

Health and Safety Guidelines

All staff will be required to assure all protocols are upheld and followed throughout the day. Staff will support with addressing students who are not following protocols in a manner that is positive and supportive. Staff will professionally remind each other of following protocols. All protocols are put in place for the safety and well-being of all staff and students.

- All students, staff, and visitors who have scheduled appointments must wear a mask over their mouth and nose at all times while in the building. Face shields may be worn in addition to a mask, but may not be worn in lieu of a mask.
- All students, staff, and visitors who have scheduled appointments must maintain social distancing at all times while in the building.
- Hand-washing will occur after all bathroom breaks, after recess and prior to lunch.
- Hand sanitizing will occur frequently throughout the day in the class using hand-sanitizer including after outclass.
- Cleaning of desks will occur by the classroom and outclass teachers when a class leaves the room.
 - Teachers will spray each desk/sitting area with a non-abrasive district approved solution.
 - Students will wipe down their desk using a disposable paper towel after the teacher has sprayed the desk with the cleaning solution. (Please speak directly to the nurse if your child has medical conditions that would prevent them from cleaning their own space in the classroom.)
- Frequent cleaning of the bathrooms, doors, and high-traffic areas will be scheduled throughout the day.
- Announcements will be made throughout the day as reminders to sanitize hands and keep masks on with nose and mouth covered.
- A handheld radio system will be used to direct classes to safely enter the hallways for transitions.

Arrival

- Parents/Guardians must complete the Daily Wellness Survey in Skyward for all students prior to their arrival on campus.
 - Parent will also sign the Wellness Screener card. Students will show the card to the Wellness Monitor indicating they are free to go to their designated assigned area in the building.
 - Students who enter without a signed card, a staff member will check Skyward for the completed survey:
 - If the survey is complete, the student will be allowed to go to their designated assigned area in the building
 - If a survey is not complete, the student will be walked to a designated location in the building to remain until the parent is contacted to complete



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the survey. (Verbal acknowledgement of the wellness screener will be accepted.) Students will not be allowed in class until contact is made with parents for confirmation of completion.

- All students will have their temperature checked upon entering the building.
- Students with identified symptoms will be placed in a "quarantine room" and must be picked up by the parent/guardian.
- Parents may not enter the parking lot and walk their children to the front door.
- You must contact the front office to schedule an appointment for any school business. Appointments will not be scheduled between school arrival hours of 7:30 a.m. and 8:20 a.m.

- **Bus Riders:** students will sit in assigned seats against the window. Siblings may be allowed to sit together in a seat. No other contact with students outside the home shall be made while riding the bus. Continuous infractions in which students are not remaining in their seats or are making intentional contact with other students may result in students being dismissed from riding the bus.
 - Upon arrival to campus, students will exit the bus as directed by staff.
 - Students will walk to the front door using the markers designated for social distancing.
 - Student's temperatures will be taken upon entering the building.
- **Daycare Riders:** ensure your child has been assessed and is free from any symptoms.
 - Upon arrival to campus, students will exit the daycare vehicle as directed by staff.
 - Students will walk to the front door using the markers designated for social distancing.
 - Student's temperatures will be taken upon entering the building.
- **Car Riders:** car riders will follow the direction of the staff on duty. Please do not pass other cars or speed while driving on the school premises. Please plan accordingly as students will be let out of cars based on social distancing protocols which may cause the drop off process to take longer than usual. The following protocols are in place for car riders:
 - Pull up to the furthest empty square.
 - Once directed by a staff member, students will be asked to step out of the car and wait on the designated colored square.
 - Student temperatures will be taken prior to exiting the vehicle.
 - All students must exit out of the car on the right hand side of the vehicle.
 - Parents must remain in their cars at all times. Staff will assist students if they are in need of help getting out of the cars.
 - A staff member will direct the students to walk to the entryway when it is safe to do so in order to maintain social distancing.
 - Students will line up while maintaining the appropriate social distance as directed by staff on duty.

- **Walkers/Bikers:** once students have stepped on to the premises of the school, they must get off and walk beside their bikes to assure the safety of all students. Students must walk down the sidewalk and wait for staff to direct them to cross the parking lot.
 - Students will walk to the front door of the building while maintaining social distancing.
 - Students should not walk to campus in a group with other students unless the students are within the same home.
 - Students will need to lock their bikes at the bike rack.
 - Students will line up while maintaining the appropriate social distance as directed by staff on duty.
 - Students' temperatures will be taken upon entering the building.

Dismissal

At no time during dismissal may a parent walk to the front of the building to pick up a student. Parents must wait for walkers at the designated pick-up area. Car riders must go through the car rider line. Again, for the safety of all our Rockets no student will be released to any parent that walks up to the campus. We thank you for understanding this measure in place.

- All students will dismiss directly from the assigned classroom. Students will exit the building when called on the announcements.
- **Walkers/Bikers:** students who are walking and/or riding their bikes will exit the building first. A designated staff member from each grade level will walk students to collect their bikes and leave the campus using social distancing protocols.
 - Students will leave the campus staggered one grade level at a time beginning with 5th grade and then going down to Kindergarten.
 - Students who have siblings may wait for their sibling at the designated location near the crossing guard.
 - Students must spread out and maintain social distancing protocols.
- **Bus Riders:** once all bikers/walkers have safely left the building buses will be cleared for leaving.
 - Students will be called to the bus one grade level at a time.
 - Students will maintain social distancing protocols for walking down the hallways and entering the bus.
 - Students will exit the building through the front doors.
- **Daycare Riders:** once all buses have safely left the building, daycare will be cleared for leaving.
 - Daycare vehicles will enter the parking lot and drive through the parking lot lining up behind the buses.
 - Students will be called to the daycare area one grade level at a time.
 - Students will maintain social distancing protocols for walking down the hallways and entering the daycare vehicle.
 - Students will exit the building through the front doors.



