

ST. JOSEPH PUBLIC SCHOOLS

Fall 2020 Site Based Reopening Plans

Last updated: August 14, 2020



This plan is specifically designed for
St. Joseph Elementary Schools
in collaboration with the Berrien County Health Department
and other Berrien County school districts.

ST. JOSEPH ELEMENTARY SCHOOL

2020 - 2021 SCHOOL REOPENING PLANS

INTRODUCTION: St. Joseph Public Schools has developed options for learning for the 2020-2021 school year. The following options are for those students who have chosen site-based instruction as their primary education delivery model for each of the phases in the MI Safe Start Plan. (Students who choose to enroll in the St. Joseph Virtual School will be learning from home under each phase of the MI Safe Start Plan.) Berrien County's phase designation will impact the learning format that can be offered to students at each of the St. Joseph Elementary Schools during the academic calendar and the designated phase may change throughout the school year. Below is a broad comparison chart to assist families in comparing the nature of each phase's learning plan.

	PHASE 3	PHASE 4	PHASE 5
LEARNING FORMAT	FULL REMOTE LEARNING (SCHOOL BUILDING CLOSED TO PUBLIC)	DAILY IN PERSON LEARNING WITH STRINGENT SAFETY PROTOCOLS	DAILY IN PERSON LEARNING WITH PROACTIVE SAFETY PROTOCOLS
CLASS TRANSITIONS	N/A (STUDENTS WILL ATTEND SCHOOL REMOTELY)	COHORTED CLASS GROUPS. STUDENTS WILL STAY IN SAME ROOM (TEACHERS TRAVEL) EAT LUNCH IN CLASSROOMS	COHORTED CLASS GROUPS. STUDENTS WILL STAY IN SAME ROOM (TEACHERS TRAVEL) EAT LUNCH IN CLASSROOMS
PERSONAL PROTECTION EQUIPMENT	N/A (STUDENTS WILL ATTEND SCHOOL REMOTELY)	FACE MASKS REQUIRED (SCHOOL WILL PROVIDE TWO MASKS AT NO COST TO FAMILIES) AND EXHIBITING SAFE PRACTICES	FACE MASKS OPTIONAL (SCHOOL WILL PROVIDE TWO MASKS AT NO COST TO FAMILIES) AND EXHIBITING SAFE PRACTICES
FOOD SERVICE	DRIVE THRU MEAL PICK-UP PROCESS (BREAKFAST & LUNCH) WILL BE AVAILABLE TO ALL FAMILIES ON MONDAYS AND WEDNESDAYS	CONTACTLESS BREAKFAST AND CONTACTLESS LUNCH OPTION WILL BE AVAILABLE FOR PURCHASE	CONTACTLESS BREAKFAST AND CONTACTLESS LUNCH OPTION WILL BE AVAILABLE FOR PURCHASE
TRANSPORTATION	N/A (STUDENTS WILL ATTEND SCHOOL REMOTELY).	BUS ROUTES PROVIDED (MASKS REQUIRED ON BUS)	BUS ROUTES PROVIDED (MASKS REQUIRED ON BUS)
ATHLETICS & EXTRACURRICULAR ACTIVITIES	NO ATHLETICS MAY OCCUR EXTRACURRICULAR ACTIVITIES CAN MEET REMOTELY	ATHLETICS MAY OCCUR WITH STRINGENT SAFETY PROTOCOLS EXTRACURRICULAR ACTIVITIES CAN MEET REMOTELY	ATHLETICS MAY OCCUR WITH PROACTIVE SAFETY PROTOCOLS EXTRACURRICULAR ACTIVITIES CAN MEET REMOTELY
2020 - 2021 100% ONLINE VIRTUAL SCHOOL OPTION AVAILABLE	AVAILABLE TO ELEMENTARY STUDENTS FREE OF CHARGE Trimester Commitment	AVAILABLE TO ELEMENTARY STUDENTS FREE OF CHARGE Trimester Commitment	AVAILABLE TO ELEMENTARY STUDENTS FREE OF CHARGE Trimester Commitment

Please Note: face-to-face learning can seamlessly transition to hybrid or remote learning as needed for the safety of our students and staff, regardless of the Phase of Safe Start that our region is in.

PHASES OF MI SAFE START FOR SCHOOLS

Executive Order 2020-142 leverages and modifies requirements from the MI Safe Start Plan and outlines parameters under which schools may open. Under Phases 1-3, school facilities are **strictly closed** for in-person instruction. Under Phases 4-6, schools may be **open for in-person instruction**, but with specific restrictions.

Phase	School Facilities	Instructional Requirements
Phase 1: Uncontrolled Growth	Buildings are closed	Instruction is virtual and remote for all students
Phase 2: Persistent Spread	Buildings are closed	Instruction is virtual and remote for all students
Phase 3: Flattening	Buildings are closed	Instruction is virtual and remote for all students
Phase 4: Improving	<ul style="list-style-type: none"> Schools MAY open for in-person instruction. Strict adherence to pandemic safety guidelines is required 	<ul style="list-style-type: none"> Instruction may be delivered in any of the three options described below Localized outbreaks handled through mitigation
Phase 5: Containing	<ul style="list-style-type: none"> Schools are open for in-person instruction. Strict adherence to pandemic safety guidelines is strongly recommended 	<ul style="list-style-type: none"> Instruction may be delivered in any of the three options described below; primarily in-person and in-school. Localized outbreaks handled through mitigation
Phase 6: Post-Pandemic	<ul style="list-style-type: none"> Schools are fully open Adherence to pandemic safety guidelines is recommended 	<ul style="list-style-type: none"> Instruction is primarily in-person and in-school

