

# Union East Elementary School



2020-2021  
Reopening Plan

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# Introduction

This plan is designed to outline the procedures and expectations at Union East Elementary School. The information contained within this document is based off of the [Cheektowaga Central School District's Reopening Plan](#). The document will be updated as necessary.

## Union East Elementary School Contact Information

Role	Contact Person	Contact Information
Principal	Melissa Mitchell	686-3626
Assistant Principal	Julia Hamels	686-3699
School Counselor	TBD	686-3624 686-3684
Social Worker	Bernie Huber Maria Kocialski	686-3679 686-3671
School Psychologist	Allison Napier	686-3676
Nurse	Kim Krempa Kassandra Morris	686-3623 686-3623

# Building Procedures

## Health Screening Process

- Students and staff will be expected to utilize the [Health Screening Flowchart](#) each morning before coming to school.
- A Blackboard Connect message will go out to families periodically as a reminder to utilize the Health Screening Flowchart on a daily basis.

## Entering the School Building

- All students riding the school bus will enter the building through Doors 15 and 13.
- Students who are dropped off by a parent will enter the school building through Door 1.

## Temperature Checks

- Upon entering the school building, students and staff temperatures will periodically be checked. Temperatures will NOT be recorded. Anyone with a temperature greater than 100.0 will be escorted to the nurse's office for further evaluation.

## Face Coverings

- Families are encouraged to provide each child with face coverings. Face coverings that include inappropriate language or images will not be permitted. A face covering will be provided to any child who does not have one.
- Face coverings will be required to be worn at any time or place that individuals cannot maintain six feet of social distance including the hallway.
- All students will be provided with a lanyard to attach to their face covering.
- Face covering breaks will be provided regularly throughout the day.
- During the first days of school, instruction will occur to discuss appropriate procedures for wearing and removing face coverings.

## **Hallway Traffic**

- Floor decals will be placed throughout the building to remind students and staff to social distance as much as possible when moving throughout the building.
- Face coverings must be worn by all staff and students while in the hallway.
- During the first days of school, instruction will occur to discuss the traffic patterns of moving in the hallway (staying on the right side, avoiding gathering in one place, etc).

## **Lockers**

- Lockers will be assigned to students in an alternating fashion.
- Students will be allowed to visit their locker before school and at the end of the day only.

## **Bathroom Procedures**

- Classes will be assigned bathroom times throughout the day.
- Students will be reminded to utilize good handwashing techniques throughout the school day.
- Students will be allowed access to the bathroom other than assigned times. A limited number of students will be allowed in the bathroom at any time.
- Bathrooms will be sanitized in a rotation throughout each school day.

## **Breakfast & Lunch**

- Breakfast and lunch will be served in the classroom. All meals will be delivered to the classroom.
- Students will eat at their assigned desk, maintaining appropriate social distance.
- Classroom garbage will be removed following breakfast and lunch.

## **Safety Drills**

- Safety drills will be held periodically throughout the school year according to state and Department of Health guidelines.
- Face coverings will be required during a fire drill.
- Building evacuation drills will be staggered by the classroom to ensure social distancing.
- When lining up outdoors, social distancing will be utilized.

## **Visitors**

- Visitors to the building will only be allowed with prior approval from building administration.
- All visitors will be screened using the Health Screening Flowchart and temperatures will be taken before being allowed into the building.
- Face coverings are required for all visitors.

## **Physical Education & Music**

- All students will social distance at 6 ft while participating in physical activity, band, and chorus.

## **Recess**

- All students will have a 30 minute OUTDOOR recess each day.
- Students should be prepared with appropriate clothing to go outside each day unless weather is inclement (thunderstorms, extreme temperatures, etc)

## **Dismissal**

- No parents will be allowed in the school building.
- Students will be dismissed to their bus as the bus arrives.
- Staff members will be stationed throughout the school building to supervise students throughout the dismissal process.

## **Social Distancing**

- Teachers will ensure classroom desks and tables are organized with a minimum of 6 ft distance between seats.

## **Student Injury/First Aid**

- In the event that a student is in need of seeing the nurse for First Aid or other non health related reason (bathroom accident, lost tooth, etc), please call the Nurse's Office at ext. 3623.
- Mobile nurse's stations will be located throughout the building to reduce traffic in the nurse's office.
- A nurse will meet the student at the mobile nurse's station.

## **Student & Staff Illness**

- If a student is exhibiting COVID like symptoms, the teacher should call the nurse's office (ext. 3623) and send the student to the nurse immediately. If the nurse is unavailable, please contact the Main Office (ext. 3620).
- The student will be isolated and supervised until he/she can be picked up by a parent or guardian.
- If a staff member is exhibiting COVID like symptoms, the same protocol is in place.

## **Before & After School Care**

- Before & After school care will be provided through Just for Kids. Information regarding their programming can be found on their [website](#).

## Attendance & Grading

### Student Attendance

- Daily student attendance is required.
- Parents are encouraged to call their child in when they are absent to communicate the reason for their absence at 686-3621.
- Attendance will be monitored and recorded in eSchool, for both in person and remote instruction.
- Any changes to the previous week's attendance should be forwarded to Donna McCulloch by Wednesday of the following week.

