

Morningside Elementary In-Person Transition Plan

Fall 2020



*This plan is a live document and will be updated regularly in accordance with the [Fort Worth ISD Forward District plan](#).

COVID-19 Safety Protocols

Movement in the Classroom:

- Teachers will carefully manage student movement within the classroom in order to comply with social distancing guidelines.
- Management procedures must be carefully considered, explicitly taught, and consistently enforced.
- Students may not leave their seats without permission. Teachers should develop a system of "seat signals" to manage movement.
- Only one student may be out of their seat at a time.
- As much as possible, students should have everything they need for instruction at the start of each day. This will eliminate unnecessary student movement and limit contact that may occur between the teacher and students when the teacher passes out materials to students.
- If a student must leave his or her seat (i.e.: to get a tissue) the teacher should have well established "routes" for students to follow. The trash can, box of tissues, bathroom passes, etc. should be easily accessible by a clear and uncluttered path and should be located away from students.
- Small group guided reading/math will be conducted on the carpet, or if at the table, no more than (3) at a table. Disinfecting the seats and area will be mandatory after each rotation.

Visiting the School Counselor and Social Worker:

- If a student needs to speak to Mr. Uran or Ms. Willis, teachers must: (1) first ensure that classroom strategies have been utilized; (2) if classroom strategies are inappropriate or ineffective, do the following: text the grade level chair and the grade level chair will radio for counselor/social worker **or** call the front office and ask for counselor/social worker; (3) wait for counselor/social worker to arrive.
- If at all possible, counselors will speak with the student in the hallway outside the classroom.
- If the student needs greater intervention than cannot be provided in the hallway, counselor/social worker may walk the student to their room and fill out the MES Tracking Form.
- Students are never to be sent to the counselor/social worker's office alone.
- All materials utilized in the counseling office must be capable of being disinfected. Pillows, blankets, stuffed animals, fabric tents, etc. may not be used at this time. Any books utilized by students in the counseling office must be isolated for at least three days after use before being handled by another student.
- Fidgets, games, etc. must be disinfected in accordance with CDC guidelines after each student uses them.
- Lunch groups and student circles in the counseling office may not take place at this time.

Visiting the School Nurse:

- Students who are **Not** showing Covid-19 symptoms (cough, fever, shortness of breath, etc.) **will** be able to visit the nurse's office with a nurse's pass.
- Grade level lead will radio the nurse when a student is on the way from the recess area to visit with the nurse or notify nurse if student is needing assistance at/from recess.
- If a student has common COVID-19 symptoms (coughing, shortness of breath, fever, etc.), the student's temperature will be taken with the infra-red thermometer and if it is 100F and above, the admin will call a "Code Purple" and the admin will contact the nurse once the student is in the care room.
- If a student has common COVID-19 symptoms (coughing, shortness of breath, fever, etc.), the student's temperature will be taken with the infra-red thermometer and if it is **Not** 100F and above, the admin will be notified and will contact the nurse once the student is in the care room.
- ***All students displaying COVID 19 symptoms will report to the care room. Nurse will be contacted once student is in the Care Room.
- If the student has a temperature higher than 100F, and the student is **Not** showing COVID 19 symptoms, then the student may proceed to the nurse's office with a nurse's pass.
- ***All student's will have their temperature taken again by the nurse once in the nurse's office or in the Care Room
- Nurse Dawkins will keep a record of students who need to take medication. Students who are needing medication may come to the nurse's office to receive their medication. Teachers will be responsible for sending students to the nurse's office for their medication at their designated time. Student's will have their own personal cup kept in the nurse's office for their medication use or they may bring and use their own personal water bottles.
- Every student that is seen by the nurse will be documented in FOCUS and the nurse will fill out the MES Tracing form.

***The nurse's office will be designated area for student's needing medications, injuries, illness (Not COVID 19 related), etc...

***The Care Room is the designated area for all student who are displaying COVID 19 symptoms. The nurse will be contacted and proceed to the Care Room once the student has arrived.

