



## West Elementary School

*Mission Statement: Our mission as a school community is to ensure high levels of learning and character development for all students by providing a safe, nurturing, student centered environment.*

August 5, 2020

Dear West Families,

As we continue to make plans for returning to school for the upcoming year, I want to send you preliminary information that will impact our daily routines at West Elementary so we can best prepare as we all try to navigate the challenges we face during these unprecedented times. Just like with every area of our lives right now, many things will need to look different as we begin the school year and as the situation we face continues to change, likely our plans will also require updates and changes as we move through the next few weeks and months.

Our continued priority is to provide a safe, nurturing environment for our children to learn in each day at West Elementary. Our staff is working to make plans that will provide as much normalcy and routine as we can, while working to keep our children safe and learning at the highest levels. We also understand that we have some work to do to build back their stamina and understand school expectations. We are prepared for that!

Below are preliminary plans for our re-entry to school on Monday, August 24th. I have also included information on other back to school activities. As always, if you have any questions, please feel free to contact me anytime at [heather.beaulieu@jcschools.us](mailto:heather.beaulieu@jcschools.us). The office will be open Monday-Friday, 7:30-3:30 p.m. - you may also call 659-3195 for assistance.

We are glad to be returning to some level of normalcy and so excited to see the kids!

All the Best,  
Dr. Heather Beaulieu  
Principal, West Elementary

West Elementary School



## Back to School Important Information

### Registration

This is for returning families who were not able, for one reason or another, to do online registration.

**August 6th 12:00 p.m. -8:00 p.m.**

**August 7th 8:00 a.m.- 3:00 p.m.**

Important Guidelines:

Any student that did not complete the online registration will need to be registered during these dates to be enrolled to begin school on August 24th.

- Students who are not registered for the 2020-2021 school year by August 14, will not be eligible for bus transportation for at least the first 5 days of school. Eligibility after the third day will be contingent on the number of riders on any given bus. If adjustments to routes must be made, it could be up to 2 weeks before bussing is available.
- We request that only one family member be in attendance to register your child if possible. Students should not be brought to registration if possible.
- Please wear a mask and adhere to social distancing guidelines as you arrive at school.

### Open House

Due to current guidelines, the district will not be hosting an in-person open house this year. We are making plans for a Virtual Open House that will be shared with families prior to the first day of school. Expect a phone call and some type of virtual outreach during the week of August 17th.

## West Elementary Re-entry Plan 2020-2021

### Foundational Priorities

Our plan for returning to school is built around the following foundational priorities identified in the Jefferson City School District Re-entry plan that provide for layers of protection for students and staff at Cedar Hill Elementary:

1. Increased Sanitation Efforts
2. Social Distancing
3. Staff & Student Screening Measures



4. Personal Protective Equipment
5. Limited Visitor Access to Buildings
6. Virtual Education Options
7. Procedures for COVID-19 Infections

### ***West Elementary School Opening Plan 2020-2021***

As we begin the school year, there are several strategies that we will be implementing during the school day to provide the highest level of safety and protection for students and staff at West Elementary School.

#### **Our Universal Strategies:**

1. We will keep small, stable groups of students' together throughout the day to create school families that minimize contact with other classrooms and students and exposure to infection.
2. We will provide students with skills necessary to socially distance themselves from others in the building and help in the sanitation efforts to minimize exposure.
3. We will follow district, state, and federal guidelines for sanitation, social distancing, staff and student screening measures, personal protective equipment, limited visitor access, and procedures for COVID-19 infections.

#### **RE-ENTRY INFORMATION FOR WEST FAMILIES**

***Goal: In order to keep safety and health at the forefront, our goal is to keep each classroom or "cohort of students" contact with other classrooms and students minimized as much as possible. We hope to accomplish utmost health and safety by implementing the following:***

1. Arrival Time: **NEW 7:15 am arrival. Students are tardy at 7:50 a.m. Students may not be dropped off prior to 7:15 a.m.** New routines will be set into place to allow staff and students to socially distance and have temperatures checked as they enter the building.



The building will open at 7:15. As students arrive, they will enter the school and go directly to their classrooms. A thermal imaging system will check temperatures of students as they enter the building and walk through the main hall, and any student with an elevated temperature will be immediately taken to the nurse for a temperature screening. Some students arriving in the parent drop off area may have their temperature taken manually by a staff member with a hand-held, no-touch, thermal thermometer. All students will go directly to classrooms instead of reporting to a common area to maintain social distancing.

2. All classrooms will be equipped with hand sanitizers at each door. We will use a process called Gel In/ Gel Out. Kids and adults will Gel In/ Gel Out upon entering and exiting the classroom.

3. Seating: Students will be spread throughout the classroom. Students will be assigned a desk area (no flexible seating) in their classroom. If students are partnering, which they can, they will sit shoulder to shoulder instead of knee to knee. It's recommended to have students facing the same direction when they are seated. Tables can still be used, but seats should be assigned. A combination of desks and tables will be used for student seating. When tables are used, a plexiglass divider will be on each table.

4. Social Distancing: Our definition of Social Distancing is 3-6 feet when seated without barriers. It's not practical or enforceable to keep our kids six feet apart at all times. This negates much of the very important social interaction they so desperately need at this time. Remember, our main goal is to keep our classes of students together as much as possible, and minimize contact with other classes. Think of the classes like a family.

