

Harper-Archer Elementary School
2020-21 Staff Return to School Plan (January 2021)



This plan is subject to change as updates are received prior to reopening.

TIME	STAFF MEMBERS
January 25, 2021 7:10 AM - 2:30 PM	<ul style="list-style-type: none"> ● Front Office, Mr. Olorunfemi (buses and carpool), nurse, and staff supporting temperature check, administration. ● PreK teachers and paraprofessionals ● Kdg teachers and paraprofessionals ● First grade teachers and paraprofessionals ● Specials teachers ● Staff responsible for monitoring children of staff ● Culture Keepers
7:20 AM - 2:30 PM	<ul style="list-style-type: none"> ● Second grade teachers and paraprofessionals ● Third grade teachers and paraprofessionals ● Fourth grade teachers and paraprofessionals ● Fifth grade teachers and paraprofessionals ● SEL, RTI, Parent Liaison, Social Worker, Counselors ● Special Education

YOU MUST KRONOS IN DAILY BY 7:30 AM ARRIVAL TIME BY COMPUTER OR PHONE.

Prior to Entering the Building

1. *If you are ill, or if you believe that you have been exposed to Covid-19*, please stay at home. Immediately contact Dr. Simon (404-969-8513) to inform her. **DO NOT COME TO THE SCHOOL.**
2. Staff bringing their children to school should ensure their child has a mask (covering their nose and mouth) and technology or work packet.
3. The building will be open on **Monday, Tuesday, Thursday and Friday beginning January 19, 2021 from 7:10 AM – 3:00 PM.** The building is closed on Wednesdays for deep cleaning.
4. Wear a **mask covering your nose and mouth** once you exit your vehicle and approach the building.
5. Please refrain from using handicap parking spaces unless you have a decal. Please park in a parking space and not on the curb.

Staff Entering the Building **PPE Requirements for the Building**

1. You will need to arrive on campus at your assigned time.
2. Please be mindful that you will still need to clock in via the Kronos app by 7:30 AM daily regardless of the time you are assigned to report to the building.
3. **All faculty and staff are expected to be at their duty station by 7:30 AM.**
4. You must wear a mask covering your nose and mouth (except when you are **alone** in your classroom or office) and practice physical distancing at all times while on campus.

All faculty and staff must enter the building using the front doors. You can park in the side parking lot or the lower parking lot, however you must enter the building using the front doors. The School Nurse and assigned staff member will meet you inside the **front** door to take your temperature and ask health screening questions. People with temperatures

above 100.4 degrees will be sent home and not allowed to enter the building. People who are cleared to enter will receive a wristband to be worn while on campus. For the safety of all, we ask that you do not enter the building until you have been screened by the nurse or designated staff member.

SCHOLAR ARRIVAL

Location	Time	Description
<p>Bus Lane</p> <p>Front of the building</p>	<p>7:15 a.m. to UNTIL</p> <p>Bus Managers report to buses to help transitioning scholars to HR's</p> <p>NOTE: Work as a team until all scholars are in the class</p>	<ul style="list-style-type: none"> ● Bus Managers are those staff that arrive at 7:10 am will walk your students from the bus lane to the side entrance of the building. They will greet, monitor, and provide scholars with associated color bands as they exit the bus ● Buses will unload one bus at a time. ● Bus manager will check that scholars are wearing their masks appropriately. ● If scholars do not meet building entrance criteria (temperature screening) then scholars will be isolated. A staff member will retrieve the nurse. The nurse will then determine if the scholar will need to go to the care room. <p>Bus Managers will</p> <ul style="list-style-type: none"> ● Stand at the bus entrance. Check with the bus driver each morning about the behavior of scholars for the morning ride to school and the ride home the day before. ● Place associated bus colors on scholars' wrists as they exit the bus. ● Escort scholars into the building on voice level 1 using the stairs in front of the building. Move to voice level 0 if needed. Ensure that scholars are wearing their masks appropriately (over their noses and their mouths). ● Assist scholars & bus drivers with bus concerns-Report bus concerns to Assistant Principal. <p>Homeroom teachers will be at the threshold to greet and receive scholars no later than 7:30 AM.</p>

