



# HERITAGE TRAILS ELEMENTARY

## Return to *Learn*

### School Day Operations for Heritage Trails

As we return to school at Heritage Trails we want our Hawk Family to know that the district and the school have worked diligently to create guidelines for our students, parents and staff to navigate the current health climate we are all experiencing. The district has created a Return to Learn document to help our patrons understand what we are doing as a district to safeguard our MPS family. You can locate the Return to Learn documents on the Heritage Trails websites main page and the parent's section, as well as the district webpage @ <https://www.mooreschools.com/domain/5312>.

**This document is to provide you with additional information that is specific to Heritage Trails.**

#### HOME HEALTH SELF-SCREENINGS

At Heritage Trails it is very important that all families monitor their health during this time. We ask that all students and staff take their temperature daily prior to coming to school and follow the self-screening checklist. The Hawks Family is also providing you with a laminated copy of the self-screening checklist to keep on hand at home for easy reference daily. If you answered "yes" to any of these questions you will not be allowed to come to school or will be sent home.

- Do you have a fever of 100.0 or greater?
- Do you currently have any flu-like symptoms?
- Do you currently have a cough and/or shortness of breath?
- Have you had a sudden loss of taste or smell?

#### MASKS & FACE COVERINGS

**Grades PreK-3** – *Masks and/or face coverings are required for students and staff in hallways and other common areas.* However, they may be removed while in the classroom when classroom cohorts remain grouped together throughout the day.

**Grades 4-6** – *Masks and/or face coverings are required for students and staff.* However, they may pull their masks down in the classroom as needed.

**Exceptions are allowed for the following:** when eating, during recess, P.E and medically exempt students. Please see the MPS Return to Learn Plan for the most updated information and medical exemption form.

**Lanyards:** Heritage Trails has purchased grade-level, color-coded, lanyards for each child for this school year. This will help your child secure their mask safely when it is not on their face. Lanyards will be removed during recess and other activities that do not require the lanyards be worn. Lanyards will be kept at school. Students will receive them at school and return them when their teacher collects them. If your child loses the lanyard, they can be replaced for a small fee.

## HYGIENE

All students will be taught the importance and technique of handwashing the first day of school and will be reviewed frequently by our school nurse, Mrs. Cox, and their teachers. In addition, students will be taught proper hand sanitizing and cleaning of their supplies. Please make sure that you discuss and monitor proper hygiene techniques at home with your child.

## ARRIVALS/DISMISSALS (NEW PROCEEDRES)

**Arrivals:** *Students eating breakfast will be permitted on campus at 8:45 am. Students **NOT** eating breakfast will NOT be permitted on campus until 9:00 am.* Students eating breakfast will enter the building through the front doors. All other students arriving at 9:00 am will enter the building through the doors on the Northside of the building. They will enter their grade level designated door. Students arriving after 9:15 am will need to be checked in at the office with a parent/guardian. **ALL** students are expected to walk directly to their homeroom. Car Rider Students need to be opening and closing their own car doors to minimize surface contact of others.

**Dismissals:** Heritage Trails will be implementing a new dismissal system called safeDISMISSAL. The system will help students know exactly where to go during dismissals. Students will remain in their classrooms and be dismissed from there using the new system. This will allow us to stagger the dismissal of students to help ensure maximum social distancing as well minimizing congested areas. Students who walk home will dismiss out the Northside doors in a staggered procedure and head immediately home. Parents meeting students are to remain east of the bike rack and playground equipment. Parents will **NOT** be allowed to meet students at their doors. Please be looking for additional information about our new dismissal system.

## CLASSROOMS

Seating in our classrooms has been arranged to maximize social distancing as much as possible for student learning. Homeroom classes will function as a “family unit” while in school. The majority of their day will be structured to share the same space with their “family unit”. Teachers and staff are taking numerous precautions to keep classrooms, furniture and equipment cleaned and disinfected. Students will be learning sanitizing procedures to help maintain a clean area for them to learn. No student supplies will be shared, please see Student Supplies, below, for additional information.

**For Grades 4-6** – Students will not rotate into the different classrooms; instead, the teachers will rotate into each other’s room, minimizing student contact with shared surfaces and contact in the halls.

