



Mark Twain Elementary
Return to School Plan
2020-2021



Safety and Health Guidelines
School Day Plan

Safety and Health Guidelines

Keeping our children and staff healthy and safe is our number one priority. We must all be prudent and err on the side of caution. If you or a family member is ill or has been in contact with someone that has been exposed to COVID-19, your child *must* not come to school. We must work together to keep our children and community healthy and safe.

Personal Protection Equipment

Masks

Masks will be required for all students in grades Kindergarten – 5th grade while on campus. Students should come to school wearing a mask and should bring a spare with them. The school will provide a mask if necessary, to any student. Students will be allowed to take the mask off during lunch and for a designated “mask break” while socially distanced outside. Staff members and visitors will always be required to wear masks.

Temperature Checks

Faculty members will complete a health check each day before arriving to campus using an APP. Children will have their temperature checked with a touchless thermometer before entering the building each day. A Wellness Team member will be posted at each entrance to greet students, take their temperature, and direct the children to their classes. Students that arrive in the carpool lane will have their temperature checked before exiting the car. Students will enter the building through the pavilion if dropped off at the carpool lane.

Handwashing and Hygiene

Frequent and thorough handwashing will be the expectation for students and adults. Sanitation stations will be located at the main entrances. Classrooms have hand sanitizer stations. Parents are encouraged to provide children with a bottle of sanitizer or package of sanitizer wipes for personal use.

Social Distancing Guidelines

Classrooms

Classrooms are configured to ensure that we are complying with social distancing guidelines. Classrooms will have decals and signage to ensure that students maintain a safe distance from others. Teachers will create spaces for learning that keep our children safe and healthy. The students will not share supplies or materials and may not move freely around the room.

Common Areas

Entrances and hallways will be clearly marked with social distancing signs and safety guidelines. Visitors to the campus will be limited. Hallways and common areas such as the cafeteria, will have signage and floor decals to note safe distances. Signage will also be prominently posted reminding students, staff, and visitors that masks are required in the building.

Visitors to the Campus

Visitors to the campus will be limited. Parents are asked to drop off their children at a designated entrance or in the carpool lane. Parents are no longer able to join their child for lunch. All visitors must always have a temperature check and wear a mask. Social distancing protocols must be followed. Students should come with all their necessary supplies, including lunch. We are not be accepting food deliveries or other items.

Restrooms

Restroom breaks are scheduled on an hourly rotation and are cleaned hourly. Social distancing is enforced while waiting in line and students are required to thoroughly wash their hands.

Arrival Plan

School Hours: 7:30-3:00
Classroom doors open at 7:20 a.m.

The arrival and dismissal of students will require patience and flexibility. To ensure a safe arrival and departure strict guidelines must be followed. If there are changes to your pickup plan please inform the school office and also your child's teacher.

Wellness teams are assigned at every entrance to greet students and to conduct a wellness check. A team member will take the temperature of each student. If no fever noted the child will be allowed into the building and directed to their classroom. Staff will be posted to direct students to their classrooms and to ensure students practice social distancing. Students should come to school with all their materials, including lunch, snack and water bottle.

Front Entrance: Students/families must adhere to social distancing guidelines while awaiting entrance into the school. Students must have on their mask before entering. All family members school age and over must wear a mask when approaching the building where people are waiting. Tiger paws have been painted on the sidewalk to help families with social distancing!

Carpool Entrance: Temperatures are taken before a child exits the car. Students must have on their mask before the car window is rolled down. If fever free they will be directed to the entrance and classroom. When the windows are down, we respectfully ask that all individuals in the car wear a mask. Walkers entering the campus from the carpool lane will get their temperature taken at the gate.

Underwood Entrance (kinder parking lot): This entrance is for kindergarten, all of third grade and Mr. Bendfeldt's 4th grade class. These students will stop at the wellness table to get their temperature checked before proceeding to class. Kindergarten students are allowed to enter through the Kindergarten wing doors. The kindergarten teachers will be at the doors to greet the children when they arrive.

Dismissal Plan

Dismissal 3:00 p.m.

