



**CACTUS VIEW
JACKRABBITS**

Jackrabbit **STRONG**

Cactus View Elementary
20-21 Reopening Plan

Introduction

Cactus View Elementary will follow state and district guidelines to ensure the safety and wellbeing of all students and staff members. This playbook was created to ensure that all staff have a point of reference when faced with questions or making decisions that would impact themselves, students or other staff members. We appreciate your diligence of the implementation of these items.

Table of Contents

Arrival	3
Dismissal	4
COVID 19 Info	5
Closed Campus/Visitors/Inside the classroom	6-7
Masks/Restrooms/Transitions	7-8
Transitions/Specials	8
Lunch	9
Recess	10

Arrival

Requirements

- Establish locations for students based on grade level *see map below
 - If we have families with multiple grade-levels we are going to suggest they drop off at the later time slot. Example: 3rd and Kinder siblings would arrive at 8:45 A.M.**
- Our walkers will be guided to their designated locations on the map. Walkers will use the Kindergarten gate and the North end old arrival dismissal parking lot.
- Students will stay in their designated spot and teachers will need to be at their designated location to help ensure social distancing guidelines. All teachers will need to be in front of students no later than 8:45 A.M. (All hands on deck for at least the first two weeks.)
- Buses will still drop off students 20-30 minutes prior to your scheduled start time.

Established Routine

- Students report to the designated area upon arrival. **No A.M. playground playing allowed**
- Buses will complete two runs for each route to attempt social distancing.
- Gates will be opened at 8:35am.
- CABS/3-6th 8:35 A.M.
- Pre-K/K-2 8:45 A.M.
- Front Office Staff, Aides, Administration, may need to cover morning duties.

Cactus View Elementary School - Arrival Staggered Schedule

Students will exit their cars on the right hand side of the drop-off lane and walk to their designated area of the playground. *Students will not be permitted to play. If you have a Kinder and 6th grade student you would arrive at the later time.



Dismissal

- “All Hands on Deck” after school for at least for the first week to help ensure distancing and student safety occurs
 - Students waiting for parent pick-up will take a seat in MPR
 - Staff members in the area can help reinforce this concept until it becomes the norm
 - Homeroom teachers will need to practice these procedures with their students during the first week back in-person to eliminate confusion

- **Established Dismissals times:**
 - CABS 3:15 P.M.
 - Pre-K and Kinder 3:15 P.M.
 - 1st and 6th 3:11 P.M.
 - 2nd and 4th 3:13 P.M.
 - 3rd and 5th 3:12 P.M.
 - Walkers dismiss at 3:15 P.M.

Cactus View Elementary School - Dismissal Staggered Schedule

Bus students dismiss at 3:10 and will line up where the school bus is pictured. Teachers will accompany students for dismissal times and will drop students off at the playground or Walker Meet Zones.



COVID-19 Information

Reported Positive Case of Student/Staff Member

If the school is notified of a student who has tested positive the school nurse will inform the parent that the student must remain isolated and be 24 hours fever free without the use of fever reducing medication and have improved symptoms and had 10 days elapsed since the student first had symptoms before returning to school. MCDPH may follow up with the family and school regarding contact tracing and secondary measures.

Communication will be sent from administration to families as needed for impacted students, class or classes.

Students that had sustained exposure to the positive case are to quarantine themselves for 14 days at home and monitor for symptoms before returning to school. If they become symptomatic or are to test positive, they are to isolate themselves for 10 days at home and be fever free for 24 hours without the use of medication and have had symptoms improved before returning to school. Should they test negative the student is to remain quarantined for 14 days.

Student/Staff Presenting COVID Symptoms at School

We are instructed to isolate the student in the Health Office from the general population. The school nurse is to utilize personal protective equipment and make an assessment of the student. From there we will:

- ❑ Phone the parent/guardian to pick up the student.
 - ❑ Inform guardians that their student is to isolate themselves for 10 days at home and be fever free for 24 hours without the use of medication and have had symptoms improved before returning to school.
 - ❑ Recommend COVID-19 testing.
 - ❑ If the test result is positive, the student is to isolate themselves for 10 days at home and be fever free for 24 hours without the use of medication and have had symptoms improved before returning to school.
 - ❑ If the test result is negative, the student is to isolate themselves and be fever free for 24 hours without the use of medication and have had symptoms improved before returning to school.
- ❑ Phone the parents/guardians of the students whom the student had a sustained exposure to an individual with COVID-19 like symptoms and inform them to monitor their student for symptoms.

