



**BITTERSWEET
ELEMENTARY SCHOOL**
— A PENN-HARRIS-MADISON SCHOOL —

Return to Learn Plan

Principal: Bob Thompson

Items in this document are not permanent and will be under a cycle of review.

Per the public health order from the St. Joseph County Health Department, staff and students are required to wear a mask that covers the nose and mouth.

Students and staff should do their best to practice social distancing, attempting to maintain six feet between individuals whenever possible.

CATEGORY	CONSIDERATIONS
Arrival	<p>OUTDOOR SUPERVISION:</p> <ul style="list-style-type: none">● Staff will be strategically placed around the building for student safety and supervision. <p>BUSES:</p> <ul style="list-style-type: none">● Upon arrival, buses will unload 1 at a time with supervision.● Students enter the door closest to their classroom.<ul style="list-style-type: none">○ K, Door J○ 1, Door G & H○ 2, Door I○ 3, Door E○ 4, Adjacent to Door C○ 5, Door D○ Penn PALS, Door A <p>CARS:</p> <ul style="list-style-type: none">● Upon arrival, students will exit their vehicle as directed by Bittersweet staff. Parents are to remain in their vehicles.● Students enter the door closest to their classroom (see above). <p>UPON ARRIVAL TO CLASSROOMS:</p> <ul style="list-style-type: none">● Students will wash their hands/utilize hand sanitizer.● Lunch boxes will remain in a specified location within the classroom.
PennPALS Arrival & Dismissal (as determined by need)	<ul style="list-style-type: none">● EA will meet students at bus/car & assist w/social distancing guidelines as determined by need.● Escort students directly to their classrooms.● Coordinate arrival for medically fragile students.

Breakfast	<ul style="list-style-type: none"> ● Students who eat breakfast at school will have it delivered to the classroom by Food Services. Students will eat in their classrooms.
Restroom Breaks	<ul style="list-style-type: none"> ● Restroom breaks to be determined by each grade level in a schedule that allows social distancing. (K-2; 3-5). ● Handwashing protocols will be emphasized entering and exiting (use of arrows/signs).
Hallway	<ul style="list-style-type: none"> ● Students should stay to the right while in the hallways. ● When 2 people meet at a doorway, the person exiting has the “right of way.” ● Students moving in lines will maintain social distancing. ● Drinking fountains will be used as bottle filling stations only.
Classroom Environment	<ul style="list-style-type: none"> ● All furniture impeding social distancing will be removed from the classroom. ● Shared materials and manipulatives will be sanitized between uses. ● Determine best use of space which allows social distancing. ● Portable/flexible seating allowed/encouraged. <p>SPECIAL AREAS:</p> <ul style="list-style-type: none"> ● IMC: Procedures will be put in place to monitor classroom libraries and allow for safe handling of books. ● PE: Outside when possible. ● MUSIC: Shared instruments will be sanitized between uses.
Technology	<ul style="list-style-type: none"> ● Students will be assigned Chromebooks (1:1) and headphones with no common/sharing computers in use. ● Daily sanitizing of devices.
Instructional Practices	<ul style="list-style-type: none"> ● Core instruction will include the consideration for learning gaps. ● Priority given to grade level standards. ● Consider whole group classroom interventions prior to interim/benchmark testing. ● Utilize formative assessments to determine gaps in learning. ● Utilize online formats. ● K-2 Remediation time scheduled (w/support in literacy). ● 3-5 Remediation/Enrichment time scheduled (w/tech support for enrichment).
Lunch	<ul style="list-style-type: none"> ● Handwashing protocols will be emphasized both pre & post lunch. ● Masks may be removed once students are socially distanced, seated and ready to eat. ● All seats will be assigned. ● All lunches are pre-packaged (if purchased at school). ● All surfaces disinfected between groups.

Recess	<ul style="list-style-type: none">● Playground will be divided into sections: Playground (includes equipment) & Field. The grade levels permitted to use the playground equipment or area will rotate.● Each area will be sanitized after each use prior to the next group of children.● Communal sports equipment will not be available for use.● Students will wash their hands after recess.
Dismissal	<ul style="list-style-type: none">● Kids Club will be called first and students will report to the gymnasium.● Bus riders will then be dismissed, called by individual bus. Students will exit the door nearest their classroom.● Dependent on the number of car riders as evidenced by parent survey data, dismissal options will be evaluated.● Parents are to remain in their vehicles during this time.

For information specific to Exceptional Education and Social Emotional Learning (SEL), please reference the P-H-M Return to Learn: District Overview document.