Location	Time	Description
<p>Carpool/Day Care Lane</p> <p>Car riders - Lower Parking Lot right below the Media Center</p> <p>Van riders - On Collier Dr. just past the main entrance of the school</p>	<p>7:15 a.m. UNTIL</p> <p>NOTE: Work as a team until all scholars are in class</p>	<ul style="list-style-type: none"> ● Direct cars to pull all the way down to the gate before dropping off scholars. ● Greet, monitor, and assist scholars getting out of cars (e.g. open doors) ● Scholars will then follow Covid-19 protocols up-on entry in building
<p>Main Lobby</p>	<p>7:30 a.m. - UNTIL</p> <p>NOTE: Work as a team until all scholars are in class</p>	<p>Ezzard - monitor the door to ensure that scholars are following school covid-19 protocol to enter the building.</p>

While in the Building **Safety Protocols/PPE Requirements for the Building**

1. At minimum, the following items will be in your classroom:
 - a. Masks (covering your nose and mouth)
 - b. Face Shields (Adults- to be worn with your mask if you choose)
 - c. Scholar Boxes with materials
 - d. Wipes
 - e. Disinfectant Spray
2. Remain in your classroom spaces as much as possible. If you leave the classroom, you must wear a mask and practice physical distancing.
3. Teachers and scholars should only transition to the following locations:
 - P.E.
 - STEM
 - Dance*
 - Closest restroom (following your restroom schedule)

Transitions **Transitions**

- Specials (Music and Spanish) services will take place within each homeroom classroom to help reduce COVID-19 exposures through limited transitioning.
- K-2 scholars will receive a hula hoop to use while transitioning from their homeroom to P.E., STEM, or Dance to ensure physical distancing.
- K-2 Scholars will wipe down their hula hoop at the end of each day.

4. The following areas will have limited access (unless you work in these areas):
 - Teacher's dining area
 - Parent Center
 - Media Center
 - Cafeteria
 - Elevator
 - Main Office
5. If you encounter other staff in the hallways as you transition, please remember to exercise physical distancing guidelines and maintain a minimum of 6 ft. distance.
6. Please keep your wristband on at all times to indicate that you have been cleared by the nurse. If you see someone without a wristband, please inform administration via phone immediately.
7. In the event that you need to use the restroom, we ask that you refrain from using the staff restrooms and instead utilize the appropriate student restrooms on your hall or closest to you. Remember to maintain physical distancing and wear your mask.
8. Please do not leave exterior doors propped open.
9. Once you have been admitted to the building, please do not leave campus without approval from Dr. Simon or Dr. Arnold.

10. TEACHER WORKROOM

Please adhere to the following procedures for utilizing the workrooms:

- Adhere to physical distancing practices - wear masks and maintain 6 feet distance.
- One person is allowed in each workroom at a time with the exception of the workroom across from the Media Center.
- Take wipes with you to clean the machine after usage.
- 2 people are allowed in the workroom across from the Media Center at one time. Please maintain 6 feet distance.
- Leave the doors propped open at all times.
- Copying should be limited, as we have learned to rely on our use of digital resources.
- Adhere to the time schedule above.
- Use of the copy machine after school hours is allowed. Please be reminded to follow the physical distancing guidelines above.
- Please make sure you clear the workspace for the next group (wipe down machines, take all your items with you, etc.)
- If you want to send copies to the printer, bring your laptop **and** paper with you during your assigned time only.
- If you would like to use the die-cut machine, please use it during the times listed above. You may also use it after school. Remember, two people are allowed in that room at one time.

While in my Classroom **Classroom Set-Up to Maximize Social Distancing**

1. Scholars should remain 3ft to 6ft apart from each other to the best extent possible. Additional open spaces (carpet, kidney table, and small tables) can also be used for seating. All desks will face forward. In the event that tables are utilized within a room, no more than 3 scholars will be seated at the table. (One scholar at each end and one in the middle)

2. Physical distancing guidelines will be followed to the best extent possible.
3. All instruction will be facilitated with physical distancing in mind by teachers.
4. Small groups and centers may be implemented as long as physical distancing guidelines are being followed. Other open spaces **closest to your classroom** can also be used for small group instruction if there are additional teachers physically present.
5. Group gatherings (SEL, Guided Reading, etc.) should not take place on the carpet.
6. Scholars will be supplied with a personal box to house all their items.
7. Scholars should use their own materials. There should be no sharing of materials or belongings.
8. Scholars should remain in their seats to the best extent possible.
9. Materials, tables, and chairs should be wiped down frequently.
10. All desks and counter surfaces must be cleared of personal items and wiped down at the end of the day by teachers.
11. Seat cushions are available for scholars to sit on in large open areas for small groups and/or or one to one instruction. Seat cushions will be cleaned at the end of each day by teachers.

