



ELM ROAD ELEMENTARY SCHOOL

A PENN·HARRIS·MADISON SCHOOL

Return to Learn Plan

Principal: Dr. Lisa Soto Kile

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 one at a time with supervision.● Students enter the door closest to their classroom (K-Door C, Grades 1 and 2-Door B1, Grade 3-B2 and Grade 4 and 5-Door A and B2). <p>CARS:</p> <ul style="list-style-type: none">● Upon arrival, students will exit their vehicle as directed by the staff. Parents are to remain in their vehicles.● Students enter the door closest to their classroom (K-Door C, Grades 1 and 2-Door B1, Grade 3-B2 and Grade 4 and 5-Door A and B2). <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.
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. ● Students will follow social distancing and safety guidelines (directional arrows, wait spots, etc).
Hallway	<ul style="list-style-type: none"> ● Students should stay to the right while in the hallways. ● When two 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. ● Portable/flexible seating is allowed/encouraged. ● Sitspots may be used. ● 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 to be sanitized between uses.
Technology	<ul style="list-style-type: none"> ● Students should 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 time scheduled (w/support in literacy and math).
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. ● The gym will be used for lunch overflow seating. ● All lunches are pre-packaged (if purchased at school). ● All surfaces disinfected between groups.

<p>Recess</p>	<ul style="list-style-type: none"> ● Playground will be divided into 3 sections: small playground, large playground & swings, & field. A rotation schedule will be developed for students to use assigned areas. ● 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. ● Teachers will collaborate on creating clusters of students, and divide the playground into zones, to help minimize the number of students in one area. ● Staff will work to create a list of recess game options and exercise activities that promote healthy activity and social distancing. ● Expectations that inside recess consists of Chromebook use.
<p>Dismissal</p>	<ul style="list-style-type: none"> ● Kid’s 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 building at assigned doors. ● Students leave the door closest to their classroom (K-Door C, Grades 1 and 2-Door B1, Grade 3-B2 and Grade 4 and 5-Door A and B2). ● Car Riders will be dismissed through Door A when their car tag number is called. ● 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.