PHASES 1-5: Plan for Supporting Social Emotional Learning and Wellness

St. Joseph Public Schools are committed to serving the whole child within an equitable learning environment. We would like to acknowledge that the return to school will be unlike any other. It will be difficult to navigate, and our SJPS community will experience emotional energy. Our schools are committed to our ongoing work in the areas of health, wellness, and social-emotional learning for students, staff, and families. Regardless of whether students are physically present in classrooms or learning remotely, relationships between students, families, staff, and the community will shape their learning environments and their social, emotional, and academic growth.

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> Communicating areas of strength and concern surrounding the whole child with the classroom teacher through a Getting To Know You questionnaire. Visit the SJPS Social/Emotional Resources website for articles, community resources and supports including health, wellness, and self-care. Utilize guidance@stjoebears.com for support from SJPS staff regarding social-emotional questions/concerns <p>Students:</p> <ul style="list-style-type: none"> Check in daily using teacher routine Practice learned self-care strategies 	<p>Certified Staff:</p> <ul style="list-style-type: none"> Build relationships and classroom culture Communicate concerns with families, principals, and guidance staff Engage in self care strategies to promote wellness and resiliency; visit the SJPS Social/Emotional Resources website for additional resources and ideas. <p>Building Leaders:</p> <ul style="list-style-type: none"> Conduct regular check ins with individual staff members and teams Communicate self care strategies weekly in the staff and family blogs Initiate the established crisis management plan in the event it is needed

PHASE 3 - Remote Learning Plan

Remote Learning - Communication:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none">• Make sure parent contact information and communication preferences are updated in PowerSchool Parent Portal.• Check email daily for updates and announcements from the school's staff.• Monitor students' assignments and progress in the district provided learning management system (Google Classroom) by logging in with your student.• Communicate general inquiries to staff members using the teachers' email addresses.• Contact the technology office (support@sjschools.org) immediately with questions related to district provided devices.• Read weekly principal blogs and teacher communication. <p>Students:</p> <ul style="list-style-type: none">• Communicate questions and concerns immediately to staff members using the district provided learning management system (Google Classroom) or teachers' email addresses.• Participate in virtual meetings with staff as scheduled by the teacher.• Contact the technology office (support@sjschools.org) immediately with questions related to district provided devices.	<p>Certified Staff:</p> <ul style="list-style-type: none">• Post announcements, directions, and reminders using the district provided learning management system (Google Classroom).• Post assignment due dates on the district provided learning management system's (Google Classroom) online calendar.• Respond to student and parent/guardian inquiries within 24 hours during the work week.• Create and post a weekly communication blog for families. <p>Building Level and District Administration:</p> <ul style="list-style-type: none">• Support all students and staff in gaining access to a district provided laptop and charger.• Support all students in gaining access to WiFi internet service.• Ensure all district provided programs and applications are functioning properly throughout the period of remote learning.• Facilitate communication between students, families, and certified staff.• Provide regular updates to students and families regarding the status of the remote learning plan.• Provide staff with professional development on best practices in remote learning

Remote Learning - Assignments & Assessments:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none">● Identify a dedicated workspace within the home that students can utilize to complete remote learning.● Establish a home “school routine” to facilitate the successful completion of remote learning tasks before established deadlines.● Ensure students have access to WiFi internet service.<ul style="list-style-type: none">○ Contact the technology office if unable to secure access to reliable, high speed internet service.● Monitor students’ completion of remote learning assignments using the district provided learning management system (Google Classroom).● Encourage students to contact staff members with questions and concerns related to remote learning assignments● Encourage students to work as independently as possible. <p>Students:</p> <ul style="list-style-type: none">● Identify a dedicated workspace to complete remote learning.● Establish a “home school” routine to facilitate the successful completion of remote learning tasks before established deadlines.● Login to the district provided learning management system (Google Classroom) daily and complete all required assignments and assessments by established deadlines.● Frequently check student email accounts.● Participate in virtual class meetings with staff members as scheduled.	<p>Certified Staff:</p> <ul style="list-style-type: none">● Create online lessons that are engaging for students using a variety of pedagogical strategies and online practices.<ul style="list-style-type: none">○ Post weekly outline and daily lesson updates to the district provided learning management system (Google Classroom).○ Engage in Google Meets (small and large group) with students according to an established schedule.● Communicate assignment directions, content, and resources to students and families using the district provided learning management system (Google Classroom).● Be available to meet with students/families virtually during the school day, by appointment.● Distribute formative and summative assessments that measure student learning using the district provided learning management system (Google Classroom). <p>Building Level and District Administration:</p> <ul style="list-style-type: none">● Support all students and staff in gaining access to a district provided laptop and charger.● Support all students in gaining access to WiFi internet service.● Ensure all district provided programs and applications are functioning properly throughout the period of remote learning.● Facilitate communication between students, families, and certified staff.● Provide regular updates to students and families regarding the status of the remote learning plan.● Provide staff with professional development on best practices in remote learning● Implement appropriate grading procedures and practices for the period of remote learning.