12. INSTRUCTIONAL MATERIALS

- Scholars should keep a set of all instructional materials in their desk or in a designated area. Each scholars' material box should be labeled with their name.
- Leveled readers should be wiped down and stored properly after every use.

13. TECHNOLOGY

- Scholars should not share technology.
- Teachers should ensure all technology is working properly and ready to begin instruction prior to scholars' arrival.
- Charging stations (if available) should be strategically placed in the classroom to ensure usage and physical distancing.
- Headphones have been ordered for each scholar.

14. REQUEST FOR ROOM REPAIRS

- If you have maintenance needs in your classroom (HVAC, insects, broken furniture, etc), please enter them using the link below:

<https://forms.gle/Uv9yBVGtXviBH5KCA>

15. TECHNOLOGY EQUIPMENT

- Verify that you have your board or panel remote control, Recordex, VGA Cable, USB Cable, HDMI Cable and sound cable.
- Verify all peripherals are connected to the boards and (Doc Cameras, User Response devices, etc.) are located in the classroom.
- Email Ms. Hodges (shanteria.hodges@atlanta.k12.ga.us), if you have any technology needs.

Restroom Breaks

- Restroom occupancy within the building will be limited due to COVID-19. There will be no more than 3 scholars within the restroom at any given time. Teachers will continue to encourage scholars to practice physical distancing while in the restroom. Signage and markings will also be utilized.
- Scholars will be reminded of the importance of restroom and hand washing expectations.
- Restroom breaks will be scheduled twice a day. Refrain from sending groups of scholars to the restroom.

- Custodial staff will conduct cleaning throughout the day.

Restroom Schedule

Grade Level	Time/Location	Morning	Location	Afternoon
Pre-K	McClain	8:00	Pre-K Open Area	12:15
	Upshaw	8:15	Pre-K Open Area	12:00
Kdg	Cofield	8:20	Kinder	12:00
	George	8:30	Kinder	12:10
	Hall	8:40	Kinder	12:20
	Keyes	8:50	Kinder	12:30
1st Grade	Bell	8:20	Near Arnold's office	12:40
	J. Davis	9:00	Kinder	12:40
	Pough	8:30	Near Arnold's office	12:50
	Salaam	8:40	Near Arnold's office	1:00
	Starks	9:10	Kinder	12:50
2nd Grade	Boyajian	10:25	Near Arnold's office	1:10
	Hightower	9:00	Near Arnold's office	11:55
	Price	8:50	Near Arnold's office	11:45
	Thomas	10:15	Near Arnold's office	1:20
	Voss	9:20	Near Arnold's office	12:15
	Williams	9:10	Near Arnold's office	12:05
3rd Grade	Davidson	8:50	Back Hallway	12:15
	T. Davis	9:00	Back Hallway	12:05
	Johnson	9:10	Back Hallway	12:25
	McRae	9:20	Back Hallway	12:35

	Moses	9:30	Back Hallway	11:55
4th Grade	Barnwell	8:20	Near Media Center	1:20
	Mathis	8:20	Back Hallway	1:20
	Moneyham	8:30	Back Hallway	1:30
	Jones	8:30	Near Media Center	1:30
	Taylor	8:40	Back Hallway	1:40
	Walker	8:40	Near Media Center	1:40
5th Grade	Armstrong	8:20	5th Grade hallway	12:15
	DeWitt	8:30	5th Grade hallway	12:25
	Spragin	8:40	5th Grade hallway	12:35
	Stewart	9:30	5th Grade hallway	12:45
	Thomas	9:40	5th Grade hallway	12:55
	Warthen	9:50	5th Grade hallway	1:05

Breakfast & Lunch **Lunch Protocols**

- Breakfast and lunch will be provided and consumed in the classroom.
- Gloves will be provided to staff.
- Scholars will eat lunch at their scheduled lunch time.
- Scholars are allowed to bring a snack to school that are enclosed in individually labeled and wrapped containers. No sharing.
- Breakfast and lunch will be delivered to the classroom each day based on attendance taken by 8:00 AM.
- Each classroom will be given a trash bag to throw away classroom trash.
- Large rolling trash cans will be placed in the middle of each grade level pod.
- Teachers will have a duty free lunch. Duty free lunch schedule is can be found here:
<https://drive.google.com/file/d/17vRCBBPK26oMfnKxGM53GSGAiURi78WG/view?usp=sharing>
- Scholars will have access to drinking water.
- Parents will not be allowed to eat with their child.

