

# *Alamance-Burlington Schools*

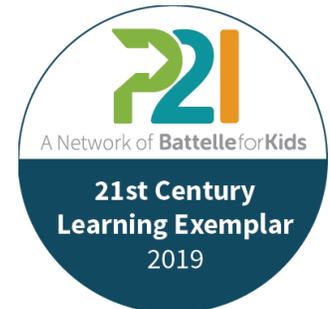
## *Success '21*

# ONE ABSS

## *Elon Elementary School*



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Elon, NC 27244  
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*Principal: Jack Davern, Ed.S.*

*Assistant Principal: Tracy Pennington, Ed.S.*



*For families that have chosen for their child to return to the school building for in-person learning, please review the following information.*

*= Updated to become effective MAY 12, 2021 =*

## *New Protocols*

As we return to our school buildings, ABSS has implemented many safety protocols outlined by NC Department of Health and Human Services, to maintain the health and well-being of staff and students during this time. A detailed list of protocols is available on the ABSS website.

**Elon Elementary will adhere to the ABSS safety protocols to form a firm foundation of our site based operations and procedures. Our decisions for our operational structures, routines and procedures are unique to the needs of our school and school community. These needs reflect a variety of measures, such as the number of staff and students on site, student transport, program needs and the amount of usable physical space.**

The district has pulled together frequently asked questions and answers for your review, but please feel free to reach out to the school with any questions.

## *Cleaning*

The district works with the Budd Group to provide cleaning technicians at every school. These employees are dedicated to cleaning high touch surfaces throughout the school day. Additionally, the Budd Group completes cleaning in the evenings, after students and staff leave for the day.

## *Face Coverings*

Students are not permitted to wear bandanas, neck gaiter, or head wrap as a face covering. Only proper cloth or disposable face masks may be worn. Students who forget their masks will be provided one.

Beginning on Wednesday, May 12:

Students outside at recess and maintaining 6 feet of physical distance from others are no longer required to wear a face covering as long as they maintain the 6 ft physical distance requirement.

Students participating in an outdoor PE class where everyone is at least 6 feet apart at all times are no longer required to wear face coverings while they are actively participating.

Students who are outdoors and cannot maintain 6 ft physical distance from others are still required to wear a face covering per state requirements.

Students and all adults on campus are still required to wear a face covering indoors and on buses. In addition, face coverings are also required outdoors on campus if students and staff cannot maintain 6 feet of physical distance from others per state requirements.

Students may choose to continue wearing face coverings at all times both indoors and outdoors if it makes them feel more comfortable.

In addition, beginning on Wednesday, May 12, ABSS will continue to follow the health screening protocol when students and staff arrive to campus each day which involves asking the screening questions or if there have been changes for any individuals. But, schools and district offices will no longer issue colored wristbands as part of the health screening process when students and staff arrive to campus.

ABSS will continue to observe all requirements outlined for K-12 public schools operating in Plans A & Plan B as outlined in the NCDHHS StrongSchoolsNC Public Health Toolkit that is posted on our ABSS website: <https://covid19.ncdhhs.gov/media/164/open> Reference to face coverings is on page 9 English version: page 10 Spanish version.

## *Meals*

Meals will be pre-packaged and delivered to the classrooms for students to eat. Students may still bring their own lunch to school if they wish. However, there will be no microwave access to heat lunches. At this time, all school meals are **free**.

The district will provide two bottles of water per day for each student.

Water fountains will not be in use throughout the day.

- **At Elon, students will not be able to bring personal/reusable water bottles.**
- **Water will be available for students in individual bottles daily.**
- **Students may bring additional bottled water in disposable bottles.**
- **Students may not refill bottles due to sanitation related concerns.**
- **We will not have a snack break during the day, but we will have a breakfast break, indoor stretch breaks and outside recess the weather permits.**
- **We encourage those who bring a lunch from home to pack it in a disposable bag.**

## *Wait and Wash*

Social distancing is a key component of returning to school safely. Social distancing (“physical distancing”) means keeping space between yourself and other people outside of your home.