Remote Learning - Grades & Feedback

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> ● Monitor students' progress using the district provided learning management system (Google Classroom). <ul style="list-style-type: none"> ○ Contact the classroom teacher if in need of assistance checking feedback. ● Encourage students to contact staff members with questions and concerns related to remote learning assignments or assessments. ● When needed, communicate inquiries to staff using the teachers' email addresses. <p>Students:</p> <ul style="list-style-type: none"> ● Login to the district provided learning management system (Google Classroom) daily and complete all required assignments and assessments by established deadlines. ● Monitor progress using the district provided learning management system (Google Classroom). <ul style="list-style-type: none"> ○ Contact the classroom teacher if in need of assistance checking scores. ● Use the district provided learning management system (Google Classroom) or email to contact staff members with questions and concerns related to remote learning feedback or missing/incomplete assignments. 	<p>Certified Staff:</p> <ul style="list-style-type: none"> ● Provide formative feedback to students in relation to remote learning assignments using the district provided learning management system (Google Classroom) and remote face-to-face interactions. ● Provide formative feedback on remote learning assignments and assessments. ● Use and refer to district created learning scales to provide grades and feedback. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> ● Support all students and staff in gaining access to a district provided laptop and charger. ● Support all students in gaining access to WiFi internet service. ● Ensure all district provided programs and applications are functioning properly throughout the period of remote learning. ● Facilitate communication between students, families, and certified staff. ● Provide regular updates to students and families regarding the status of the remote learning plan. ● Support classroom teachers in developing appropriate grading procedures and practices for the period of remote learning.

Remote Learning - Meetings:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> ● Communicate general inquiries to certified staff using the district provided teachers' email addresses. ● Participate in virtual meetings when requested by a staff member. ● Notify the classroom teacher if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the 	<p>Certified Staff:</p> <ul style="list-style-type: none"> ● Attend required virtual meetings using district provided technology. ● Attend scheduled weekly PLC meetings. ● Attend scheduled staff meetings. ● When appropriate, organize virtual meetings and invite relevant participants electronically.

<p>scheduled appointment.</p> <p>Students:</p> <ul style="list-style-type: none"> Participate in virtual meetings as requested by staff members. 	<ul style="list-style-type: none"> Support families with participation in virtual meetings. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> Support certified staff in the implementation of virtual meetings. Conduct regular staff meetings. Support weekly PLC meetings.
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Remote Learning - Elementary Office

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> Contact the elementary office if a student tests positive for COVID-19 during the period of remote learning. Contact the technology office (support@sjschools.org) immediately with questions related to district provided devices. Contact the classroom teacher if in need of assistance when monitoring students' completion of remote learning assignments using the district provided learning management system (Google Classroom). <p>Students:</p> <ul style="list-style-type: none"> Contact the classroom teacher immediately to communicate issues/concerns with the district provided technology. Contact the classroom teacher if in need of assistance when monitoring the completion of remote learning assignments using the district provided learning management system (Google Classroom). 	<p>Elementary Office Staff:</p> <ul style="list-style-type: none"> Regularly respond to emails and monitor office voicemail messages. Track and monitor student attendance throughout the period of remote learning. <ul style="list-style-type: none"> Ensure staff submit timely and accurate records. Contact families in the event of absence to inquire regarding the nature of the absence from remote learning. Share attendance information with appropriate staff members. <p>Classroom Teacher:</p> <ul style="list-style-type: none"> Assist families who communicate issues/concerns with the district provided technology. Assist families who require help monitoring students' completion of remote learning assignments using the district provided learning management system (Google Classroom). Generate and distribute regular updates regarding students' academic progress during the period of remote learning. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> Support all students and staff in gaining access to a district provided laptop and charger. Support all students in gaining access to WiFi internet service. Ensure all district provided programs and applications are functioning properly throughout the period of remote learning. Facilitate communication between students, families, and certified staff. Provide regular updates to students and families regarding the status

	<p>of the remote learning plan.</p> <ul style="list-style-type: none"> • Support classroom teachers in developing appropriate grading procedures and practices for the period of remote learning. • Supervise office staff and delegate tasks and projects to staff members as appropriate.
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Remote Learning - Food Service:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Breakfast and lunch pickup on Monday and Wednesdays at designated spots throughout the District during the period of remote learning. Families will be charged accordingly. 	<p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Communicate that there will be district breakfast and lunch meals available on Monday and Wednesdays at designated spots throughout the District during the period of remote learning. • Distribute meals to families using an outdoor drive through procedure. • Communicate other community resources to families electronically.

PHASE 4 - Face-to-Face Instruction

Schedules to be determined

** Initial days of school may include an orientation of services since all processes and procedures are newly designed to meet current safety expectations. Moreover SJPS may implement up to 2 weeks of REMOTE INSTRUCTION within the school year to solidify instructional practices and technological support before the cold and flu season or emergency Phase 3 instruction.

