

## **Third Floor Educational Wing: 5<sup>th</sup> Grade – 8<sup>th</sup> Grade**

### **Reentry Plan Procedures Guideline**

A healthy combination of interesting and challenging academics, combined with increased opportunities for social connections, are motivating factors for students in Middle School, as well as for those on the verge of entering this exciting phase. School provides both of these necessities and prepares young students to mature and prepare for the academic and social rigors of High School.

Monarch feels that students are emotionally challenged by the lack of these social and academic connections when they are not physically in a school space, for example, during Digital Distance Learning. We feel that it is important to provide a reentry plan that will help satisfy and fulfill both needs, while working within a safe and healthy atmosphere.

When evaluating a thriving 5<sup>th</sup> Grade- 8<sup>th</sup> 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 student and faculty member working within each classroom, we have created predictable routines that will provide students with whole group/class experiences, small collaborative experiences as well as one on one opportunities within the Third Floor Educational Wing. These experiences will utilize both indoor as well as outdoor spaces.

The Third Floor Educational Wing is made up of the 5<sup>th</sup> grade classrooms, 6 Middle School classrooms, and 2 hallway bathrooms. Certain MS classrooms will be considered Open Spaces for collaborative and project based activities, when not in use for core instruction. Students or faculty from other floors from within the school will not be utilizing the 3<sup>rd</sup> floor space. It is exclusive to the 5<sup>th</sup> grade – Middle School students and faculty. Administration will have access to this space as well.

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 13<sup>th</sup>**.

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

### **3<sup>rd</sup> Floor Drop off and Pick Up Routine and Locations**

- The school day for our 5<sup>th</sup> grade – Middle School students will have a slightly later start and will begin at 8:45am. **Before and aftercare drop off and pick up procedures will be forwarded once finalized.**
- Students on our Third Floor will enter through the double doors that face the parking lot in back of the building. The doors enter into the church's space next to their fellowship hall. Once entering into this space, students will use a Monarch back stair case that will take them directly to the 3<sup>rd</sup> floor. Parents are asked to either park and walk their child to the back entrance or let their child walk in independently.
- Members of our Admin Team will be available at the entrance to greet our 3<sup>rd</sup> 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 be available for any parent needs.**
- A video of 3rd 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 text or call Administration so that we can 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 back parking lot. There will be a slight staggered release time. Fifth Grade will be released at 3:00, Middle School – 3:30 for those not staying for Study Hall and 4:30 for those participating in Study Hall.

### 3<sup>rd</sup> 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.

This year, all 5<sup>th</sup> Grade and Middle School students will be issued a Monarch Chromebook 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, practice and expand certain skill sets.

- Per usual, each class will function independently within the indoor classroom setting. Each class will have a teacher to work exclusively with that class/group of children. Teachers will not be moving into other classroom spaces, but will remain with their own class within their designated classroom.
- 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. Individual classrooms will be utilized to teach and reinforce core subjects. Each class will be establishing safe protocols within each of their classrooms and staggered hallway use when Middle School changes class.
  - Lockers will not be utilized at this point in time.
  - The 3<sup>rd</sup> Floor Wing will also be taking advantage of Open Space classrooms to gather together and work alongside each other. Open Space will be utilized for collaborative projects and also 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 5<sup>th</sup> grade students and Middle School students:
  - Within the 3rd 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 an 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 recess and PE, as well as for any appropriately spaced outside learning activities and instruction. However, if students are working outside together collaboratively on a project, learning activity and/or socializing 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 as an option for our teachers 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 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 near their desk.
- Individualized Curriculum: Each student will utilize curriculum, either a consumable or a textbook, that is assigned to them personally and kept at their desk 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 students will eat outside.

### **3rd 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 Dartmouth Park as their outdoor space. 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 for 5<sup>th</sup> grade and once per week for Middle School.

- 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, hat for sun protection, sunscreen, hand sanitizer and individual supply box as well as any other necessary learning materials in the event that they will be utilizing the outdoors as a classroom.
- The playground at Dartmouth will not be used by Monarch students. Activities will occur away from the playground areas.
- **Outside Walking Field Trips** – Teachers and students will take advantage of College Park's 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 13<sup>th</sup>.)
- 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 including washing hands, sneezing and coughing in sleeves, being careful to respect 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 Classroom and 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.