## STUDENT SUPPLIES

**Individual** student supplies are crucial to send for your student. We are asking that all students bring the requested supplies listed on the school supply list, teachers may request additional items not previously listed, due to COVID changes. Students will not be allowed to share or trade any supplies with other students. You can find the Heritage Trails school supply list on our website under parents or with this link: <https://www.mooreschools.com/domain/2322>

***We will be extremely grateful to any Hawk Family that can find and would like to donate Clorox-type wipes/hand sanitizer. Supplies can be sent to the school anytime throughout the year.***

## WATER BOTTLES/WATER FOUNTAINS

Per the MPS Return to Learn Plan, water fountains, which are an easy way to spread germs, will be unavailable for use. Students are asked to bring a pre-filled **PLASTIC** water bottle daily and will be given opportunities throughout the day to refill at our refill areas. Bottles filled with anything other than water will be dumped and refilled with water. **All water bottles need to be labeled with the student's FULL NAME.**

## BREAKFAST

During our breakfast time, students will be seated social distanced from one another. Students are expected to arrive at the school between 8:45-8:55am. This will give them time to eat their breakfast before the late bell at 9:15am. Students who repeatedly arrive after 8:55am will need to meet with their parents and the school principal to discuss this tardiness.

## LUNCH

Lunches are restricted to one grade level at a time in the cafeteria. Students will sit with their homeroom class in a specified order for the entirety of their lunch time. Students will practice social distancing during lunch as appropriate. Students will not be allowed to get up from their lunch table unless instructed to do so by a duty teacher. All students are required to wash/sanitize before going to lunch. All tables and benches will be cleaned and disinfected between grades. **Parents/Guardians/Visitors will NOT be allowed to eat lunch with their student/s. There will be no Hawk Hangout this year.**

## OUTSIDE SNACKS/TREATS

The Hawk Family will not allow any non-store-bought snack items in the school. **ALL** snacks sent to school must be store bought and individually wrapped, this includes birthday treats. **An alternative to sending birthday treats - Parents will have the option of purchasing a week-long birthday message on our marquee this year for \$5.00.** Information will be posted on the website under the Parents Section.

## RECESS

**Outside** - Only one grade level is permitted at a time during recess. This will help to minimize the number of students that we have in the area. Currently our recess area has 5 large outdoor areas in which students can distance themselves without overcrowding. Teachers will be monitoring students to ensure congested areas are dispersed.

**Inside** - Students will remain in their homeroom classrooms to relax and unwind. Individual game pieces will be sanitized after use and/or left untouched for 72+ hours. Individual classroom teachers will develop an age-appropriate plan that follows CDC guidelines.

## HALLWAYS & PASSING TIMES

Students will minimize traveling in the school individually. Whole classes will travel throughout the building. Proper procedures of walking on the right side of the hallway, on the second tile, in line order, with distancing between students will help to minimize congested areas. **Students are expected to adhere to and follow all procedures in the building.**

## RESTROOMS

Restroom breaks will be scheduled as class breaks to ensure proper sanitizing before and after using the restroom. This will also help teachers manage the maximum number of students in one-bathroom area at a time. Students will be allowed to use restroom breaks individually for emergency situations. Proper hand washing will be a daily reviewed procedure with students when using the restroom. ***Parents please make sure your student uses the restroom before arriving at school. This will help minimize the number of students using the restrooms upon arrival.***

## VISITORS & VOLUNTEERS

As MPS has directed, Heritage Trails will always minimize all visitors and volunteers in the building. We will be restricting this to essential volunteers needed for assisting in areas throughout the building. Visitors to the building will only be allowed to enter the main foyer and the office during our current health climate. Reasons for a visitor to enter the building are: enrollment, delivering paperwork or money, dropping off or picking up a student/s for appointments and forgotten school items, etc.... No visitors will be allowed in the building for tours, eating with a student or staff member, or other similar situations. ***All visitors and volunteers are ALWAYS required to wear a mask when in the building and have their temperature taken upon arrival.***

## HAWKS NEST

We will still be offering our before/after-care program. Students will follow all the same procedures and rules outlined throughout the school day to maximize safety. Please see our website for additional information.

## MEDIA CENTER

Media Centers check in/out times will only be allowed in a whole class setting, not on an individual basis. Students will not be permitted to go to the Media to check in/out books at their leisure. They will have to wait for their predetermined class time each week to exchange books. This will require students and parents to be more mindful of time management when meeting AR goals and other reading goals set by the teachers. It is important that students work toward their goal as soon as they can. This will prevent falling behind and not having the ability to exchange books at unscheduled times. Classes will still have media lessons at predetermined scheduled times. ***Per MPS Return to Learn Plan all returned books will adhere to the 72 hours wait time and sanitizing of books before recirculation.***

## ASSEMBLIES/SPECIAL PROGRAMS

During the current health climate, we will be suspending whole school assemblies. Assemblies and programs will be virtually streamed in the classroom when appropriate or possible. Single grade-level programs/assemblies will still occur with students and staff in attendance only.

## CAMP CLASSEN

Currently, we are planning on attending Camp Classen in November. Activities and the general layout of our schedule will be adjusted to accommodate our current health climate. We will send information to parents once we have determined our plan during Camp this year.