

Second Floor Educational Wing

Reentry Plan Procedure Guidelines

We recognize that children in the 2nd, 3rd and 4th grades are solidifying their foundation of academic concepts and finding successful ways that work for them to personally engage, apply and retain information. These are critical years of bridging enthusiastic learning and taking on the challenge to be positive and successful seekers of new and more abstract information. Moving through this point in time takes an invested interest from educators and parents to guide, encourage, support and expand learning opportunities, which build stamina and momentum to optimize their learning.

During this season of COVID-19, where educational institutions must look at making adjustments and perhaps alternative ways of bring learning to life, Monarch will strive to create a variety of educational learning environments. These will be designed to successfully solidify academic foundations, which inspire and motivate students to feel successful in their efforts.

When evaluating a thriving Second, Third and Fourth Grade experience that respects the development of the whole child, taking into consideration the necessity of reasonable and mandated safety and health measures, we looked to explore exciting diverse learning environments that incorporate the indoor classrooms and optimize outdoor spaces for activities and routines.

The COVID-19 pandemic continues to change daily, which requires us to adapt and adjust our procedures and protocols in order to follow the guidance provided by the CDC, local health departments and DCF, in our efforts to help keep our children, families and faculty safe. Monarch's procedures and policies are intended to do what we can to mitigate the spread of COVID-19, but will not necessarily eliminate risk.

To maximize the safety of each child and faculty member working within each classroom, we have created predictable routines that will provide children with whole group/class experiences, small collaborative experiences and one on one opportunities within the Second Floor Educational Wing setting. These experiences will utilize both indoor, as well as outdoor, spaces.

The Second Floor Educational Wing is made up of the 2nd, 3rd and 4th grade classrooms, the 2 hallway bathrooms and the Library, which will be considered an Open Space for collaborative and project based activities. Students or faculty from other floors from within the school will not be utilizing this space. It is exclusive to the 2nd – 4th grade students and faculty. Since Administration's office is on the second floor, Admin will obviously be utilizing this space.

Specific school wide policies and protocols involving health and safety requirements, such as sick policy and quarantine requirements, are being finalized and will be sent out the week of **July 13th**.

This document contains specific modified procedures for each class that will be enforced until further notice.

- Drop Off and Pick Up Routines and Locations
- Indoor/classroom procedures
- Outdoor procedures
- Safety procedures and hygiene

2nd Floor (2nd, 3rd and 4th Grades) Drop off and Pick Up Routine and Locations

- The school day for our 2nd – 4th grade students begins at 8:30am. **Before and aftercare drop off and pick up procedures will be forwarded once finalized.**
- For our students within the 2nd Floor Educational Wing, the main entrance to Monarch off of Stetson will be the primary point of entrance and exit. Parents may walk their child to the outside entrance point or may park and walk part way, and then allow their child to walk independently into the school building.
- As always, we will have crossing guards for both crossing Stetson and the back of the building parking. The 3rd Floor Educational Wing (5th Grade – 8th Grade) will have a delayed 8:45 start to the day, so traffic and parking during the 8:30 start time for K-4th grade should be less.
- Members of our Admin Team will be at the entrance of the school to greet our 2nd Floor students.
- At this point in time, we would like to minimize as much as possible, parent presence within the building area because of levels of additional exposure. **All members of our Administration Team will be available each morning at drop off locations in order support this process and to answer any questions, make connections and to be available for any parent needs and questions.**
- A video of 2nd Floor Educational Wing drop off routine will be provided for you prior to our first day of school to minimize any confusion.
- Fever checks will be made during this drop off routine.
- For late arrivals, parents are asked to use the buzzer at the door and we will greet you at the door and escort your child to their classroom.
- For students who will not be participating in aftercare, **release and pick up** will be in the Lobby and entrance Breezeway. There will be a slight staggered release time, for example 2nd- 2:50, 3rd –3:00 and 4th -3:10. Exact times to be determined so that there is minimal congestion in the hallways and in the breezeway during this time.

2nd Floor Wing Indoor/Classroom Procedures

All children need to move, and in order to honor this, children should not spend an exorbitant amount of time in any one learning location. Since the freedom to move around the classroom is somewhat limited this year, Monarch is creating learning environments that utilize the classroom space, as well as additional inside and outside spaces as learning classrooms.

All 2nd and 3rd Grade students will be issued a Monarch Chrome Tablet and 4th Grade students will be issued Chromebooks to reinforce their learning. The use of this device will **not** replace direct instruction but will be a tool for students to learn how to navigate and practice certain skill sets.

- Per usual, each class will function independently within the indoor classroom setting. Each class will have a teacher and a shared teacher aide to work exclusively with that class/group of children. Teachers will not be moving into other 2nd – 4th classroom spaces, but will remain with their own class within their designated classroom.
- For the 20-2021 school year Monarch will have one 2nd grade class, two 3rd grade classes and one 4th grade class. This will limit the total number of students occupying the 2nd Floor Educational Wing.
- Indoor Learning Spaces:
 - Individual classroom design has been altered to accommodate the 6' setting spacing as suggested for optimal safety. Items from the classroom have been moved to storage to accommodate this necessary arrangement. This also has meant capping off enrollment for each class to assure that we can adhere to this guideline. Individual classrooms will be utilized to teach and reinforce core subjects. Each class will be establishing safe protocols within each of their classroom and hallway spaces for backpack and lunch box storage and visits.
 - The 2nd Floor Wing will also be taking advantage of the Library for an Open Space classroom to gather together and work alongside each other. This Library Open Space will be utilized for collaborative projects and possibly an alternative to whole group instruction. This will also be an area that a Special's teacher may decide to utilize instead of the classroom.
- Special attention will be given to each class's individual schedule so that hallway use will be used by one class at a time.
- Use of Masks/ cloth face coverings for 2nd, 3rd and 4th grade students:
 - Within the 2nd Floor Educational Wing, students will utilize a mask or cloth face covering under specific guidelines. When sitting at their desks within the

classroom, students will not be required to wear their masks, as desks and chairs are spaced the recommended 6' apart.

