

Sagamore Hill Elementary In-Person Transition Plan

Fall 2020



*This plan is a live document and will be updated regularly in accordance with the [Fort Worth ISD Forward District plan](#).

COVID-19 Safety Protocols

WE BELIEVE... The safety of students and staff at Sagamore Hill is paramount during these unprecedented times of COVID 19. Every effort will be made to minimize exposure, contamination and risk to all stakeholders. Sagamore Hill shall provide every student with equitable access to high quality, culturally and personally relevant instruction, curricula, support, facilities, and other educational resources, even when this means differentiating resources to accomplish this goal. In-person instruction for the 2020-21 school year will be safe, organized, and an engaging experience for all students.

All students and staff will be screened for COVID-19 symptoms daily and individuals who present with symptoms will be separated and sent home.

Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school. Parents must ensure daily that they do not send a child to school on campus if the child has COVID-19 symptoms. Parents must ensure daily that they do not send a child to school on campus if the child has lab-confirmed COVID-19. 	<p><u>Morning Entry & Afternoon Dismissal</u></p> <p>Front doors - Bus riders and fifth grade Doors 11 by Auditorium - First grade Doors by Playground - PreK and Kindergarten Doors by Basketball court - Second grade Doors by PE gym - Third and fourth grade</p>
Parents/Visitors	<ul style="list-style-type: none"> Parents and families will not be allowed in the building to walk students to class. 	Daily ongoing
Teachers	<ul style="list-style-type: none"> Students with fever of 99 or higher will be given a nurse's referral form filled out by the teacher. Teachers will write the temperature in the comment section of the form and immediately send the student to nurse Moreno's office. Teachers will monitor for any illness symptoms in other students and refer them to the nurse if so. 	Daily
Nurse Moreno	<ul style="list-style-type: none"> The nurse will double check students with temperatures of 99 or higher. Students with a temperature of 100 or higher will be sent home. 	Ongoing

All Staff	<ul style="list-style-type: none"> ● Staff will be required to complete a self-screening process prior to entering a Fort Worth ISD building for COVID-19 symptoms prior to reporting to work each day using the FWISD Qualtrics survey. https://fortworthisd.az1.qualtrics.com/jfe/form/SV_aWOHdcRlowhelkZ ● Upon entering, all staff members will use hand sanitizer and must complete the campus sign in. ● Staff must arrive early enough to complete the check-in and be in place at their assigned arrival time. ● Staff will escort and direct students during arrival and dismissal periods. 	Daily
Administration	<ul style="list-style-type: none"> ● Administration will cross check daily that all staff have completed necessary prescreening and sign in procedures. ● Administration will monitor that all teachers are screening students before entry. ● Administration will be advised when a staff or student presents with symptoms of COVID-19 or has tested positive for COVID-19. ● Administration will report when a staff or student presents with symptoms of COVID-19 or has tested positive for COVID-19 and begin the contact tracing process. ● Administration will inform the campus community of the presence of COVID-19 cases and inform those that need quarantine to do so all the while protecting the rights of those with COVID-19. ● Administration will inform campus community if they were exposed to someone who tested positive or had been exposed. 	Ongoing
All Members of the School Community	<p><u>Isolation Protocols</u></p> <ul style="list-style-type: none"> ● Staff and students should not enter campuses or District buildings if any of the following apply: <ul style="list-style-type: none"> ○ They are sick or have been sick in the past 14 days. ○ Symptoms to watch for include fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, shaking or exaggerated shivering, diarrhea. ○ They have confirmed cases of COVID-19 or have been in close contact with people with confirmed cases of COVID-19. ● These individuals must follow all isolation and quarantine guidelines from local health authorities or their physicians. They have a household 	Ongoing

	<p>member who is awaiting COVID-19 test results, or they are awaiting their own test results</p> <p><u>Student or Staff Displaying COVID-19 Symptoms Protocols</u></p> <ul style="list-style-type: none"> • When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home. • Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student’s parent/guardian. • District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member. • Students and staff who have tested positive for COVID-19 will be required to report illness to campus administrators. • Symptomatic COVID-19 positive students and staff will remain isolated until the three condition below are met: <ul style="list-style-type: none"> ○ They are 1-day (24 hours) fever-free without using fever-reducing medication; ○ They have improved symptoms (cough, difficulty breathing, etc.); ○ 10 days have passed since symptoms began. • Asymptomatic COVID 19 positive students and staff will remain isolated until the two condition below are met: <ul style="list-style-type: none"> ○ No symptoms develop; ○ 10 days have passed since COVID-19 test date. 	
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COVID-19 Safety Protocols/Social Distancing and PPE