Before School - Drop-off, Breakfast, & Supervision:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature of 100.3°F or higher should stay home and absences should be reported to the elementary office. • Ensure masks are washed and returned to school with students daily. • Only attempt to enter the school through the main office entrance. <ul style="list-style-type: none"> ○ Prioritize visits to minimize office visitor traffic. ○ No building access beyond the office will be permitted for visitors. • Ensure successful transport of student to school: <ul style="list-style-type: none"> ○ Bus: Ensure students successfully board the bus. ○ Drop-off: Drop students off at designated entrance - refer to maps in Back to School communications. <p>Students (Bus):</p> <ul style="list-style-type: none"> • Sanitize hands and wear an approved face mask on the bus. • Sit in an assigned seat on the bus for the duration of the trip. • Adhere to all bus rules throughout the entire ride. • Exit the bus when directed by the driver. • Enter the elementary school through the designated level entrance- refer to maps in Back to School communications. . • Enter the building, continue to wear a face mask while in the building, and travel directly to students' designated classroom. Students will not collect on the playground and will instead enter the building upon arrival. 	<p>Staff:</p> <ul style="list-style-type: none"> • Complete daily online screening process prior to entry into the building. • Wear a mask at all times while in the building. • Report to designated supervisory locations by assigned time. • Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces. • Contact the elementary office if a student is observed to have a fever or COVID-19 related symptoms. <p>Bus Drivers:</p> <ul style="list-style-type: none"> • Wear a mask at all times while students are on the school bus. • Provide student riders with reminders of school bus expectations and safety guidelines. • Ensure the bus is disinfected following the completion of each route using cleaning and disinfecting protocols. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms. • Ensure proper signage is installed in hallways and common areas to promote safe practices and quality hygiene. • Provide expectations, communications and reminders. • Monitor and ensure safety expectations are being followed.

- A boxed breakfast from food service will be available in the building for purchase.
- Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts.

Students (Car Drop-off)

- Enter the elementary school through the designated entrance - refer to maps in Back to School communications.
- Enter the building, continue to wear a [face mask](#) while in the building, and travel directly to students' designated classroom.
- A boxed breakfast from food service will be available in the building for purchase.
- Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts.

During School - Instructional Time (The Classroom):

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature of 100.3°F or higher should stay home and absences should be reported to the elementary office. • Ensure masks are washed and returned to school with students daily. • Discourage students from sharing items and food at school. <p>Students:</p> <ul style="list-style-type: none"> • Students must wear a mask; breaks may be given. • Do not share personal items or food with other students. • Stay in cohorts throughout the entirety of the instructional day. <ul style="list-style-type: none"> ◦ Staff members will travel from room to room as needed. • Sit in an assigned seat and exhibit safe practices with peers whenever possible. 	<p>Staff:</p> <ul style="list-style-type: none"> • Wear a mask at all times when interacting with staff or students. • Ensure classroom desks are organized into an appropriate distance from other students. • Ensure students maintain distance whenever possible. • Eliminate shared classroom materials that cannot be disinfected between individual uses. • Keep the classroom door and windows open (weather permitting) to maximize airflow and reduce the number of touches to door handles. • Facilitate time for students to disinfect their desks and chairs prior to each classroom transition. • Ensure students follow building procedures for restroom use to limit clustering. • Time out of school and return procedures will be determined in collaboration with BCHD. • Provide expectation communications and reminders to students. • Dismiss students from class in a staggered manner to prevent clustering at doorways.

	<p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure classroom furniture is physically distanced. • Ensure proper signage is installed in classrooms to promote safe practices and quality hygiene. • Ensure classrooms are disinfected between transition periods. • Ensure supplies are readily available for custodians and teaching staff. • Provide expectations, communications and reminders. • Monitor and ensure safety expectations are being followed.
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During School - Hallways, Lockers, & Common Areas:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Encourage students to exhibit safe practices and wear masks properly while at school. • Ensure students have all learning materials packed in their backpack before departing for school each day. • Check to ensure students only bring necessary items to school. • Provide students with a reusable water bottle. <ul style="list-style-type: none"> ○ Water fountains will not be available for student use. ○ Water filling stations will be turned on. <p>Students:</p> <ul style="list-style-type: none"> • Wear a mask at all times. • Report immediately to homeroom classrooms upon arrival to school. <ul style="list-style-type: none"> ○ Students may not visit lockers without permission from a staff member (Lincoln only). • Carry a reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on). • Adhere to all expectations in the St. Joseph Public Schools Elementary Student Handbook and Code of Conduct. • Follow all signage directions in the hallways and common areas. • When possible, stay to the right when traveling down hallways and 	<p>Staff:</p> <ul style="list-style-type: none"> • Supervise hallways during transition periods to ensure students are reporting immediately to assigned classrooms. Ensure students are not congregating in hallways or common spaces. • Provide students with permission to visit their assigned lockers on a staggered basis to prevent clustering and promote safe practices (Lincoln only). • Provide expectation communications and reminders to students. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure classroom doors are propped open to reduce the possibility of contact transmission during transition periods. • Ensure proper signage is installed in hallways and common areas to promote safe practices and quality hygiene. • Provide expectation communications and reminders to students. • Monitor and ensure safety expectations are being followed. • Supervise the cleanliness of all hallways, lockers, and common areas.

- using stairs.
- Students may not share personal items/food with other students.