There are clearly marked indicators in common areas around the building to remind everyone to remain socially distanced, 6 feet apart. We will socially distance where possible in classrooms.

In addition to social distancing, students will be encouraged to wash their hands frequently with soap and water, and use hand sanitizer as much as possible.

**Elon Elementary has markings on our hall floors for students and staff to gauge proper distance when moving about in the halls. We also have floor markings through our gym and cafeteria and the k/1 hall to guide students at arrival and dismissal. Markings are also at the bus loading/unloading area that suggests the proper wait distances when lining up to enter or exit the building.**

**Each classroom has a sink for students to wash their hands, particularly upon entry to the room, after eating and after being outside. Hand sanitizer is available in each class, as well as special wipes for teachers to use between student use of common items such as small group instruction tables and chairs, sink areas, supply areas, etc.**

**K-2 classrooms have a restroom in the classroom reducing the need or frequency to utilize the common restroom in the main hall. Students in grades 3-5 will have full access, exclusively for them, to the designated restrooms in their particular hall.**

## *Health Screenings*

Students and staff returning to school buildings will be required to have an annual attestation form on file. Parents/Guardians can complete this form online for each student returning to campus. [Please use this link to complete the form.](#) Families should not send students to school if they are exhibiting signs of COVID-19. If students have a temperature above 100.4, they will have to return home with their parent or guardians.

Everyone will be involved in a check-in process before entering the building.

Car Riders will remain in the car during the screening process. The parent/guardian will help the student answer the attestation questions. Once the student passes the screening, they will exit the car and then enter the building.

## *Arrival & Dismissal Procedures*

PLEASE for the SAFETY of everyone, refrain from using your cell phone during student drop off and student pick up.

We THANK YOU for ensuring that all individuals in the vehicle are wearing a mask at the point of drop off and pick up to help ensure a safety measure for staff who are screening and helping your child in and out of cars each day.

Elon Elementary car rider lines are designed to allow for student drop off at two specific areas. These areas will provide specific students with building access specific to the location of their classroom. We ask parents for patience through this process as we safely unload students and conduct screenings at each car.

### **MORNING CAR RIDER DROP OFF**

As parents arrive on campus, we need for vehicles with students in grades 2, 3, 4 and 5 to keep to the right. We need for vehicles with students in Kindergarten and 1<sup>st</sup> grade to keep to the left. Signage and school staff will help with this.

The first drop off range is located at the cafeteria and gym doors. This range is for students in grades 2, 3, 4 & 5\*. As students enter the school, students in grades 2 & 4 will enter the gym doors (close to the flagpole) as this provides direct access to the location of their classroom. Students in grades 3&5 will enter through the cafeteria doors to provide direct access to the location of their classroom.

The first car in this range will stop at the flagpole, students will be screened while in the car before unloading. Then when signaled, those cars exit and the next group drop off and the pattern repeats until all students have arrived. The left lane will be signaled to pull forward to the second drop off range when the right lane stops.

**Please be aware of staff guiding parents to the drop off areas.**

Families with students in multiple grades 2-5 will drop off in the right lane. Families with students in Kindergarten or 1<sup>st</sup> grade and a sibling in any other grade should drop off at the K/1 entry by keeping to the left. The older sibling will walk to their entry point.

The second drop off range is a single door located just to the left of the main entrance. This range is for students in \*Kindergarten and 1<sup>st</sup> grade providing direct access to the location of their classroom.