Other Classroom Guidelines:

- Now more than ever, it is important to have a clean and uncluttered classroom because the more cluttered a classroom is the harder it will be to ensure proper cleaning and hygiene.
- Personal items in the classroom should be limited (i.e.: knick knacks).
- Instructional materials housed in the classroom must be limited to those needed for the current teaching assignment. For example, instructional items belonging to the teacher that were used when teaching another grade level should be taken home.
- Any instructional materials that belong to the campus and are not appropriate for the teacher's current teaching assignment, should be returned to Kinchion for storage.
- Classrooms must be free from clutter, stacks of paper, trash, and unneeded items.
- Use of classroom libraries should be limited at this time. Teachers should only make available a limited number of books at one time. The teacher must also develop a management plan that ensures that students are not sharing books or taking books home. The teacher must have a system for returning books that allows the books to go unused/untouched for at least three days after a student has handled the book.
- Due to social distancing requirements, it will be difficult for students to engage in partner and small group work during this time. Teachers will need to be creative when developing lessons in order to ensure student engagement and facilitate adequate peer-to-peer communication. Teachers should utilize technology in the classroom that allows for students to communicate and collaborate with each other.
- **Use of paper assignments and worksheets should be limited to avoid cross-contamination.** Assignments that are completed on paper must be isolated for at least three days before being handled by the teacher. Teachers should incorporate assignments that use technology such as, See Saw and Google Classroom, in order to provide more immediate feedback to students. Students may practice handwriting skills by writing in reflective journals that do not necessarily require the teacher to provide immediate feedback.

Classroom Materials:

- Use of "community" supplies is not allowed at this time.
- Each student should have their own supplies that are clearly labeled and contained in a box or bag that can be easily disinfected on a daily basis.
- Teachers must develop a system to ensure that students have needed supplies at the start of each instructional day. For example, teachers may need to place two sharpened pencils on each desk prior to students' arrival.

- Students may not share instructional materials for any reason. Teachers must place considerable thought into designing organizational systems that maintain appropriate hygiene and avoid cross-contamination.
- Desks, chairs, stools, etc. must be wiped down in accordance with CDC guidelines at the end of each instructional day.
- Soft seating that may have been used in the past as "alternative seating" (cushions, pillows, chairs made from fabric, etc.) may not be used at this time due to the difficulty of adequately disinfecting these materials.

Specials Rotation:

- Students will receive instruction from the Art teacher inside their homeroom classroom.
- Students will be allowed to rotate to the gym for P.E. classes. Teachers must be on time to pick up and drop off classes so that students are not exposed to a crowded situation and we are adhering to the CDC guidelines for social distancing.
- Music class will take place in the auditorium. Teachers must be on time to pick up and drop off classes so that students are not exposed to a crowded situation and we are adhering to the CDC guidelines for social distancing.
- All specials lessons must be planned to align with the appropriate state standards, while also incorporating SEL. Teachers may utilize mindfulness techniques, mentor texts, and self-regulation strategies as elements in their lessons.
- During Specials, students will sit in the same seating arrangement that is followed in their homeroom classroom.

Library Access:

- Students may not visit the library at this time.
- Our librarian will either zoom-in or push-in to classrooms in accordance with the established library schedule or rotation.
- The librarian will also use students' reading levels and an interest inventory to select appropriate books for students. Librarian will utilize a cart system to bring books to students in the classroom.
- Students may read library books in the classroom, but may not take books home at this time.
- When students are finished with a library book, they will place the book in the appropriate bin located in the hallway outside their teacher's classroom.
- In order to ensure that books are safe to handle the books will remain in the bins for three days before being handled and reshelfed.

Outdoor Play:

Leadership will provide training for staff on guidelines and procedures associated with outdoor play and student activities. Leadership will develop a schedule for students to access the playground designated areas. Teachers will monitor students to ensure safety guidelines are followed. Staggered schedules and classroom groups will be utilized. We will allow small groups of students to play together using social distancing. Information on structured games that take into account social distance protocols will be provided.