During School - Elementary Office & Medical Isolation Room:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature of 100.3°F or higher should stay home and absence should be reported to the elementary office. Ensure masks are washed and returned to school with students daily. Only attempt to enter your elementary school through the main office entrance. <ul style="list-style-type: none"> Families must wear a mask to enter the office. Prioritize visits to minimize office visitor traffic. No building access beyond the elementary office will be permitted to visitors. Ensure emergency contact information is up to date in the event the elementary office staff needs to contact a parent/guardian. Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms. Time out of school and return procedures will be determined in collaboration with BCHD. Read all email and SMS text communications from St. Joseph Public Schools regularly. <ul style="list-style-type: none"> Respond to messages promptly when appropriate. <p>Students:</p> <ul style="list-style-type: none"> Wear a mask at all times. Use designated entrances and exits doors when visiting the elementary office to limit cross traffic. Follow safe practice guidelines when in the office. Wear a school provided mask when exhibiting a fever or other 	<p>Staff:</p> <ul style="list-style-type: none"> Wear a mask at all times while interacting with others throughout the school building. Ensure the elementary office workspace is kept clean. Sanitize common surfaces regularly throughout the day. Ensure safe practices protocols are followed whenever possible. Isolate any student who possesses a fever of 100.3°F or higher and/or COVID-19 related symptoms in the designated isolation area. <ul style="list-style-type: none"> Contact sick students' families and facilitate student pick-up from school. Contact administration immediately to notify them of potential COVID-19 illness. Time out of school and return procedures will be determined in collaboration with BCHD. Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student. Ensure doors to the designated isolation area are open to minimize the use of door handles to ensure maximum airflow to the area when not in use. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> Install protective barriers as needed in the elementary office to protect employees working in the isolation area. Ensure proper signage is installed in the elementary office and medical isolation room to promote safe practices and quality hygiene. Ensure regular cleaning and disinfecting takes place in the elementary office and medical isolation area. Ensure seating areas are properly physically distanced in the

COVID-19 symptoms.

- elementary office.
- Ensure the medical isolation room is properly supervised when in use.

During School - Lunch Service:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none">● Teach students healthy and hygienic eating habits.● No visitors will be permitted to eat lunch with students.● Outside food deliveries will not be permitted during lunch service.● Pack foods that students can open independently and do not require adult assistance. <p>Students:</p> <ul style="list-style-type: none">● Eat lunch with designated cohort peers in the home room/classroom.<ul style="list-style-type: none">○ Students who bring lunch may access lunch with staff permission.○ Students who purchase lunch will have a bagged/boxed lunch delivered to the classroom.● Wash and/or sanitize hands prior to eating.● Stay seated throughout the 25-minute lunch period.● Students may take off mask to eat while sitting in their assigned seats● Request permission to leave the lunchroom and utilize the restroom.● No recess will be provided at lunch.	<p>Staff (Supervisory Duty):</p> <ul style="list-style-type: none">● Supervise designated eating areas to ensure students are following safety procedures while eating lunch (1 supervisor per classroom).● Wear a face mask while circulating around designated eating areas.<ul style="list-style-type: none">○ Exhibit safe practices with students.● Provide expectation communications and reminders to students.● Clean and disinfect eating surfaces before and after eating lunch. <p>Staff (Lunch Break - 25 minutes):</p> <ul style="list-style-type: none">● Wear a mask while traveling in the hallway (if applicable) and wash hands prior to eating lunch.● Sanitize the eating location prior to the start of lunch.● Staff may take off masks to eat lunch.● Exhibit safe practices with colleagues while eating lunch during designated lunch break. <p>Cafeteria Staff:</p> <ul style="list-style-type: none">● Wear masks during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers.● Students will not self-serve any food items. Bagged/boxed lunches will be delivered to home rooms/classrooms. <p>Building Level and District Administration:</p> <ul style="list-style-type: none">● Ensure that there is enough seating provided to ensure safety measures can be practiced. Develop additional eating areas as needed to permit safe practices● Ensure that the doors to designated lunch service and eating area doors are propped open by the start of lunch service.● Ensure adequate supervision is provided in all lunch service areas.● Ensure proper signage is installed in hallways, lunch service areas, and eating areas to promote safe practices and quality hygiene.● Provide expectation communications and reminders to students.

	<ul style="list-style-type: none"> • Monitor and ensure safety expectations are being followed. • Supervise the cleanliness of all eating locations during lunch service.
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During School - Meetings:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Communicate general inquiries to certified staff using the teachers' email addresses. • Participate in virtual meetings when requested by the elementary staff. • Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. <p>Students:</p> <ul style="list-style-type: none"> • Participate in virtual meetings as requested by families or school staff. • Exhibit safe practices when meeting with a staff member at school. 	<p>Staff:</p> <ul style="list-style-type: none"> • Attend virtual meetings using district provided technology. • Attend scheduled weekly PLC meetings. • Attend scheduled staff meetings. • When appropriate, organize virtual meetings and invite relevant participants electronically. • When invited, attend required virtual meetings using district provided technology. • Wear a mask when attending in person meetings with staff members and/or students. • Follow all safety protocols when meeting with staff members and/or students. • Support families in participation in virtual meetings. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure safe practice guidelines are followed when in person meetings are held between students and staff. • Ensure furniture and seating options permit safe practices throughout the building.

