be accomplished → Visitors will be limited and will require administrative approval. → All visitors (if approved) will be required to wear a mask or face shield → Visitor Screener will be utilized → Materials will be frequently wiped down throughout the day
<p>Nurse</p>	<ul style="list-style-type: none"> → Nurse will work with teachers and parents of students will compromised health conditions → Nurse will help educate and take temperatures if needed for employees who might have compromised health → Handwashing will be priority and scheduled throughout the day. Nurse will provide instruction through video → Process of sending sick students will be reviewed with the teachers prior to the school year → <u>Two Areas will be Designed for the Nurse:</u> <ul style="list-style-type: none"> ◆ <u>Sick Area</u> <ul style="list-style-type: none"> ● Parents for sick students will drive up to the south door and Shawna will release the student to the parent at the door. ◆ <u>Medicine Area:</u> <ul style="list-style-type: none"> ● Area that is used for regular medicine for students ◆ Communication will occur between nurse and office through walkie talkie
<p>Restrooms (shared)</p>	<ul style="list-style-type: none"> → Students will have markings for standing in line and lines will be supervised by an adult → There will be one person per stall for the bathroom. Teachers will monitor that for the students → Students would be taught for proper hand washing routine (Nurse) → Specific times will be created for class bathroom breaks → Each student will receive a water bottle at beginning of the year- filling stations will be used- no fountains will be used → Students will wear masks if proper social distancing can not be accomplished
<p>Instruction</p>	<ul style="list-style-type: none"> → Teachers will teach lessons with social distancing practices in place → A virtual roadmap will be provided to the parents for the week and

	<p>students will communicate the expectations for the week with their parents</p> <ul style="list-style-type: none"> → A Social Emotional component will be infused in the instructional day for each classroom → Google Classroom will be used as a tool for students and parents → Parents will be communicated with through Google Classroom → Parents and students will have an opportunity to learn more about Google Classroom → See Saw will be used as a communication tool with students, teachers and parents on a weekly basis → Regular Classroom instruction and strategies will occur based on board approved materials → Teachers will review and provide meaningful feedback on student work to adjust instruction and set learning goals with students.
<p>Technology & Books</p>	<ul style="list-style-type: none"> → Each student will have a Chromebook and will use Google Classroom and SeeSaw → PearDeck will be used as a tool for student feedback → Each student will wipe down textbooks prior to using unless they have their own. → Library books will not be shelved until they are in the check in bin for three days → Books will be brought to the classroom on a cart for the students to check out → First semester will emphasize Google Boot Camp for students in both 4th and 5th Grade
<p>Parent Communication</p>	<ul style="list-style-type: none"> → Parent communication will be done through the following: <ul style="list-style-type: none"> ◆ SeeSaw ◆ School Tubes ◆ Remind ◆ Google Classroom ◆ Emails
<p>Equity & Special Populations</p>	<ul style="list-style-type: none"> → Grade level content is academic priority and will be stressed in classes. → Students will consistently receive grade-level materials, tasks, and assignments, along with appropriate scaffolds that make the work accessible for them. → Staff will address inequities head on with students both academically and socially → Students will have access to grade-appropriate assignments, strong instruction, or deep engagement

	<ul style="list-style-type: none"> → Instruction will be based both of skills and content knowledge → Teachers will work with students in small groups using physical distancing → Meetings regarding special education will be held virtually, rather than in-person meetings, to the extent possible
<p>SEMBH</p>	<ul style="list-style-type: none"> → Skill Building: <ul style="list-style-type: none"> ◆ Class Meetings Each Day using Leader in Me First Eight Days ◆ Counselor Lessons will be increased during the first semester and the priority will be on the students social emotional wellness. → School Tube will go out explaining the safety precautions to both parents and students (Admin) → For students with increased anxiety of coming to school, the counselor will reach out and do virtual conversations prior to school starting answering any questions/concerns for students → Teachers will meet with Student Support team monthly to make referrals on concerns → Staff will get refresher at the beginning of the year on signs of trauma and social emotional health → Monthly meeting will occur with Nurse, Assistant Principal, Principal, Therapist and Counselor
<p>Safety Drills and Procedures</p>	<ul style="list-style-type: none"> → Students and staff who are ill or exhibiting any symptoms of illness should not come to school or work → CDC and Public Health guidance will be followed in regards to COVID and isolation requirements → Parents will be given information of symptoms to look for to screen their child daily before sending them to school. → Staff will be required to wear a face-covering and the district will be providing both masks and face shields. → Regular hand washing for students and staff will be promoted → Classrooms will be cleaned a throughout the day → Per Norwalk Fire Department Recommendations: <ul style="list-style-type: none"> ◆ Social distancing should not be practiced in the event of a fire or other emergency requiring evacuation, as a students' immediate safety outweighs the risks of being in the proximity of less than 6 feet to another student ◆ Fire drills should be practiced as if they are a true emergency without social distancing, with due regard to hand sanitation and six feet of separation at the conclusion of the drill

Note for face coverings that waivers of these requirements may be granted for religious and medical reasons as required by law