- Students will wear masks during outdoor activity unless maintaining 6 feet of social distance. Students must maintain social distancing while lining up to return to class.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before recess and when returning to their classroom.
- Students will have their own water bottles to drink from so that students are not needing to use the water fountain before/during/or after recess.
- Teachers will actively monitor students at all times to ensure that social distancing AND safety are practiced the entire recess time.
- Students who need to use the restroom during recess break will be allowed to use the gym bathrooms, and this is on an emergency basis only.
- Students will play in their designated area only, and will not mingle with other groups.
- In case of a behavior situation, teacher will contact office via cell phone or radio and assistance will come to the playground. Teachers will not send students into the building to go the office, Ms. Kinchion, or to the counselors unless prior permission has been granted.
- If the nurse is needed due to an injury on the playground, the teacher will contact the office via phone call, text, or radio, and assistance will come to the playground.

There will **four** allowable locations for recess:

Asphalt Area (pavement only) Field Area 1

(Behind the gym) Field Area 2

(Grassy area by Jungle Gym with swings) Field Area 3

(Grassy area by PreK playground equipment) Field Area 4

PreK and K will be allowed on Field Area 4 only. 1st-5th grade will rotate weekly on their play area (Field Area 1, Field Area 2, and Field Area 3)

Person Responsible	Action Item	Progress Notes
Mr. Uran, Counselor	School counselors will support students in the hallway after all classroom interventions have been utilized. Any resources used in the counselor office will be disinfected after being utilized.	Text
Ms. Willis, Social Worker	School Social Worker will support students in the hallway after all classroom interventions have been utilized	Text
Mrs. Herta, Librarian	The librarian will conduct classes virtually or in person. The librarian will also bring books on a cart to students. The librarian will ensure 3 days have passed before re-shelving any books.	Text
Mrs. Dawkins, Nurse	The school nurse will support students in needs by coming to the classroom and operating mobile.	Text
Vanessa Cuarenta, Principal	The principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Text
Nealie Kinchion, Assistant Principal	The assistant principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	
All teachers and Support Staff	All teachers and staff will implement all of these systems and processes at all times and will report any concerns to the principal immediately	

Campus Transitions for Students

Hallways:

Teachers will monitor the hallways to promote social distancing practices. Guidelines and procedures will be provided to staff to ensure appropriate practices will be followed and taught to students.

- Student-friendly signage will be posed throughout the campus as reminders of all procedures.
- Posted signage and staff will reinforce social distancing and traffic patterns in the hallways.
- Students are encouraged to observe and follow school hall traffic and directions while maintaining social distance guidelines
- Classes that are using the stairs will yield the right of way to the class that was there first. Two classes will not occupy the stairwells at the same time.
- In two-way halls students are expected to stay to the far right of the hall when walking.
- For grade levels that implement departmentalization of subject areas, the teachers will rotate between the classes using social distancing guidelines and wash/sanitize their hands before entering the classroom.
- Teachers and staff will receive a master hallway transitions document and limited hallway transitions will be encouraged
- Students will walk and not run in hallways and follow hallway procedures.
- Due to CDC guidelines, students will not pair up and hold hands to walk in the hallway.

Restroom Breaks:

- Single student restroom breaks will not be permitted, unless it is an emergency.
- PK-2nd grade will receive 3 whole class restrooms breaks (admin will provide schedule)
- 3rd-5th will receive 2 whole class restroom breaks (admin will provide schedule)
- PBIS posters located outside student restrooms will be updated with new steps and visuals: Only two students at a time in the restroom, students are required to use the hand sanitizer before and after using the restroom, students will use their elbow to turn on and off the light outside the restrooms to signal the number of students in the restroom.
- Water fountains will be closed due to social distancing and hygiene concerns. Students will be provided with a reusable water bottle that must be taken home, cleaned, and refilled.
- Students may also bring disposable water bottles or "sports bottle" type containers from home.
- Students may only bring water in bottles—sodas, Kool-Aid, Sport Drinks, etc. are not allowed.