During School - Restrooms

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Teach students healthy and hygienic restroom habits. <p>Students:</p> <ul style="list-style-type: none"> • Wear a mask at all times. 	<p>Staff:</p> <ul style="list-style-type: none"> • Assist in the supervision of restrooms, hallways, and common areas during transition times. • Ensure students follow building procedures for restroom use. <ul style="list-style-type: none"> ○ When possible, stagger the use of the restroom to avoid

<ul style="list-style-type: none"> ● Obtain staff member permission to travel to the restroom during instructional time. ● Follow all signage in the hallways, common areas, and restrooms. ● Exhibit safe practices while in the restroom as much as possible. ● If all open restroom stalls are in use, exit the restroom and wait on floor markings outside the restroom entrance. ● Students are required to wash hands prior to leaving the restroom. 	<p style="text-align: center;">clustering.</p> <ul style="list-style-type: none"> ● Provide expectation communications and reminders to students. ● Supervise the cleanliness of all restrooms. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in restrooms to exhibit safe practices and quality hygiene. ● Provide expectation communications and reminders to students. ● Monitor and ensure safety expectations are being followed.
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After School - Pick-up & Bus Transportation:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> ● Ensure students understand how they are supposed to travel home at the end of each day. ● No office pick-ups will be permitted. ● Masks are required to be worn outside of your vehicle. <p>Students (Bus Riders):</p> <ul style="list-style-type: none"> ● Wear a mask after dismissal when traveling to the outdoor bus lines. ● Exit through the designated exits - refer to maps in Back to School communications. ● Exhibit safe practices while lining up for the bus. ● Sanitize hands and wear a face mask on the bus. ● Sit in an assigned seat on the bus for the duration of the trip. ● Adhere to all bus rules throughout the entire ride. ● Exit the bus when directed by the driver. <p>Students (Car Riders):</p> <ul style="list-style-type: none"> ● Wear a mask after dismissal when traveling to the exit, pick-up area and waiting to be picked-up by an adult. ● Exit through the designated exits - refer to maps in Back to School communications. 	<p>Staff:</p> <ul style="list-style-type: none"> ● Wear a mask at all times. ● Report to end of day designated supervisory locations. ● Supervise hallways and bus lines to ensure students are not congregating in common areas and are following safe practice protocols. ● Ensure designated doors are propped open for dismissal. ● Ensure designated doors are closed after dismissal. <p>Building Level and District Administration: .</p> <ul style="list-style-type: none"> ● Ensure adequate supervision is provided in pick-up locations and bus lines. ● Ensure proper signage is installed to promote safe practices and quality hygiene. ● Provide expectations, communications and reminders. ● Monitor and ensure safety expectations are being followed.

- Adhere to safe practice guidelines in the hallways and outdoors while waiting for families.

PHASE 5 - Face-to-Face Instruction

Routines and procedures for Phase 5 are consistent with Phase 4. Variations will be found in requirements in Phase 4 becoming recommendations in Phase 5.

Before School - Drop-off, Breakfast, & Supervision:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> ● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature of 100.3°F or higher should stay home and absences should be reported to the elementary office. ● Ensure masks are washed and returned to school with students daily. ● Only attempt to enter the school through the main office entrance. <ul style="list-style-type: none"> ○ Prioritize visits to minimize office visitor traffic. ○ No building access beyond the office will be permitted for visitors. ● Ensure successful transport of student to school: <ul style="list-style-type: none"> ○ Bus: Ensure students successfully board the bus. ○ Drop-off: Drop students off at designated entrance - refer to maps in Back to School communications. <p>Students (Bus):</p> <ul style="list-style-type: none"> ● Sanitize hands and wear an approved face mask on the bus. ● Sit in an assigned seat on the bus for the duration of the trip. ● Adhere to all bus rules throughout the entire ride. ● Exit the bus when directed by the driver. ● Enter the elementary school through the designated level entrance- refer to maps in Back to School communications. ● Enter the building, continue to wear a face mask while in the building, and travel directly to students' designated classroom. ● A boxed breakfast from food service will be available in the building for 	<p>Staff:</p> <ul style="list-style-type: none"> ● Complete daily online screening process prior to entry into the building. ● Wear a mask at all times while in the building. ● Report to designated supervisory locations by assigned time. ● Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces. ● Contact the elementary office if a student is observed to have a fever or COVID-19 related symptoms. <p>Bus Drivers:</p> <ul style="list-style-type: none"> ● Wear a mask at all times while students are on the school bus. ● Provide student riders with reminders of school bus expectations and safety guidelines. ● Ensure the bus is disinfected following the completion of each route using cleaning and disinfecting protocols. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> ● Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms. ● Ensure proper signage is installed in hallways and common areas to promote safe practices and quality hygiene. ● Provide expectations, communications and reminders. ● Monitor and ensure safety expectations are being followed.

<p>purchase.</p> <ul style="list-style-type: none"> • Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts. <p>Students (Car Drop-off)</p> <ul style="list-style-type: none"> • Enter the elementary school through the designated entrance - refer to maps in Back to School communications. • Enter the building, continue to wear a face mask while in the building, and travel directly to students' designated classroom. • A boxed breakfast from food service will be available in the building for purchase. • Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts. 	
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During School - Instructional Time (The Classroom):