- When students leave their desk area, to move about the classroom, to go into the hall space, to use the restroom, and in line, they will be required to use their mask.
- While in the Library Open Space, students will be required to wear their masks as they may be working closely with their classmates on projects and activities.
- Students will not be required to wear their masks once they reach their outside destination for playtime and for PE, as well as for any appropriately spaced outside learning activities and instruction. However, if students are working outside together collaboratively on a project or learning activity and remain closer than 6', they will be asked to wear their mask.
- Use of Masks/Cloth Face covering with Faculty: Faculty will utilize a mask or cloth face covering if they are closer than 6 feet from any child or adult. Monarch has purchased clear masks so that our students are able to see and utilize the whole face as means of connecting, gaining information and effective communication. All faculty are asked to social distance from each other as much as possible, even when wearing masks.
- Individualized Drawing, Writing and Math items: Each child will have their own box of items that will be safely stored for individual use for activities in order minimize cross exposure. Each box will have an assortment of appropriate and necessary subject related items. Boxes will be labeled with individual names and kept in their individual desk cubbies.
- Individualized Curriculum: Each student will utilize curriculum, either a consumable or a textbook, that is assigned to them personally and kept in their desk cubby to eliminate the need to share any school work related items.
- Classroom Libraries: For the time being, students will not be visiting our Monarch Library. Individual Libraries will be set up in each classroom so that students will be able to read and possibly check out books. Books that have been looked at will not be returned to the shelves, but will be placed in a book bin to be cleaned after school.
- Lunchtime typically will be inside so that handwashing and social distancing can be managed. There will be times that children will take their sitting mat outside to enjoy a picnic lunch.

2nd Floor Educational Wing Outdoor Procedures

The use of the outdoors as classroom space will be incorporated as much as possible during the day and will be utilized for both core academic reinforcement, as well as Special classes.

Depending on weather, there will be more frequent opportunities for children to play and learn outside during their school day.

- Students will be utilizing both Dartmouth Park and The Learning Garden as their outdoor spaces. Specific safety guidelines and protocols will be established for our 2nd Graders use of Dartmouth Park, as routine use of this space is new this year.
- When utilizing the outdoors as a classroom space, students will have an individualized mat to sit on and to spread out their learning materials. Mats will be positioned so that they are the appropriate 6' separation recommendation.
- Physical Education will continue to be offered as a Special, twice a week.
- All children will have a personalized knapsack that they will take outside with them. Within the knapsack they will be able to carry their water bottle, sun hat, sunscreen, hand sanitizer, individual supply box and any other necessary learning materials in the event they will be utilizing the outdoors as a classroom.
- A utility sink has been installed on the Greenspace, in addition to the one in The Learning Garden, so that handwashing can easily and routinely occur.
- A mister is being installed on the Greenspace so that children can easily cool off during their outside time.
- Children will spend time in The Learning Garden and at Dartmouth playing and working on projects. The playground at Dartmouth will not be used by Monarch students. Activities will occur away from the playground areas. The Learning Garden will give children opportunities for both instruction and exploration.
- **Outside Walking Field Trips** – Teachers and students will take advantage of College Parks neighborhoods to venture on short walks/hikes. Parents will be notified in advance if their student's class will be out and about beyond Monarch's campus and Dartmouth Park.

Safety, Hygiene, and Cleaning Procedures

- Monarch has a modern high quality HVAC system that was replaced/installed as part of the school's renovation 3 years ago. The system incorporates the current code required for outdoor air requirements in a school by delivering outside air to each classroom and further incorporates a Global Plasma Solutions(GPS) Bipolar ionization generator (GPS-iclean) which further enhances indoor air quality by controlling odors, kills mold,

bacteria and viruses. High grade filters along with a charcoal filter liner are being installed in all the classroom units and are on an increased replacement schedule.

- Monarch will be taking each student's temperature upon arrival to school and as needed during the course of the day. Faculty will also be required to have daily temperature checks. (Specific policy on temperatures and our sick policy will be sent out the week of July 13th.)
- There will be a designated sick area away from the classrooms for children who are not feeling well and need to be picked up.
- Students will routinely wash their hands upon entering their Educational Wing after drop off. Frequent hand washing routines will occur throughout the day, both inside and outside.
- A washer and dryer are available in one of our 4-year-old classrooms for potential washing needs.
- Teachers will be reinforcing healthy habits such as washing hands, sneezing and coughing in sleeves, carefully respecting others belongings, etc. Water fountain use will be prohibited. Water bottles will be filled by separate containers, pre-filled with water, that will be available in the classrooms.
- The classrooms and Library Open Space area will be modified so that there are a minimum of high touch objects.
- Protocols will be established for cleaning all surfaces daily and routinely throughout the day, especially high touch surfaces, as often as possible using soap and water followed up by EPA approved disinfectants against COVID-19.
- Outdoor equipment on the Greenspace and in the Learning Garden as well as tables, will be cleaned and disinfected regularly during the day, especially if regularly used, and routine hand washing will be emphasized before and after use of these spaces.