**This car rider line will keep to the left and stop at the flagpole until directed by a staff member to pull forward to the safe drop off range. The first car will stop just beyond the main entrance indicated by cones and staff members. After student screening, cars unload and the when signaled, exit and the next group signaled to pull forward to the drop off. The pattern repeats until all students have arrived.**

### **AFTERNOON CAR RIDER PICK UP**

The afternoon dismissal procedure at Elon Elementary will include students preparing for dismissal from their classroom to the cafeteria and gym waiting areas. We will have cafeteria tables set up in each area designated for each homeroom for students to have assigned seats to wait for their parent to arrive at the pick-up point.

Students in grades 1, 3 & 5 will have assigned seats in the cafeteria. Students in Grades K, 2 & 4 will have assigned seats in the gym.

Parents of car riders should have their car rider numbered tag hanging from their rear view mirror so it is visible for our staff to communicate this with the indoor staff to have students to report to the designated pick up area. Parents please be sure your child knows the number on your tag. We will call student by tag number - not by name – to dismiss. Parents will meet their child at the designated pick up location.

### **BUS RIDERS – MORNING ARRIVAL PROCEDURES**

**Elon Elementary Administration will confirm that a parent has completed the Attestation form as part of the requirements that will allow bus access.**

Bus riders will have assigned seats on the bus based on reopening guidelines for school buses at the elementary level. Everyone must wear a mask while riding any school transportation. Bus riders will complete the health screening when they reach school.

**As students arrive to the school, students will unload in an orderly procedure allowing proper distance between one another. There are marking of 6ft outdoors at the drop off zone indicating the path students will follow to the school entry point. School staff will receive students and upon entry to the building at a check in station. This is where students will be asked health screening questions before being permitted to go to their classroom.**

If a student shows symptoms of COVID-19 at the check-in point, our school nurse will assist in the situation and bring the child to our isolation room where a Parent/Guardian will be called to pick up their child immediately.

After a favorable check-in at the morning screening station for bus riders, they will be permitted to go directly to their classroom.

### **BUS RIDERS - AFTERNOON DISMISSAL PROCEDURES**

Afternoon bus riders will dismiss orderly from classrooms when the designated staff member comes to guide bus riders from each hall to the bus area. We anticipate new routes to prolong dismissal from the school and their arrival time home. Your child's bus route is determined by your home address. As we receive information on specific pick up and drop off times from ABSS Transportation department, we will notify parents.

### **AFTERNOON DAY CARE VAN DISMISSAL PROCEDURES**

Students who are picked up from a day care provider will dismiss to a specific location in the school to be in close proximity to the designated day care van pick up zone.

## ***Late Arrival & Early Check-out***

### **TARDY STUDENT ARRIVALS**

Students arriving to school tardy will need signed-in by a parent in the main lobby using the Ident-a-Kid computer kiosk. Identification (driver license) is required. This procedure will help us to maintain a safe check-in at a designated area for this to occur. This procedure will decrease the amount of foot traffic leading into other parts of the building and help in any necessary contact tracing that may need to take place.

As parents approach the school with tardy child, the steps are as follows:

1. Press the office call button located on the wall to the right of the main entrance.
2. An office staff member will greet you and ask, "How can I help you?"
3. Reply that you are checking your child in and provide the child's name.
4. Office staff will buzz you in and ask you to enter and remain in the corridor.
5. You will see the Ident-a-kid check in computer. Please use the hand sanitizer provided before using the computer – thank you! *(Note: a staff member will use sanitizing wipes after each use and the adult signing in has left the corridor.)*
6. A school staff member will greet your child at the doors leading from the corridor into the main hall. You will be able to see through the doors and windows.
7. Parents will wait in the corridor while their child has the arrival health screening.
8. Based on outcomes of the check-in, the staff member will signal to the parent if they could leave or if they are needed for additional information or support.
9. With a favorable screening, the staff member will escort the student to their class.