Closed Campus/Visitors

- If parents need to meet with administrators please have them set an appointment with the front office (Appointments will either be by phone or virtual).
- Material pick-up will be located in the front lobby, additional distribution times may be provided and communicated by administration or your child's classroom teacher.
- Face masks are required to enter the front lobby.

Inside the Classroom

Requirements

- Assigned seats will be required to ensure students are limiting their interactions with others as well as help with contact tracing.
- Masks required for all students, staff, and visitors
- Maximize distance between students
- Eliminate sharing of materials, supplies, textbooks, and technology as much as possible. Encourage parents to supply their student with the necessary daily supplies (crayons, pencils, notebooks, scissors, glue sticks, markers, rulers, etc.)
- Computer labs should not be used, unless students are bringing their own devices
- Eating in the classrooms will be prohibited, unless the class is eating breakfast, lunch or a designated snack time.
- Backpacks, lunchboxes, jackets need to stay at the students' desks, no shared bins for lunches.
- Carpet/rug time will be prohibited due to the inability to adequately sanitize or socially distance.
- Students and staff will wash/sanitize hands when entering a room.
- If manipulatives are utilized as part of a station, ensure they are sanitized between use
- Volunteers will not be allowed in classrooms.
- Encourage frequent hand washing and sanitizing, especially prior to transitioning away from desks or to another area of campus.
- If a classroom only has tables, students should be seated facing the same direction or as far apart as possible limiting the number of students at each table.
- Maintain neutrality regarding opposing opinions with COVID-19 students may share.
- Adhere to FERPA privacy guidelines regarding students that are sick, or at home. (students may ask)
- Use disposable Health Office Passes only.
- Schedule snack breaks to be held outside.
 - Classes will need to social distance outside when taking masks off.
- Scheduled outdoor mask breaks.
 - If a class/grade level wants to schedule a mask break they need to work with administration on a schedule.

- Prop classroom doors open, if possible, to increase airflow.
- Encourage students to bring their own water bottles.
- When pulling small groups, attempt to maintain distance as much as possible.
 - Consider flipping horseshoe table to where the students are on ends and the teacher is at the head of the table
 - Limit small groups within the classroom to 2-3 students
 - Limit time with small groups to no more than 10 minutes
- Teachers can wear face shields in addition to a cloth mask.
- Keep students within your classroom cohort as much as possible.
- Attempt to sanitize areas used for pull-out services between use.
- Flexible seating will be limited to only seats that can be sanitized between use. (cloth/pillow flexible seating will not be an option at this time)
- Students pulled-out for reading intervention, special education services, or any other reason must be distanced from others as much as possible.
- Entire grade level Walk to Read, as well as RTI intervention time, where the majority of students switch classes will be postponed until further notice to allow for optimal cohorting of students.
- Make every attempt to cohort pull-out services by grade level.

Masks

- Masks will be required at all times while inside the classroom.
 - If a student is not wearing a mask:
 - Ask if they have one to wear. If not, provide the student with a school mask.
 - Is this a consistent issue, relating to forgetfulness? Email/call parents to notify them of the problem. Ask for their support in ensuring their student wears a mask when needed.
 - Is this a choice, or defiance? If the student refuses, refer to administration. Administration will remove the student from the area and will follow the code of conduct to determine consequences. Parents will be contacted.

[Student Dress Code Addendum - Face Cloth Mask](#)

Restrooms

Requirements

- Limit restroom use to the number of available stalls in the restroom. Urinals that are close to each other have been closed to ensure social distancing in the restroom.
- Classrooms should only send one student at a time to the restroom.
- Eliminate the use of bathroom passes; use a sign-out sheet, as appropriate.

Transitions

Requirements

- Directional markers in the hallways.
- Teachers will educate students on the importance of following directional arrows and lines in the halls, as well as keeping distance between students while in line.
- Teachers will emphasize the need for students to keep their hands to themselves, and to not touch nearby surfaces while passing by (walls, desks, etc.)

Specials/Half Day Specials Schedule

Sample Plan

- Special Area rotation will be weekly - Ex: Foster - Computers All Week > Livesay Music All Week > Rodriguez PE All Week
- Specials schedule changed to accommodate time between classes to sanitize tables.
A Special Area schedule is located in our Master Schedule found [here](#).
- Specials teachers will rotate the use of equipment to ensure proper sanitization occurs between use
 - Example- PE 1st Hour- Basketball, PE 2nd Hour- Hockey, PE 3rd Hour- Basketball, etc.
 - Band and strings: students will not share mouthpieces and instruments will be wiped down between classes. Discourage the sharing of instruments.
 - Vocal Music: Students seated following social distancing to the greatest extent possible, all facing the same direction. Students should not share recorders. Mallets and instruments should be disinfected between classes.
 - Students will bring their own basic materials to Art. (Mrs. Martori will communicate which materials need to be brought)
- During High Heat days, or rainy days, PE will be held in the PE Room.
- Special Area Half Day Schedule is below and in our Master Schedule Document under the Hybrid Half-Day Special Area/PLC/PD/Lunch Schedule TAB.