### Grading

- Standards based grading will be utilized at each grade level.
- Report cards will reflect the standards covered during each grading period and reflect end of grade level standards.
- The schedule for grade reporting for the 2020-2021 school year is as follows:

Grading Period	Grades Close	Report Cards Available
Trimester 1	Friday, November 20, 2020	Week of November 30
Trimester 2	Friday, March 19, 2021	Week of March 22
Trimester 3	Friday, June 18, 2021	Week of June 21



## Teaching & Learning

### Hybrid Schedule Instructional & Learning Expectations

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cohort A</b>	<b>In person</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Small group/individual guided reading lesson(s)</li> <li>• Small group/individual math groups</li> <li>• Small group/individual writing conference</li> <li>• Physical Education</li> <li>• Art/Music/Library (Monday OR Tuesday)</li> </ul>		<b>Remote Learning</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Reading, Phonics, Writing, Math, Science, &amp; Social Studies instruction and assignments provided through virtual lessons/activities</li> <li>• Remote activities in PE/Art/Music/Library</li> </ul>		
<b>Cohort B</b>	<b>Remote Learning</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Reading, Phonics, Writing, Math, Science, &amp; Social Studies instruction and assignments provided through virtual lessons/activities</li> <li>• Remote activities in PE/Art/Music/Library</li> </ul>			<b>In person</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Small group/individual guided reading lesson(s)</li> <li>• Small group/individual math groups</li> <li>• Small group/individual writing conference</li> <li>• Physical Education</li> <li>• Art/Music/Library (Thursday OR Friday)</li> </ul>	
<b>Cohort D</b>	<b>Remote Learning</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Reading, Phonics, Writing, Math, Science, &amp; Social Studies instruction and assignments provided through virtual lessons/activities</li> <li>• Remote activities in PE/Art/Music/Library</li> </ul>		<b>Remote Learning</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Small group/individual guided reading, math and writing utilizing Google Meets at a consistently scheduled time for each student</li> </ul>	<b>Remote Learning</b> <ul style="list-style-type: none"> <li>• Daily Warrior Welcome Virtual Check In</li> <li>• Reading, Phonics, Writing, Math, Science, &amp; Social Studies instruction and assignments provided through virtual lessons/activities</li> <li>• Remote activities in PE/Art/Music/Library</li> </ul>	

## Daily Remote Learning Instructional Framework

Instructional Delivery Method	Grade Level Band	Expectations
<b>Computer Based Instructional Learning</b> <ul style="list-style-type: none"> <li>Asynchronous viewing of instructional content/videos assigned by the teacher</li> <li>Synchronous (ie “live”) sessions for real time interactions with teachers in larger group formats to build classroom community, social interactions, etc OR small group interactions for skill based reading and math instruction</li> <li>Computer reinforcement/extension (academic learning programs, games, etc)</li> </ul>	PreK-Grade 2	1.5-2.5 hours daily
	Grade 3 & 4	2-3 hours daily
<b>Indirect Instructional Learning Time</b> <ul style="list-style-type: none"> <li>Additional learning time for academics with little to no computer screen time</li> <li>Students engaging in reading, writing, assignment completion (ie, homework)</li> <li>Learning time for skill practice and projects</li> </ul>	PreK-Grade 2	<1 hour daily
	Grade 3 & 4	1-2 hours daily
<b>Individualized &amp; Small Group Instructional Support for Elementary Level</b>		
<b>Small Group Skill Based Instruction</b> <ul style="list-style-type: none"> <li>Teachers will meet with small group instructional groups or one-on-one with students to conduct reading assessments monitoring fluency and comprehension as well as guided reading and math instructional groups</li> </ul>	PreK-Grade 4	Each student will be assigned approximately 1-2 hours weekly (including in person and remote) of small group or individualized instructional support with his/her teacher (dependent on grade level, class size, and student need)
<ul style="list-style-type: none"> <li><b>Special Education, Tier 2 &amp; 3 Academic Intervention Support services, English Language Learner support services</b></li> </ul>	PreK-Grade 4	Will vary depending on needs of the child and/or Individualized Education Program (IEP)

## Building Classroom Community

### Warrior Welcome

- A daily virtual morning check in is required of ALL students.
- The check in MUST be posted through each class's Google Classroom or SeeSaw and must be completed by all students each day.

### Project Positive

- We are continuing to live the Warrior Way at Union East Elementary School.
- A classroom matrix should be created to include expectations for behavior while using virtual platforms and during remote learning.
- The Center on PBS has created a document that can assist in building your classroom matrix.  
[CREATING A PBIS BEHAVIOR TEACHING MATRIX FOR REMOTE INSTRUCTION](#)
- Establishing expectations should be part of the instruction for the first days of school.

### Kindness Days

- Official Union East Kindness Days will be held on Tuesday and Thursday each week.
- Until further notice, our Kindness Connection Days will be put on pause.
- We will continue to explore ways to serve our community in safe ways.