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature of 100.3°F or higher should stay home and absences should be reported to the elementary office. • Ensure masks are washed and returned to school with students daily. • Discourage students from sharing items and food at school. <p>Students:</p> <ul style="list-style-type: none"> • Wear a mask when distancing and/or cohorting is not feasible. • Do not share personal items or food with other students. • Stay in cohorts throughout the entirety of the instructional day. <ul style="list-style-type: none"> ◦ Staff members will travel from room to room as needed. • Sit in an assigned seat and exhibit safe practices with peers whenever possible. 	<p>Staff:</p> <ul style="list-style-type: none"> • Wear a mask at all times when interacting with staff or students. • Ensure classroom desks are organized into an appropriate distance from other students. • Ensure students maintain distance whenever possible. • Eliminate shared classroom materials that cannot be disinfected between individual uses. • Keep the classroom door and windows open (weather permitting) to maximize airflow and reduce the number of touches to door handles. • Facilitate time for students to disinfect their desks and chairs prior to each classroom transition. • Ensure students follow building procedures for restroom use to limit clustering. • Time out of school and return procedures will be determined in collaboration with BCHD. • Provide expectation communications and reminders to students. • Dismiss students from class in a staggered manner to prevent clustering at doorways. <p>Building Level and District Administration:</p>

	<ul style="list-style-type: none"> • Ensure classroom furniture is physically distanced. • Ensure proper signage is installed in classrooms to promote safe practices and quality hygiene. • Ensure classrooms are disinfected between transition periods. • Ensure supplies are readily available for custodians and teaching staff. • Provide expectations, communications and reminders. • Monitor and ensure safety expectations are being followed.
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During School - Hallways, Lockers, & Common Areas:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Encourage students to exhibit safe practices and wear masks properly while at school. • Ensure students have all learning materials packed in their backpack before departing for school each day. • Check to ensure students only bring necessary items to school. • Provide students with a reusable water bottle. <ul style="list-style-type: none"> ○ Water fountains will not be available for student use. ○ Water filling stations will be turned on. <p>Students:</p> <ul style="list-style-type: none"> • Wear a mask at all times. • Report immediately to homeroom classrooms upon arrival to school. <ul style="list-style-type: none"> ○ Students may not visit lockers without permission from a staff member (Lincoln only). • Carry a reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on). • Adhere to all expectations in the St. Joseph Public Schools Elementary Student Handbook and Code of Conduct. • Follow all signage directions in the hallways and common areas. • When possible, stay to the right when traveling down hallways and using stairs. • Students may not share personal items/food with other students. 	<p>Staff:</p> <ul style="list-style-type: none"> • Supervise hallways during transition periods to ensure students are reporting immediately to assigned classrooms. Ensure students are not congregating in hallways or common spaces. • Provide students with permission to visit their assigned lockers on a staggered basis to prevent clustering and promote safe practices (Lincoln only). • Provide expectation communications and reminders to students. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure classroom doors are propped open to reduce the possibility of contact transmission during transition periods. • Ensure proper signage is installed in hallways and common areas to promote safe practices and quality hygiene. • Provide expectation communications and reminders to students. • Monitor and ensure safety expectations are being followed. • Supervise the cleanliness of all hallways, lockers, and common areas.

During School - Elementary Office & Medical Isolation Room:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature of 100.3°F or higher should stay home and absence should be reported to the elementary office.● Ensure masks are washed and returned to school with students daily.● Only attempt to enter your elementary school through the main office entrance.<ul style="list-style-type: none">○ Families must wear a mask to enter the office.● Prioritize visits to minimize office visitor traffic. No building access beyond the elementary office will be permitted to visitors.● Ensure emergency contact information is up to date in the event the elementary office staff needs to contact a parent/guardian.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.● Time out of school and return procedures will be determined in collaboration with BCHD.● Read all email and SMS text communications from St. Joseph Public Schools regularly.<ul style="list-style-type: none">○ Respond to messages promptly when appropriate. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Use designated entrances and exits doors when visiting the elementary office to limit cross traffic.● Follow safe practice guidelines when in the office.● Wear a school provided mask when exhibiting a fever or other COVID-19 symptoms.	<p>Staff:</p> <ul style="list-style-type: none">● Wear a mask at all times while interacting with others throughout the school building.● Ensure the elementary office workspace is kept clean. Sanitize common surfaces regularly throughout the day.● Ensure safe practices protocols are followed whenever possible.● Isolate any student who possesses a fever of 100.3°F or higher and/or COVID-19 related symptoms in the designated isolation area.<ul style="list-style-type: none">○ Contact sick students' families and facilitate student pick-up from school.○ Contact administration immediately to notify them of potential COVID-19 illness.○ Time out of school and return procedures will be determined in collaboration with BCHD.● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.● Ensure doors to the designated isolation area are open to minimize the use of door handles to ensure maximum airflow to the area when not in use. <p>Building Level and District Administration:</p> <ul style="list-style-type: none">● Install protective barriers as needed in the elementary office to protect employees working in the isolation area.● Ensure proper signage is installed in the elementary office and medical isolation room to promote safe practices and quality hygiene.● Ensure regular cleaning and disinfecting takes place in the elementary office and medical isolation area.● Ensure seating areas are properly physically distanced in the elementary office.● Ensure the medical isolation room is properly supervised when in use.