- The third graders, kindergarteners, and Mr. Bendfeldt's 4th grade class will dismiss from the Underwood entrance gate. Kindergarteners begin dismissal at 2:50. Waiting areas will be designated by grade levels.
- Carpool students are dismissed to the cafeteria and pavilion at 2:50. Student name cards must be displayed on dashboard to be easily seen by the staff members calling for the children.
- YMCA students exit the back gate and Daycare students will leave through the front doors.
- All other students exit the front of the building at 2:55 p.m. Parents will line up in grade levels (socially distanced) and hold up their child's name card so that we can safely unite children with parents.
- Due to safety guidelines, students are not permitted to "pick up" a sibling or friend at the classroom doors. Families should coordinate where to meet up. Staff members are available to help unite families.

Students who are allowed to walk home on their own must have written permission from their parent on file with the classroom teacher and front office.

ALL students will wear nametags the first week of school. Parents will be given a card with their child's name and grade that must be displayed on dashboard for carpool or for walkers shown to the staff member monitoring grade level lines.

Instructional Day

The schedule for Virtual and Face to Face will be very similar to allow for smooth transitions for the children between the two learning environments.

Grade	Plan
Kindergarten	Teachers teach simultaneously – face to face and virtual with support.
First Grade	Teachers teach simultaneously – face to face and virtual with support.
Second Grade	Teachers teach simultaneously – face to face and virtual with support.
Third Grade	Teachers teach simultaneously – face to face and virtual with support.
Fourth Grade	Teachers teach simultaneously – face to face and virtual with support. Teachers are departmentalized.
Fifth Grade	Fifth grade teachers teach simultaneously.

International Baccalaureate Primary Years Program

Mark Twain’s IB PYP curriculum continues to provide a comprehensive, inquiry-based approach to teaching and learning for all our students. The Mark Twain faculty creates and develops a curriculum framework that integrates the Texas Essential Knowledge and Skills within the framework of the six PYP transdisciplinary themes. Our curriculum emphasizes conceptual understanding and skill development. International-mindedness underlies the philosophy of an IB education. With this lens, students are encouraged to examine multiple perspectives of global issues and develop the attributes of the IB Learner Profile.

Specialists

<i>7:45-8:30</i>	<i>Fifth</i>
<i>8:45-9:30</i>	<i>Fourth</i>
<i>9:45-10:30</i>	<i>Third</i>
<i>10:45-11:30</i>	<i>Second</i>
<i>11:35-12:20</i>	<i>Specialists</i>
<i>12:20-12:50</i>	<i>LUNCH</i>
<i>12:50-1:35</i>	<i>Kindergarten</i>
<i>1:45-2:30</i>	<i>First Grade</i>

Lunch Schedules

<i>10:30-11:00</i>	<i>Kindergarten</i>
<i>11:05-11:35</i>	<i>First Grade</i>
<i>11:40-12:10</i>	<i>Second Grade</i>
<i>12:15-12:45</i>	<i>Third Grade</i>
<i>12:50-1:20</i>	<i>Fourth and Fifth Grade</i>

Students may bring a lunch from home or they may take advantage of the lunch provided by the cafeteria (sack lunch). Students eat in their classrooms and are monitored by a staff member. Desks are cleaned by the students prior to eating and after the students eat.

As we learn the new systems we will investigate opportunities for students to safely eat outside or in the cafeteria on a rotating basis.

Recess

Time	Grade
8:45	Open for mask breaks
9:20	
9:55	
10:00	
10:35	Fifth Grade
11:35	First Grade
12:10	Kinder
12:45	Third Grade
1:20	Fourth Grade
1:55	Second Grade

Students are required to wear their masks and social distance during recess. Only non-contact activities are allowed. Playground equipment is not available during recess until further notice.