## **EARLY CHECK-OUT**

1. Press the office call button located on the wall to the right of the main entrance.
2. An office staff member will greet you and ask, “How can I help you?”
3. Parent/Guardian will announce they need to check their child out and provide the child’s name.
4. Office staff will buzz you in and ask that you to enter and wait in the corridor.
5. The Ident-a-kid computer is used to sign your child out. Identification is required.  
*Thank you for using the hand sanitizer provided before using the computer.*
6. Office staff will check that the person picking up is on the approved list.
7. While that is taking place, the office will call for your child to report to the main office area and the parent/guardian will wait in the entrance corridor.
8. An office staff member will see the child out to the corridor and release to the parent/guardian.

## ***COVID-19 Symptoms***

If a student shows symptoms of COVID-19 during the school day, they will be sent to an isolation room and Parent/Guardians are called to pick up their student immediately. If the parent/guardian consents, the school nurse can complete a COVID-19 rapid test. This test will provide results within 15 minutes. The school nurse will be in full Personal Protective Equipment (PPE).

## ***Communications***

The district has a communication guide that has helpful information about if/when families will be notified if there is a COVID-19 case at school. Additionally, the district shares data in a dashboard updated weekly. You can review the [communication guide and dashboard here](#).

If you have a COVID case with your child or with a family member in your home or have been a close contact, please help us to ensure safety by contacting the school and asking to speak with our school nurse or an office staff member to notify of your situation. You may also email your child’s teacher to let them know your child will be absent and the reason. Our nurse will make follow up contact with you to better understand the situation and influence it may have on additional measures we may need to take at the school.

## *K-5 Classrooms*

Students will remain with their classes and cohorts for the entire day and classrooms will be set-up to help students engage with their teacher and classmates while following social distancing protocols. Students will be able to spend time outside, and enjoy recess, weather permitting.

Students will have stretch breaks during the day, but primarily occupy their assigned seat. We will provide students individual packs of Kleenex so they do not take from a community box. Students are asked to bring the hand held pencil sharpener we provided at supply pick up to eliminate the need to use a community pencil sharpener.

Student movement through the classroom will be limited but will include going to a guided reading/math instructional area at a table with their teacher and 2 or 3 other students. The table has plexi-glass dividers between each student and between the students and teacher. Following each use, the teacher will sanitize the area with a specific wipe down procedure.

Students will have a recess time daily outside as the weather permits. Students will engage in non-contact activities, walk or enjoy social time with peers in a socially distant manner.

## *Weekly Schedule*

Our school will follow a 5-day onsite and a 5-day remote model beginning **April 12<sup>th</sup>**.

### **Elon Elementary Model:**

**Students coming onsite will have a dedicated onsite teacher.**

**Students remaining in the remote model will have a dedicated remote teacher.**

**Some students may be reassigned to a different teacher or even assigned to a multiage class where the teacher has a balanced mix of students between two grade levels.**

***Note: In our Immersion program, we will see a slight difference in the planning as teachers in the program will be providing both onsite and remote instruction.***

### **Broad Overview of Daily Routines**

- **Daily our doors will open for students to enter at 7:30.**
- **Following the check-in procedure, students will report to their classroom.**
- **Once all students are onsite, we will have a school-wide breakfast break.**
- **Breakfast is provided to any student who would like it free of charge.**
- **At breakfast time, the first bottle of water will be provided to each student.**
- **The instructional day will continue until lunch and recess**
- **The instructional day will conclude following the district timetable of 2:35**
- **We will begin our dismissal procedures with bus riders.**

- We will then dismiss car riders to designated dismissal areas.
- Day Care van riders will dismiss to the designated areas for their pick up.
- We invite parents to arrive to campus no earlier than 2:15PM for pick up. We anticipate dismissal to take longer than drop off.

Elon Elementary will not be in a position to provide a structured before or after school care program at this time.

## *Success '21*

Health and safety are important to us as we look forward to returning to the school buildings. In order to be successful, we will need everyone to take part. Wear your face covering. Wait 6 feet apart. Wash your hands. Begin working with your students and talking about the importance of the 3 Ws. We are excited to welcome everyone back!