Instructional Break (Recess)

- Teachers are permitted to take their scholars outside for recess.
- The playground equipment should not be used.

- Scholars should at all times practice physical distancing and wear their masks.
- To ensure we continue to practice physical distancing, only one class should be in an outside area at a time. (Track, track field, baseball field, tennis court, etc.)

Daily Learning Expectations

- Teachers will follow their daily instructional schedules to the best extent possible on Monday, Tuesday, Thursday, and Friday.
- Wednesdays are designated as time for independent learning and support. This may include intervention, academic supports, planning, office hours, or professional learning.
- Scholars are expected to leave devices at school except for Tuesdays and return on Thursday.
- Scholars who do not bring their device will complete a work packet.

Wellness

- Each classroom will be stocked with a first-aid kit to support scholars who may present minor scrapes or cuts.
- Teachers are encouraged to triage any minor concerns and reach out to the nurse if more supplies are necessary.
- If scholars need medical attention, buzz the front office and the nurse will be notified.
- NO scholar should be sent to the front office or to the nurse without buzzing the front office.

Care Room

- Our Care Room will be located downstairs near the carpool entry (previously known as our Scholar Success Room-SSR)
- The Care Room will be equipped with sanitizable cots.
- The scholar will be monitored at all times by a designated staff member in full PPE until the parent/guardian arrives or the sick bus may be available.
- The staff member monitoring the Care Room will be trained and fitted for a N95 mask.
- Parents/Guardians will be asked to pick up scholars, including household members of the scholar exhibiting symptoms, at the lower parking lot.

Staff, PLC, and Grade Level Meetings

- All staff, grade level, and PLC meetings will continue to be virtual

Scholar Dismissal

2:00 p.m. All Afternoon Dismissal Managers must pick up walkie talkies from the front office.

2:05 p.m. All Afternoon Dismissal Managers will report to their dismissal location no later than 2:05p.m.

2:10 p.m. For scholars traveling by car and daycare van each day:

- These scholars will be escorted from their classrooms by selected staff members to the lower level.

2:15 p.m. For scholars traveling by bus and walkers - Dismissal of two (2) grade levels at a time - 4th and 5th grade will dismiss together. All homeroom teachers will escort scholars to the bus lanes swiftly and safely. **NOTE:** All buses are lined up in the front of the school closest to the Pre-K classrooms. Bus managers will also help to guide scholars to their correct bus locations. Homeroom teachers, please stay outside to actively supervise scholars getting to the correct buses.

2:20 p.m. For scholars traveling by bus and walkers - Dismissal of two (2) grade levels at a time - 2nd and 3rd grade will dismiss together. All homeroom teachers will escort scholars to the bus lanes swiftly and safely. **NOTE:** All buses are lined up in the front of the school closest to the Pre-K classrooms. Bus managers will also help to guide scholars to their correct bus locations. Homeroom teachers, please stay outside to actively supervise scholars getting to the correct buses.

2:30 p.m. For scholars traveling by bus and walkers - Dismissal of two (2) grade levels at a time - PK-1 will dismiss together. All homeroom teachers will escort scholars to the bus lanes swiftly and safely. **NOTE:** All buses are lined up in the front of the school closest to the Pre-K classrooms. Bus managers will also help to guide scholars to their correct bus locations. Homeroom teachers, please stay outside to actively supervise scholars getting to the correct buses.

2:40 p.m. Buses will depart from the school.

Staff Exiting the Building

1. All classified staff members (paraprofessionals, hourly paraprofessionals, clerks, bookkeeper and parent liaison) are required to Kronos out each day via computer or phone.
2. Wipe down your personal items and desk.
3. Please exit the building using the door that you used when you entered the building.

Staff Duty Stations

All staff members assigned to morning and afternoon duty are expected to actively monitor scholars as they transition throughout the hallway. To the best extent possible, scholars should remain 3ft to 6ft apart and follow all safety guidelines.