WE BELIEVE... The safety of students and staff at Sagamore Hill is paramount during these unprecedented times of COVID 19. Every effort will be made to minimize exposure, contamination and risk to all stakeholders. Sagamore Hill shall provide every student with equitable access to high quality, culturally and personally relevant instruction, curricula, support, facilities, and other educational resources, even when this means differentiating resources to accomplish this goal. In-person instruction for the 2020-21 school year will be safe, organized, and an engaging experience for all students. Sagamore Hill will rely on guidance from FWISD, the Department of State Health Services (DSHS), Tarrant County Health Department as well as any executive orders or directives from Governor Greg Abbott, to determine protocols for social distancing and PPE.

All persons on campus will follow strict protocols for social distancing and PPE.

Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> • All students in grades PK-5th grade, will wear face masks while on a school bus, in a school facility, and throughout the school day. 	Daily

	<ul style="list-style-type: none"> • The campus will provide students with cloth and disposable masks as needed. • Students may provide their own masks however all masks must adhere to the District dress code policy on clothing and accessories, FNCA (Local), no lewd, vulgar or offensive clothing or pictures/symbols that promote hate, gang violence, drugs, etc. • Students' individual needs will be addressed on a case-by-case basis. <ul style="list-style-type: none"> ○ Requests for accommodations should be submitted to campus administration. • Maintain 6 foot social distancing from all others when possible. • Utilize hand sanitizer station upon entry, wash hands with soap and water throughout the day, and cover your sneeze or cough. • Students must be responsible for their own personal belongings and supplies. • Students will not be permitted to share supplies or materials with other students. 	
Staff	<ul style="list-style-type: none"> • Employees wear masks at all times when in the building and in the presence of others. • Masks must be worn over the nose and mouth. • A mask must be worn with a face shield. • Maintain 6-foot social distancing from all others at all times. • Utilize hand sanitizer station upon entry, wash hands with soap and water throughout the day, and cover your sneeze or cough. • Employees are to sanitize their work stations and limit use of shared workspaces throughout the day. • Employees must sanitize with wipes or disinfecting spray shared equipment or spaces used (microwave, copy machine, xerox machines, dye cut machines, etc.) after use. • Upon leaving for the day, employees will sanitize their work stations. • Employees will report any concerns that arise regarding possible exposure to COVID-19 to administration. • Administrators must be made aware of an <u>employee who has tested positive for COVID-19</u> in order to follow the FWISD COVID-19 Response Guidelines. 	Daily
Administration	<ul style="list-style-type: none"> • Model appropriate mask wearing and social distancing. 	Daily

	<ul style="list-style-type: none"> • Ensure that all protocols are being followed by students and staff and make corrections as needed. • Administration will be advised when a staff or student presents with symptoms of COVID-19 or has tested positive for COVID-19. • Administration will report when a staff or student presents with symptoms of COVID-19 or has tested positive for COVID-19 and begin the contact tracing process. • Administration will advise the campus community of the presence of COVID-19 cases and advise those that need quarantine to do so all the while protecting the rights of those with COVID-19. 	
Parents/Visitors	<p>Every effort will be made to limit the number of visitors on campus.</p> <ul style="list-style-type: none"> • Campuses will utilize remote meeting options to limit campus visitors when possible. • Parents and families will not be permitted on campus to escort students to class or during lunches. • Parents and families will not be allowed in the building for arrival or early dismissals. For early dismissals, parents will call the front office and their child will be escorted outside to the car. Proper identification must be shown. Early dismissals will not take place after 1:45 pm for pre-kinder students and 2:30 pm for grades K-5. • All individuals entering the building will be required to check into the front office, be screened for COVID-19 and wear face coverings. • 504 and ARD meetings will remain virtual for parents/guardians. 	Daily and ongoing