- Car Riders: once all buses have safely left the building, car riders will be called to the car rider area by their car rider number.
 - Students will be called by car rider number. It is important your child keeps their car rider number visible on their backpack and learns the number in order to efficiently move through the line.
 - Parents must remain in their cars at all times while in the car rider line.
 - Staff will assist with your child with entering the car.

Change of Transportation Request

- Contact the front office for any changes to transportation. Your child and the teacher will receive a pink form indicating they have a change to how they will go home for the day.
- All changes to transportation must be submitted no later than 2:50 p.m.

Hallways

- Students will walk down the hallway with no more than one grade level in the hallway at a time
- Students must remain at a distance marked by the Rocket symbols on the walls
- Students must wear their masks over their nose at all times while in the hallways

Classrooms

- Students will be using technology in the classroom as a tool for socially distanced instruction. Schoology and Teams will continue to be used for Face to Face instruction.
- If your child has homework to complete on their school issued device, they must bring it back to school each day to be utilized for Face to Face instruction.
- Students will be separated in the classroom so they have access to their own individual space.
- Students will be asked to keep their individual supplies and materials neatly in their designated areas.
- Students will be required to wear their masks over their nose and mouth at all times.
- Students may be asked to wipe down their desk area with a safe cleaning solution before they leave the classroom.
- Students are asked to utilize hand sanitizer frequently throughout the day and avoid sharing any items with other students.
- Students will remain in their assigned homeroom class for the duration of the day except for when they attend Outclass (Art, Music, P.E., and Library), recess and lunch.

P.E.

- Students will participate in physical education classes at least twice a week.
- Students will go to the gym with their designated class.
- Social distancing activities will be used to assist students in the development of various physical activity skills.
- Students will be required to wear a mask unless participating in vigorous activities.
- Ten minutes have been designated between classes to allow for proper cleaning of the gym and to allow for one grade level to transition in the hallway at a time.

Art

- Students will participate in art class at least once a week.
- Students will go to the art room with their designated class.
- Students will be spread out through the classroom using social distancing protocols.
- Students will have access to their own individual art supplies in order to maintain safe and healthy use of materials.
- Ten minutes have been designated between classes to allow for proper cleaning of the art room and to allow for one grade level to transition in the hallway at a time.

Music

- Students will participate in music class at least once a week.
- Students will go to the music room with their designated class.
- Students will be spread out through the classroom using social distancing protocols. Each student will be assigned a colored dot to sit/stand on during music class.
- Students will have access to instruments and materials that can be safely washed between use. Students will not share instruments within the same designated class period unless there is an opportunity for the students to safely wipe the instruments down before being shared with another student.
- Ten minutes have been designated between classes to allow for proper cleaning of the music room and to allow for one grade level to transition in the hallway at a time.

Library

- Students will not be allowed to browse through the library shelves. Instead, students will be given time to browse online for books of interest. (We encourage students to use time outside of school to browse the library catalog online for the books they would like to select for reading.)
- Books will be brought to student classrooms directly from the librarian or other designated staff member.
- Once books are returned, they will be cleaned prior to being available for the next student.

Bathrooms

- Two students will be allowed to enter the restrooms at a time. Students must enter the stall and once finished exit the restroom.
- Students must wash their hands immediately upon exiting the restroom using the CDC guidelines for handwashing.
- Signs are near all restrooms reminding students of the handwashing guidelines.
- Classrooms will be assigned designated times to use the restroom as a class. At this time, the teacher will monitor and provide guidance to students for effective handwashing.

Drinking Fountains

- All drinking fountains are no longer accessible for student or staff use due to the concerns of spread of the virus.
- Students are encouraged to bring two or three water bottles to have access to water throughout the day.
- Students will not be allowed to share any bottles of water they bring. However, parents may donate a case of water to the classroom that can be distributed by the teacher.

Recess

- Because the playground equipment is a place where several students congregate together and is difficult to maintain cleanliness throughout the day, the playground equipment will not be in use.
- Students will be allowed to go outside for recess and fresh air; however, social distancing practices will be in place.
- Teachers will provide students recess activities that allow them to play following social distancing protocols.
- Inclement weather including heat advisory days will require students be taken back to the classroom for non-instructional activity following social distancing protocols.
- Face masks are required at recess and PE, unless the individual is participating in vigorous activity and social distancing can be maintained.

Cafeteria

- Students will enter the cafeteria and be assigned a designated seat to sit in each day.
- Students will all face in one direction and will refrain from any direct contact with each other.
- Staff members will take trash cans around the cafeteria for students to throw their trash away without getting up from their seats.
- Students will maintain social distancing while lining up to dismiss from the cafeteria.
- Ten minutes have been added in between all lunch periods to allow for appropriate cleaning of the cafeteria.
- No visitors will be allowed in the cafeteria at this time.



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Visitors

- Anyone who enters the campus, must have a scheduled appointment in order to enter the building.
- Upon arriving to the campus, you will use the doorbell located outside the main door to alert staff you are outside.
- The staff member will ask you if you have an appointment. You will need to let the staff member know of your scheduled appointment.
- If you do not have a scheduled appointment, you will need to call the front office in order to receive an appointment at 281-634-6390.
- Once you are confirmed to enter the building, you will stop at the Wellness Monitor desk, complete a protocol questionnaire, and have your temperature taken. You will then sign in and wait in the designated area for your appointment.
- There will be no seating for visitors in the lobby area.
- All conferences, ARDs, and meetings will be scheduled via Teams.