5. Maximize classroom space: this means that all unnecessary furniture has been removed from classrooms, including soft seats (like sofas and cushions) because of the inability to properly wipe and sanitize. By removing excess furniture, we create more space for the children to be distanced.

6. Minimize shared supplies: teachers are creating practices that reduce shared supplies. For example, students will not use each other's pencils, crayons, etc.



7. Classroom Jobs: Students will be responsible for wiping down their desk surface, chair back, own supplies, chrome books. We want to teach best practices for working together to help keep the classroom clean. The products the district has ordered are safe for students to use. We also understand that this will be assigned as appropriate by grade level. Our older students are capable of more sanitizing and cleaning responsibilities than our youngest students.

8. Small groups: We are continuing with small group work as we always have. Here are some things we are doing to make safe changes: making groups smaller so that we can distance them and teaching staff farther apart. Have students use hand sanitizer prior to coming to the small group table. Wiping down the table surface between groups.

9. A restroom schedule will be provided so that classes do not overlap during restroom breaks. Our restrooms will be sanitized continuously through the day. Students will be sent out to individually use restrooms for emergencies only.

10. Minimize movement throughout the building. We realize the implications of staying in our classrooms for extended periods. But, for now, remember the goal...we want to minimize contact with other students and groups of students. We will look for creative ways to spend more time outside and in "brain breaks"

11. Meals will be served in classrooms. Library, Music and Art will be in classrooms. PE will be outside as much as possible and a grid style gym set up for days indoors. These are LESS than desirable scenarios, but if we were to use those common spaces, we are creating more opportunities for cross-contamination.

12. Visitors: All parents and visitors will be required to stay in the vestibule area only. For essential visitors, they will Gel In/Gel Out, sign in for contact tracing and limit their contact with only those individuals as necessary. (an example would be the copier repair people and delivery people, law enforcement, etc.).

13. We will not be having Open House. Look forward to your child's teacher communicating with you specifically, and a creative, virtual Open House to come during the week of August 17th.



14. Recess: Each class will remain together as they play at recess. (Example: Only Ms. Jackson's class plays together in an assigned area) The assigned areas will rotate daily. We will have three zones. Each classroom will have their own sports equipment.

15. Water bottles with lids will be allowed in classrooms. The fountains will be turned off except for the bottle fillers. We encourage water only. Water bottles will be sent home each day to be washed and be brought back to school the next day.

16. Arrival and Dismissal: New routines will be set into place to allow students to socially distance and have temps checked as they enter the building. Students will arrive and go directly to their classrooms. We encourage parents to bring and pick up their children if at all possible. We understand that this will create more time for you in the mornings and afternoons to wait, but we ask for your patience as we implement some new procedures, especially during the first week of school.

17. Students will not be allowed to congregate in hallways, restrooms etc. When traveling in the hallway, we will work to maintain as little contact with other classes as feasible. We will not keep kids 6 feet apart but far enough to respect space between students and encourage them to face the same direction.

18. While masks are not required of students, we would encourage you to send them with a mask for times when social distancing is more difficult. We want students to feel comfortable, safe, and happy to be at West.

19. Masks are required of staff when they cannot socially distance from the students. This will occur at different times for different staff depending on their activity at the given time.

20. Students who ride buses will be required to sit in an assigned seat and wear a mask. Those students will need to bring their own masks from home. Because of the social distancing challenges of riding a bus, as well as keeping masks on all students during route, we encourage, if at all possible, for students to be car riders to and from school for the time being.



21. There are many questions about the “what if’s” if a classroom is affected by COVID (staff or student). We will follow the direction from the Cole County Health Department about notification, length of quarantine, who has to quarantine, and if the classroom or even school needs to shut down. There are many factors that determine next steps if we do have a positive case. More information will come on this topic from our District Health Directors.

22. After School Care: The YMCA is still providing YCARE in the cafeteria after school each day. They are following some of the same protocols that we are in school. For more information about the YCARE program and specific protocols, we encourage you to contact the YMCA.

### **VIRTUAL OPTION INFORMATION**

The Virtual Instruction Option is being made available to all JC Families who choose Virtual vrs. In Seat Option. You may be wondering what that looks like for your family if you choose Virtual vrs. In Seat.

If you haven’t already, please visit the Launch website <https://fueledbylaunch.com/> click on “Courses” and then “Parents” tabs for more information.

### **Full-Time Elementary Programming through Launch**

- 6 hours daily teacher-supported programming, 9 a.m.-3 p.m.
- Scheduled daily- live conferencing in both whole group and small group instruction
- Independent work time following teacher instructions/lessons
- Missouri certified teachers who provide both academic and social-emotional support





- [Link to sample schedule](#)

**ELA, Math, Science & Social Studies Instruction**

- Hands-on assignments, adaptive software, whole group instruction and discussion, small group individualized instruction

**Specials: Physical Education, Music, Art, Coding, Information Literacy**

- Modules your student will access on a weekly basis and work through independently, with teacher guidance and assistance

**Parents/guardians** are encouraged to be available to redirect and assist their children when needed.