COVID-19 Safety Protocols/ Cleaning and Disinfecting

WE BELIEVE... The safety of students and staff at Sagamore Hill is paramount during these unprecedented times of COVID 19. Every effort will be made to minimize exposure, contamination and risk to all stakeholders. Sagamore Hill shall provide every student with equitable access to high quality, culturally and personally relevant instruction, curricula, support, facilities, and other educational resources, even when this means differentiating resources to accomplish this goal. In-person instruction for the 2020-21 school year will be safe, organized, and an engaging experience for all students.
A daily checklist will be used to ensure that all campus spaces are disinfected and sanitized. Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Person Responsible	Action Item	Progress Notes
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Students	<p>Students are expected to:</p> <ul style="list-style-type: none"> ● Use an alcohol-based hand sanitizer at the main entries to the campus, in classrooms, in the cafeteria and in common areas throughout the campus. ● Regularly wash or sanitize their hands after recess, before eating, following restroom breaks. ● Students will be responsible for their own personal belongings and supplies. ● Students will be encouraged to wipe surfaces after use as it upholds the campus value of respect for others and property. 	Daily
Teachers/Staff	<ul style="list-style-type: none"> ● Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly. ● Staff will limit the use of shared supplies. All students will be expected to maintain their own individual school box/pouch for materials. ● Staff will be expected to regularly wash or sanitize their hands ● Teachers that share spaces will wipe down surfaces before transitioning. ● Teachers can socially distance and eat their duty-free lunch in the teacher's lounge or classroom but are required to maintain 6-foot social distancing from all others at all times. Communal microwaves and refrigerators will have sanitizing wipes nearby with a sign that asks teachers to clean after each use. 	Daily
Custodians	<p>Custodians will use a daily checklist to ensure spaces are properly cleaned and disinfected.</p> <ul style="list-style-type: none"> ● Each classroom and restroom will be disinfected daily. ● All high touch areas will be disinfected daily. ● Custodians will wear masks during work hours. ● The cafeteria will be disinfected during lunch and between classes. 	Daily
Administrators	<ul style="list-style-type: none"> ● Supervise the thorough cleaning of the campus daily. ● Ensure that cleaning and disinfecting material is replenished in a timely manner. 	Daily

Campus Transitions for Students/Hallway Movement

WE BELIEVE... Students at WHE deserve quality education that promotes safety and excellence through tight routines and procedures. Students and staff need to know and practice campus wide expectations for behaviors, safety and culture routines. In order for students to have greatest opportunity for success, expectations must be predictable, consistent, explicit and rehearsed. In doing so there is no miscommunication for expectations, allows for better flow for the day, reduces behavioral issues, increases safety and helps new students easily on board. Implementation of campus procedures will ensure all students and staff are safe. Students need to be empowered to own their behaviors and work alongside other students to meet campus expectations.

Hallway transitions will be limited as much as possible. Departmentalized teachers will move to the students during transition time. Before switching classes teachers will disinfect shared work spaces desk and chair will be disinfected.

When it is necessary for students to move **WE WILL USE THE FOLLOWING STEPS ...**

1. Teacher will systematically line-up students with clear expectations using a consistent order that aligns with the seating chart.
2. A list of students and their order in the line will be maintained.
3. Teachers will give explicit instructions of where the line will be going and remind students of transition protocols including stopping places, mask usage and social distancing before leaving the class.
4. Students will walk on the far-right side of the hallway. Students will maintain a safe distance from their peers while in line using the floor stickers as a guide..
5. Teacher will use established stopping points for each hallway, walk alongside the students in the middle of the line and highlight the positive.

Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> ● Walk through the hallways quietly and orderly exhibiting expected behavior. ● Stopping at stopping places. 	Daily
Teachers	<ul style="list-style-type: none"> ● Monitoring students with a warm but professional tone. ● Scanning line and proactively recognizing students following procedure and quickly correcting those that are not. ● Corrects uniform infractions asking students to fix masks and collars, tuck in shirts, remove jackets, etc. ● Teachers will use the ratio of 3 positive mentions for every correction. <p>If a student is not moving with purpose:</p> <ul style="list-style-type: none"> ● “(Name of student), (Name of student), are lining up quickly and quietly.” 	Daily

	<ul style="list-style-type: none"> • “(Name of student not following direction), I know you can get into this line better. Go back and do it again.” • “(Name of student), (Name of student), is ready to go.” • “(Name of student now following direction), thank you for showing you are ready for our transition.” 	
Administration	<ul style="list-style-type: none"> • Leaders are in the hallway to ensure teachers are monitoring students, articulating stopping places, and students are adhering to expectations. • Monitors that students are calm, orderly, hands to themselves, eyes forward, walking, and moving promptly in transitions. • Leaders are quickly correcting students, but also recognizing students and staff who are modeling proper behavior. When behaviors are not appropriate, leader will correct immediately. • Leader will model redirection and positive language. 	Daily