STAFF DUTY STATIONS

STAFF MEMBER	LOCATION	TIME
Nurse LeRoy & Caldwell	Health Screening-Front of the building (STAFF) 7:00	AM
Mrs. Fulton	Health Screening - Front of the building (STAFF) 7:00	AM
Ms. JnBaptist	Health Screening - Carpool (SCHOLARS) 7:10	AM
Mr. Wooten	Health Screening - Carpool (SCHOLARS) 7:10	AM
Ms. Hart	Health Screening - Side of the building (SCHOLARS) 7:10	AM
Mr. Metzger	Health Screening -Side of the building (SCHOLARS) 7:10	AM
Mrs. Todd	Health Screening - As needed	AM
Mrs. Coleman	2nd Grade Hall	AM & PM
Ms. B. Brown	3rd Grade Hall	AM & PM
Mr. Robinson	3rd Grade Main Hall	AM & PM
Mrs. Ezzard	Main Hall (outside Ms. Ezzard's office)	AM & PM
Mr. J. Davis	Stairwell (mid stairs-near Ms. Green's office)	AM
Ms. Freeman	Breakfast	AM
Ms. Evans	Breakfast	AM
Ms. A	Breakfast	AM
Ms. Howard	Breakfast	AM
Ms. Barnes	1st Grade Hall then breakfast duty	AM
Mrs. Francis	Breakfast	AM
Ms. T. Taylor	Breakfast	AM
Ms. Griffin	Breakfast	AM
Mr. Leon	Downstairs (door entrance)	AM & PM
Coach Beckford	Downstairs (bottom of stairs - near Health classroom) Carpool area	AM PM
Dr. Jackson	Kdg Hall (near STEM LAB)	AM & PM
Mrs. Wilson-Seville	3rd Grade Hall (near Wilson-Seville's office)	AM & PM
Ms. Hodges	Outside Media Center	AM & PM
Ms. Finley	4th Grade Hall	AM & PM

Ms. Lymon	Top of Stairwell (Back hall near Ms. Green's office)	AM & PM
Ms. Strickland	Hallway Outside Greenhouse	AM & PM
Mr. Mobley	Bus duty at 7:30 AM, and then report to 5th Grade Hall	AM & PM
Mr. Browning	Bus duty at 7:30 AM then report to Kdg Hall	AM
Ms. M. Thomas	Bus Duty 7:30 AM	AM & PM
Ms. Miles	Bus Duty 7:30 AM	AM
Ms. Perrymond	Bus Duty 7:30 AM Carpool - lower grades	AM PM
Ms. Alexander	Bus Duty 7:30 AM	AM & PM
Mr. Olorunfemi	Bus Duty 7:10 AM	AM & PM
Mr. Parker	Bus Duty 7:10 AM	AM & PM
Ms. Watson	Bus Duty 7:10 AM	AM
Mr. McGruder	Bus Duty 7:10 AM	AM
Ms. Kelly	Bus Duty 7:10 AM	AM
Mrs. Miller	Carpool 7:10 AM	AM & PM
Ms. Day	Carpool 7:10 AM	AM & PM
Mrs. Maxberry	Carpool 7:10 AM	AM

Notes

1. If your duty station does not indicate a specific time, please make certain that you are at your duty station and ready to supervise and monitor scholars **no later than 7:30 AM**.
2. Ms. Evans, Mrs. Starks, Mrs. Moses, and Ms. Watson will serve as back-up health screeners, if necessary.

Behavior

We will uphold and commit to the scholar code of conduct which can be found in the [APS 2020-2021 Scholar Handbook](#).

See the HAES Behavior Flowchart on the last page of this plan.



HAES BEHAVIOR FLOWCHART



Observe Problem Behavior

← MINOR

MAJOR →

1st Incident - Verbal warning
Redirect using expectations aligned to core values

Select classroom intervention

2nd Incident - Reflection Time/
Peace Corner

Select classroom intervention

3rd Incident - Conference with scholar, document, and call the child's parent(s) **REQUIRED**

Select classroom intervention

4th Incident - Complete Reflection
Room Referral and Press the classroom button for the office to send the Dean of Culture

- Sample Classroom Interventions**
- Peace/Reflection Corner
 - Re-teach expectations
 - Change seat
 - Think time
 - Scholar conference (**private**)
 - Curricular modifications
 - Remove distractions
 - Reminders/prompts/cues
 - Provide choices
 - Proximity control
 - Affective Statements
 - Dojo Points

Press classroom button for **Immediate Administrative Support**

Teacher completes Incident Referral in **Infinite Campus** within **24hrs**

Administrator or Dean Of Culture investigates

Administrator determines response

Administrator or Dean of Culture notifies parent(s) and teacher of response

Administrator or Dean of Culture provides teacher with an update of the investigated incident, files necessary paperwork and updates Infinite Campus