During School - Lunch Service:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none">● Teach students healthy and hygienic eating habits.● No visitors will be permitted to eat lunch with students.● Outside food deliveries will not be permitted during lunch service.● Pack foods that students can open independently and do not require adult assistance. <p>Students:</p> <ul style="list-style-type: none">● Eat lunch with designated cohort peers in the home room/classroom.<ul style="list-style-type: none">○ Students who bring lunch may access lunch with staff permission.○ Students who purchase lunch will have a bagged/boxed lunch delivered to the classroom.● Wash and/or sanitize hands prior to eating.● Stay seated throughout the 25-minute lunch period.● Students may take off mask to eat while sitting in their assigned seats● Request permission to leave the lunchroom and utilize the restroom.● No recess will be provided at lunch.	<p>Staff (Supervisory Duty):</p> <ul style="list-style-type: none">● Supervise designated eating areas to ensure students are following safety procedures while eating lunch (1 supervisor per classroom).● Wear a face mask while circulating around designated eating areas.<ul style="list-style-type: none">○ Exhibit safe practices with students.● Provide expectation communications and reminders to students.● Clean and disinfect eating surfaces before and after eating lunch. <p>Staff (Lunch Break - 25 minutes):</p> <ul style="list-style-type: none">● Wear a mask while traveling in the hallway (if applicable) and wash hands prior to eating lunch.● Sanitize the eating location prior to the start of lunch.● Staff may take off masks to eat lunch.● Exhibit safe practices with colleagues while eating lunch during designated lunch break. <p>Cafeteria Staff:</p> <ul style="list-style-type: none">● Wear masks during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers.● Students will not self-serve any food items. Bagged/boxed lunches will be delivered to home rooms/classrooms. <p>Building Level and District Administration:</p> <ul style="list-style-type: none">● Ensure that there is enough seating provided to ensure safety measures can be practiced. Develop additional eating areas as needed to permit safe practices● Ensure that the doors to designated lunch service and eating area doors are propped open by the start of lunch service.● Ensure adequate supervision is provided in all lunch service areas.● Ensure proper signage is installed in hallways, lunch service areas, and eating areas to promote safe practices and quality hygiene.● Provide expectation communications and reminders to students.● Monitor and ensure safety expectations are being followed.● Supervise the cleanliness of all eating locations during lunch service.

During School - Meetings:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Communicate general inquiries to certified staff using the teachers' email addresses. • Participate in virtual meetings when requested by the elementary staff. • Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. <p>Students:</p> <ul style="list-style-type: none"> • Participate in virtual meetings as requested by families or school staff. • Exhibit safe practices when meeting with a staff member at school. 	<p>Staff:</p> <ul style="list-style-type: none"> • Attend virtual meetings using district provided technology. • Attend scheduled weekly PLC meetings. • Attend scheduled staff meetings. • When appropriate, organize virtual meetings and invite relevant participants electronically. • When invited, attend required virtual meetings using district provided technology. • Wear a mask when attending in person meetings with staff members and/or students. • Follow all safety protocols when meeting with staff members and/or students. • Support families in participation in virtual meetings. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure safe practice guidelines are followed when in person meetings are held between students and staff. • Ensure furniture and seating options permit safe practices throughout the building.

During School - Restrooms

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Teach students healthy and hygienic restroom habits. 	<p>Staff:</p> <ul style="list-style-type: none"> • Assist in the supervision of restrooms, hallways, and common areas during transition times.

<p>Students:</p> <ul style="list-style-type: none"> • Wear a mask at all times. • Obtain staff member permission to travel to the restroom during instructional time. • Follow all signage in the hallways, common areas, and restrooms. • Exhibit safe practices while in the restroom as much as possible. • If all open restroom stalls are in use, exit the restroom and wait on floor markings outside the restroom entrance. • Students are required to wash hands prior to leaving the restroom. 	<ul style="list-style-type: none"> • Ensure students follow building procedures for restroom use. <ul style="list-style-type: none"> ◦ When possible, stagger the use of the restroom to avoid clustering. • Provide expectation communications and reminders to students. • Supervise the cleanliness of all restrooms. <p>Building Level and District Administration:</p> <ul style="list-style-type: none"> • Ensure proper signage is installed in restrooms to exhibit safe practices and quality hygiene. • Provide expectation communications and reminders to students. • Monitor and ensure safety expectations are being followed.
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After School - Pick-up & Bus Transportation:

Student and Family Expectations	Staff Expectations
<p>Families:</p> <ul style="list-style-type: none"> • Ensure students understand how they are supposed to travel home at the end of each day. • No office pick-ups will be permitted. • Masks are required to be worn outside of your vehicle. <p>Students (Bus Riders):</p> <ul style="list-style-type: none"> • Wear a mask after dismissal when traveling to the outdoor bus lines. • Exit through the designated exits - refer to maps in Back to School communications. • Exhibit safe practices while lining up for the bus. • Sanitize hands and wear a face mask on the bus. • Sit in an assigned seat on the bus for the duration of the trip. • Adhere to all bus rules throughout the entire ride. • Exit the bus when directed by the driver. <p>Students (Car Riders):</p> <ul style="list-style-type: none"> • Wear a mask after dismissal when traveling to the exit, pick-up area and waiting to be picked-up by an adult. • Exit through the designated exits - refer to maps in Back to School communications. 	<p>Staff:</p> <ul style="list-style-type: none"> • Wear a mask at all times. • Report to end of day designated supervisory locations. • Supervise hallways and bus lines to ensure students are not congregating in common areas and are following safe practice protocols. • Ensure designated doors are propped open for dismissal. • Ensure designated doors are closed after dismissal. <p>Building Level and District Administration: .</p> <ul style="list-style-type: none"> • Ensure adequate supervision is provided in pick-up locations and bus lines. • Ensure proper signage is installed to promote safe practices and quality hygiene. • Provide expectations, communications and reminders. • Monitor and ensure safety expectations are being followed.

- Adhere to safe practice guidelines in the hallways and outdoors while waiting for families.