Arrival

Scholar Actions:

(7:30-7:40 am)

- The campus will open at 7:30 am
- Parents are encouraged to take their child's temperature and complete the FWISD wellness form prior to dropping their children off at school.
- While waiting for the campus to open, students and one parent will stand on physically distanced Ram hooves markings on floor at each entry point.
- All students will arrive and enter through their **assigned building doors** and student temperature checks will be conducted at every entry point beginning at 7:30 am
- (Multiple sibling families may enter through the door of the youngest sibling):
 - **PK/KG:** door at the end of their hallway
 - **1-2:** front door by the 1st grade hallway
 - **3-5/Rise:** main school building doors
- On inclement weather days support staff and homeroom teachers will conduct the temperature checks upon student's arrival
- **Early arrivers (7:30-7:40):** will enter through their assigned grade level doors and sit by physically distancing outside of their classrooms, until permitted to enter into the room by the classroom teacher.

Early Arrival Student Location Exceptions:

- 1-2nd will go into the auditorium and physically distance and will be supervised by assigned staff members
- 5th grade will go into the cafeteria and sit physically distanced while being supervised by assigned staff members

(7:40-8:00 am)

- Scholars will enter through their assigned entry point and a staff member will take their temperature at the door
 - **PK/KG:** door at the end of their hallway
 - **1-2:** front door by the 1st grade hallway

- **3-5/Rise:** main front school building doors
- All scholars will report immediately to their classroom and sanitize their hands upon entry to the building.
- Breakfast will be delivered to the classroom.
- All late arriving scholars (**8:00 am and later**) enter through main building doors and will be screened by our campus monitor

Teacher/Staff Actions:

- All teachers enter through double doors by the auditorium and our campus monitor will conduct temperature checks (7:15-7:40 am).
- Teachers arrive prepared with their PPE by 7:40 am and report to assigned duty.
- Support staff will be assigned to each hallway to ensure physical distancing takes place at all times
- On inclement weather days, classroom teachers take temperatures as students enter into the classroom and monitor that students are sanitizing their hands.
- If a scholar is showing symptoms or has a temperature of 100.0 or more, contact your grade level chair, or hallway monitor, who will radio administration to remove the scholar and contact the nurse (Code Purple)
- If a teacher is running late due to unforeseen circumstances, they need to contact admin and grade level chair and a support staff member will cover their class

Parent Actions:

- One parent will stand on Ram hooves with their child/ren in the event that they arrive early for school.
- No parents/guardians can enter the building.
- Virtual conferences and phone calls encouraged.
- Face to face by appointment and all CDC protocols and wellness checks will be followed.

Dismissal

(2:45 pm) After School Program-staff will pick up students from the classroom and take them to the purple side of the cafeteria.

(2:47 pm) BUS RIDERS

Bus riders dismissal announcement is made and students gather in the back side of the auditorium by the stage and are seated physically distanced from each other and are supervised by support staff. Once the bus arrives, they are dismissed out the main entrance.

(2:50 PM) INDEPENDENT WALKERS

Independent walkers dismissal announcement is made and student walkers are picked up by staff members and taken to the yellow side of the cafeteria.

- **Ms. Saunders-** dismisses Evans Ave. walkers and exits through the yellow exit in the cafeteria.
- **Ms. Willis:** dismisses New York street walkers and exits through the yellow cafeteria exit doors after Ms. Saunders and walks them out past the gym to the back gate.

(2:52 PM) VAN RIDERS

Van riders dismissal announcement is made and the following staff pick them up and take them to the auditorium:

KG hallway: Reed

1/2nd: Lynn

3/4: Beltran

5th: on their own

Annex: Annex

Ms. Herta- waits for students in the auditorium and ensures physical distancing and seated in the front section of the auditorium, .