Campus Transitions for Students/Dismissal

WE BELIEVE... Students at SHE deserve quality education that promotes safety and excellence through tight routines and procedures. Students and staff need to know and practice campus wide expectations for behaviors, safety and culture routines. In order for students to have greatest opportunity for success, expectations must be predictable, consistent, explicit and rehearsed. In doing so there is no miscommunication for expectations, allows for better flow for the day, reduces behavioral issues, increases safety and helps new students easily on board. Lack of order wastes precious instructional time and reduces safety. Students need to be empowered to own their behaviors and work alongside other students to meet campus expectations.

WHAT ARE THE STEPS...

1. Start dismissal at 2:50.
2. Students begin to gather their belongings and follow line-up procedure.
3. Teachers stand at the doorway to dismiss/monitor students who are van/bus riders, walkers, Clayton afterschool.
As students exit class, teachers bid them farewell. Teachers must assure students leave with masks on and go with their escorts in a quiet and straight line while social distancing is being monitored.
4. Van and Bus riders will go to the auditorium and sit at their assigned seat to line up to load the bus/van.
5. At 2:58, teacher and remaining students begin walking quietly down hallways exiting through assigned exits and to designated dismissal area exhibiting behavior expectations.

Exits

Front doors - Bus riders and fifth grade

Doors 11 by Auditorium - First grade

Doors by Playground - PreK and Kindergarten

Doors by Basketball court - Second grade

Doors by PE gym - Third and fourth grade		
Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> • Students gathering their belongings quietly, moving quickly and calmly into line up procedure. • Waiting quietly in line. • Exiting and walking to escort. (Bus/van riders, walkers, Clayton after school) • Exiting and walking with teacher to assigned dismissal area. (Parent pick-ups) 	Daily
Teachers	<ul style="list-style-type: none"> • Calls students one at a time to gather belongings. • Stands at doorway, monitoring both the classroom and hallways. • Scans the room to look at all students in the classroom and highlight the positive. • Dismisses students with a warm but professional tone farewell. • Scan classroom and hallway proactively recognizing students following procedure and quickly correcting those that are not. • Makes sure students who are van/bus riders, walkers, and Clayton are released to an escort. • Corrects student exit behavior ensuring that students are following behavior expectations. • Use the ratio of 3 positive mentions for every correction. • Effectively ask students to “Do It Again” if they are running, yelling, not seated properly, and disorderly. <p>While students exit the class: “Good bye, <u>(name of student)</u>! “Have a great evening <u>(name of student)</u>!” “<u>(Name of student following directions)</u>, thank you for following procedures.”</p> <p>Car riders</p> <ul style="list-style-type: none"> • After bus riders, van riders and walkers have exited, teachers will escort students to designated location using assigned exit. • Teacher will remind students of safety protocols and hallway expectations before leaving the room. • Once outside teacher will line up students in single file line 6 feet apart. • Teacher will dismiss students to parent/guardian. 	Daily
Teaching Assistants and Support Staff	<ul style="list-style-type: none"> • Be at designated pick up areas no later than 2:50. • Monitor students as they transition and exit building. • Corrects student exit behavior if not following expectations. 	Daily

	<ul style="list-style-type: none"> • Use the ratio of 3 positive mentions for every correction. 	
Administration	<ul style="list-style-type: none"> • Leaders are in the hallway to ensure teachers are dismissing students and students are following procedures. • Monitors that students are calm, orderly, hands to themselves, eyes forward, walking, and moving promptly to through hallways. • Leaders quickly correct students, but also recognizing students and staff who are modeling proper behavior. When behaviors are not appropriate, leader will correct immediately. When necessary, the leader will direct the staff and students to Do It Again. • Leader will model redirection and positive greeting language. 	Daily

Transportation

WE BELIEVE... Students at SHE deserve quality education that promotes safety and excellence through tight routines and procedures. Students and staff need to know and practice campus wide expectations for behaviors, safety and culture routines. In order for students to have greatest opportunity for success, expectations must be predictable, consistent, explicit and rehearsed. In doing so there is no miscommunication for expectations, allows for better flow for the day, reduces behavioral issues, increases safety and helps new students easily on board. Lack of order wastes precious instructional time and reduces safety. Students need to be empowered to own their behaviors and work alongside other students to meet campus expectations.