Special Area - AM Schedule	Activity/Grade	Pick Up Sack Lunch	Recess for PM Specials	Activity/Grade	Pick Up Sack Lunch
8:45-9:00	Breakfast		--		
9:00-9:40	6th Grade	12:00	--		
9:45-10:25	5th Grade	12:05	--		
10:30-11:10	4th Grade	12:10	10:20-10:45	1st Grade	12:00
11:15-11:55	3rd	12:00	10:50-11:15	Kinder	12:05
12:00-12:30	Prep		11:20-11:45	2nd Grade	12:10
Special Area - PM Schedule	Activity/Grade	Pick Up Sack Lunch	Recess for AM Specials	Activity/Grade	Pick Up Sack Lunch
8:45-9:00	Breakfast	--	--	--	--
9:00-9:40	1st Grade	12:00	--	--	--
9:45-10:25	Kinder	12:05	10:20-10:45	6th	12:00
10:30-11:10	2nd	12:10	10:50-11:15	5th	12:05
11:15-11:55	Prep	--	11:20-11:45	4th	12:10
12:00-12:30	Office/Open	--	11:50-12:15	3rd	12:00

Lunch

Requirements

- Ensure all students wash/sanitize their hands prior to leaving the classroom for recess and before entering the cafeteria for lunch.
- All tables will face the same direction.
- Each homeroom class will sit together in assigned rows and seats; tables will be labeled to facilitate assigned seating. Please make sure each student in your class has a number as that will be their number in the cafeteria.
- Day custodian will disinfect/clean between each grade level.
- Benches are limited to two students per table.
- Each lunch period is limited to one grade level.
- No visitors during lunch/recess.
- Heat advisory/rainy day recess will take place in classrooms.

Social Distancing Lunch Schedule 2020-2021

			INSIDE/OUTSIDE ROTATION			
Time	Area	GR	Teachers			
10:40-10:55	Lunch	PK	Rieckhoff - Row A/B	Vendegna - Row C/D	Chino - Row E/F	Empty - Row G/H
11:00-11:20 AM	Recess					
10:40-11:00	Recess	K	Carroll - Row A/B	Hook - Row C/D	Speece - Row E/F	Wickens - Row G/H
11:00-11:20	Lunch					
11:05-11:25	Recess	1	Griffith - Row A/B	Hodgson - Row C/D	Smith - Row E/F	Stahl - Row G/H
11:25-11:45	Lunch					
11:30-11:50	Recess	2	Alderson - Row A/B	Barden - Row C/D	Helmy - Row E/F	McDonald - Row E/F
11:50-12:10	Lunch					
11:50-12:15	Recess	5	Crafton - Row A/B	Cusimano - Row C/D	McHugh - Row E/F	Empty - Row G/H
12:15-12:30	Lunch					
12:15-12:35	Recess	6	Foster - Row A/B	Livesay - Row C/D	Rodriguez - Row E/F	Empy - Row G/H
12:35-12:55	Lunch					
12:35-1:00	Recess	3	Henn - Row A/B	MacLeod - Row C/D	Moultrie - Row E/F	Mukai - Row G/H
1:00-1:15	Lunch					
12:55-1:20	Recess	4	Kowal - Row A/B	Maniates - Row C/D	Nakamura - Row E/F	Stefaniak - Row G/H
1:20-1:35	Lunch					

Recess

Requirements

- Masks will be worn by students during recess.
- Students are not allowed to bring equipment from home to use at school.
- Be sure students sanitize hands before and after recess.
- No health office passes during recess -person on duty will radio the health office that a student is coming to the health office. Maintain student confidentiality when on the radio.
- Playground structure will be closed to play until further notice Swings will be available for use and sanitized after each grade level.
- Students should wash/sanitize hands prior to re-entering the classroom.
- A bag containing playground balls and jump ropes will be available for each class/grade level. (Grade-level equipment to come)
- Students need to bring a labeled water bottle.
- Teachers may provide a “mask break” for students during the extra recess period, ensuring students are outside and socially distanced.