(2:55 pm) CAR RIDERS

Parents/guardians will display their students assigned number on the car dashboard. The number will be transmitted through the iDismiss app and the student will be dismissed to the RAM Alleyway through the door at the end of the PK/KG hallway.

*Annex classrooms will dismiss through the double doors connected to the garden

(2:55 pm) PARENT WALKERS

Parents/guardians will tell their students assigned numbers to one of the staff members. The number will be transmitted the iDismiss app and the student will be dismissed to the RAM Prairie by exiting the Patio double doors (doors next to the former conference room).

(3:10 pm) Teachers bring all left over students to the auditorium and sign them in using their own pen.

Late Parents: Students will be seated 6ft apart in the auditorium. TA's, the front office will try to contact parents until 3:30 p.m. After 3:30 p.m., Safety and Security will be contacted by Mrs. Kinchion. Parents will have to buzz the front office and state the student's name. Students will be brought to the door for dismissal. IDs will be checked at this time and update parent information if applicable.

Person Responsible	Action Item	Progress Notes
Classroom teachers and staff	Teachers will monitor the hallways and ensure appropriate practices will be followed and taught to students.	Text
Vanessa Cuarenta, Principal	The principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Vanessa Cuarenta, Principal
Nealie Kinchion, Assistant Principal	The assistant principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Nealie Kinchion, Assistant Principal
All teachers and Support Staff	All teachers and staff will implement all of these systems and processes at all times and will report any concerns to the principal immediately	All teachers and Support Staff

Transportation

Arrival: Bus riders will be dropped off at the front of the school and go directly to their designated entrance. Students are to use social distancing when exiting the school bus. Support staff will be outside to monitor students and direct them to the correct entrance.

Dismissal: Bus riders will be picked up from in front of the building. Students will be waiting for bus pick up in the auditorium. All students will exercise social distancing when entering the schoolbus. Support staff will monitor students during the afternoon dismissal and walk them to the bus.

Note: middle school students dropped off at the front of the school will not be allowed into the building.

Person Responsible	Action Item	Progress Notes
Admin	Spray paint markings will be made at the front of each door to label physical distancing and each door will be labeled with the grade levels that enter through it.	Text
Classroom teachers and support staff	Will review these protocols with scholars and families and actively monitor for implementation.	Text
Vanessa Cuarenta, Principal	The principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Text
Nealie Kinchion, Assistant Principal	The assistant principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Text

Cafeteria & Food Service

Staff Actions:

- Teachers will monitor that their class uses their assigned entry and exit to the cafeteria to promote social distancing practices.
- Students will have their lunch meals in the cafeteria.
- Cafeteria capacity is 60 while still physically distancing.
- Student-friendly posted signage and arrows will be visibly available and staff will reinforce social distancing and traffic patterns in the cafeteria.
- Hand sanitizing stations will be available at entrances and exits of the cafeteria.
- Students will follow the seating chart from their homeroom classroom while in the cafeteria.
- No third-party food deliveries will be accepted at the campus or visitors.

Scholar Actions:

- Students will be expected to follow campus guidelines for cafeteria procedures.
- Students will be seated according to a seating plan for students consistent with social distancing guidelines
- All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.
- Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits of the cafeteria.
- Signs will be posted on the walls and floor to ensure appropriate social distancing in the cafeteria lines.
- Students cannot share food.
- Support staff will supervise students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance
- A seating plan for students will be followed for social distancing.

Person Responsible	Action Item	Progress Notes
Classroom teachers and support staff	Will review these protocols with scholars and families and actively monitor for implementation.	Text
Vanessa Cuarenta, Principal	The principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Text
Nealie Kinchion, Assistant Principal	The assistant principal will ensure that all of these systems and processes are followed by providing training to all teachers and staff and monitoring the implementation.	Text
Name	Text	Text

Name	Text	Text
------	------	------