WHAT ARE THE STEPS...

1. Bus riders wait at bus stop and observe all social distancing and PPE guidelines including maintaining six feet distance and wearing of mask.
2. Bus driver will take student temperature.
3. Students will enter bus no earlier than 7:30 am in an orderly manner and proceed to assigned seat.
4. Student will remain seated and face forward.
5. Once bus arrives to school, students will get off row by row and proceed in a single file line into the auditorium where they will sit 3 seats apart in the order that they came in.

Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> • Enter bus calmly. 	Daily

	<ul style="list-style-type: none"> ● Allow bus driver to take temperature. ● Proceed to assigned seat. ● Stay seated and eyes forward. ● Wear a mask at all times. 	
Bus Driver	<ul style="list-style-type: none"> ● Greet students as they enter. ● Take temperatures. ● Scan the bus and proactively recognize students following procedure. ● Wear mask and gloves. 	Daily
Administrators	<ul style="list-style-type: none"> ● Establish bus procedures with students prior to riding the bus. ● Quickly deal with disciplinary issues on the bus. ● Maintain communication with parents for students that do not meet bus expectations. 	Daily
Parents	<ul style="list-style-type: none"> ● Prescreen students before entering bus. ● Reinforce campus expectations for bus behavior. 	Daily

Cafeteria & Food Service

WE BELIEVE... Students at SHE deserve quality education that promotes excellence through tight routines and procedures and need to know and practice campus wide expectations for behaviors and culture routines. In order for students to have greatest opportunity for success, expectations must be predictable, consistent, explicit and rehearsed. In doing so there is no miscommunication for expectations, allows for better flow for the day, reduces behavioral issues, and helps new students easily on boarded. Lack of order wastes precious instructional time and students need to be empowered to own their behaviors and work alongside other students to meet campus expectations.

- In an effort to maintain proper distancing and monitoring of students, students will be spread out. All teachers will receive a 30 minute duty-free lunch.
- **Parents/guardians will not be permitted to eat lunch with their child until further notice.**
- Students who choose virtual learning will pick up meals in a “grab and go fashion” via drive-through at cafeteria from 8 am -10 am Mondays and Thursdays.
- Lunch is free to all students.

WHAT ARE THE STEPS...

1. Teachers must walk students into the cafeteria using hallway/transition routine.
2. Students enter the cafeteria through first doors. Enter right. Exit left.
3. Students walk along tan tiles and stopping at the end of the tiles
4. Students enter cafeteria 1 at a time, grab lunch, and go.
5. After students exit cafeteria line they walk to their assigned seat at their assigned tables.
6. When finished, cafeteria monitor will line students up in various locations in the cafeteria to wait on their teacher to pick them up.

Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> ● Students enter through right door. Exit left. ● Students walk in and stop at the stop marker. ● Students will enter cafeteria line 1 at a time. ● Students will get all items needed the first time because they are not allowed to re-enter cafeteria line. ● Students exit cafeteria line and sit in assigned seat. ● Students keep all food and items on tray. ● Students will only eat their own food. ● When it's time to leave signal goes as follows: <ol style="list-style-type: none"> 1- Stand up. 2- Check area for trash and food. 3- Pick up tray and face that way. 4- Begin walking and empty trash and tray. ● Students walk quietly line and wait in designated areas for teacher to arrive. 	Daily
Teachers	<ul style="list-style-type: none"> ● Discuss and practice cafeteria routines before first day visiting cafeteria. ● Create seating chart for students. ● Assure students enter cafeteria walking in a quiet line and stop before entering cafeteria line. ● Teachers are timely in picking up students at scheduled time. 	Ongoing
Cafeteria Monitor	<ul style="list-style-type: none"> ● Maintain seating charts. ● Actively monitor students in line and inside cafeteria so that cafeteria expectations are being addressed. ● Scanning cafeteria area proactively recognizing students following procedure and quickly correcting those that are not. ● Teachers will use the ratio of 3 positive mentions for every correction. 	Daily
Administrators	<ul style="list-style-type: none"> ● Leaders are spot checking for expectations. ● Leaders quickly corrects students, but also recognizing students and staff who are modeling proper behavior. When behaviors are not appropriate, leader will correct immediately. When necessary, the leader will direct the staff and students to Do It Again. ● Leader will model redirection and positive language. 	Daily

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