Safety Protocols

Social Distancing	Only no touch greetings are allowed. Students are always expected to social distance, even on the playground.
Wellness Team	The wellness team consists of the School Nurse, Andrea Hill, the principal, Melissa Patin and other designated staff members. The wellness team is responsible for checking temperatures of all students upon arrival, checking for masks, and allowing student entry or if necessary due to suspected illness sending the child home with the parent or designated individual.
Classroom Setup	The teacher area of the classroom has a plexiglass partition and an additional partition (sneeze guard) to be used to speak with individual students. Classrooms are equipped with cleaning kits. Classes have been configured to minimize contact between students. Students do not share supplies.
Student Health Isolation Pod	The Student Health Isolation Pod is an area designated for students that are showing symptoms of COVID 19. The location is the former waiting room of the clinic.
Entry Points	There are three designated entry points that are equipped with plexiglass partitions, sanitizer, and thermometers that will be used by the Wellness Team during arrival. The areas include the front entrance, the gate to the pavilion (carpool area) and the gate by the garden and cottages (kindergarten, third grade and fourth grade DL entry point).
Masks	Masks need to be always worn by students and staff, except when eating. Mask breaks are provided daily to allow students to go outside and lower their mask. Please send an extra mask with your child.
Social Distancing	Hallways and classrooms are clearly marked to indicate a safe distance for students while traveling in the hallways and in the classrooms
Cleaning & Sanitation	Sanitizing stations are in each classroom and throughout the building. Classrooms are thoroughly cleaned on a scheduled basis. High touch areas are wiped down throughout the day.
Handwashing	Thorough and frequent handwashing/sanitation is enforced.
Travel Patterns	Travel throughout the building is minimized and clear travel patterns are indicated to reduce contact and to adhere to social distancing guidelines.
Water Fountains	Water fountains are not in use and students are asked to bring a water bottle each day.
Breakfast and Lunch	Students do not travel through the cafeteria line. They eat breakfast and lunch in the classrooms monitored by a staff member. School lunches are available and delivered to the classrooms. Students wipe down their desks before and after eating.

COVID 19 Reporting and Response

Parents and staff must report suspected COVID Exposure, Presumed Positive Status or Positive COVID 19 results to the School Nurse, Andrea Hill (AHill8@housotnisd.org or 713 295 5230) so that we can take measures to prevent exposure.

Reporting	If a parent is contacted because their child is exhibiting symptoms, it is expected that the parent will come to the school and pick up their child promptly after notification. A parent is expected to reach out to a physician for guidance. Parent need call Nurse Hill to report outcome. Nurse Hill is required to ask contact tracing questions
Contact Tracing	Contact tracing begins when a child presents with symptoms. The extent of contact determines the district response. It is critical that parents notify the school nurse after conferring with their doctor.
Possible Outcomes	Depending on the extent of exposure, a classroom, an area or in some instances, the entire school may be closed and quarantined. Students who have been identified as exposed will be sent home for required time (Nurse Hill will provide specific information to each parent).
Communication	Per HISD – Health and Medical Services, families will be notified by email if contact tracing indicates that a child has been exposed to a confirmed positive case. The exposed child must complete the required self-quarantine.
Return to school	If a confirmed positive child is symptom free after the required quarantine, they may return the following day. If an exposed child becomes ill during the quarantine, they must stay home an additional 10 days from the first day of illness. Each situation could require a slightly different response due to family exposure and illness.
Confidentiality	The name of students or staff that have COVID 19 or are Presumed Positive is confidential and that information will not be released.

Frequently Asked Questions:

- Do students bring their technology if going face to face? If you are using a school computer, we ask that you bring back the device upon return to school.
- What do we do for rainy day dismissal? We will follow the same dismissal procedures. Carpool is always an option. We will take it slow and remember to bring your umbrella.
- Older children are no longer allowed to go to the classroom of a younger sibling to drop off or pick up for dismissal. Staff members help unite the siblings. An older sibling picking up a kindergarten child may go to the wing door at the back of the building and we will make sure to help them connect.
- At this time, our classrooms are configured based on the parent responses to the surveys. The classes are at capacity to safely distance the children within the classrooms.
- What do mask breaks look like? Students go outside and safely distance, facing the same way. Masks are carefully pulled down to allow the student to breathe fresh air for a few minutes.
- School is 5 days a week from 7:30-3:00 p.m.
- Students attending face-to-face (F2F) also use technology to some degree.
- As we move into the year, we hope to participate in UIL, Name that Book and other activities we usually participate in. Parent sponsored activities will be modified or postponed until the spring. Please read the Twain Times weekly to receive updates on all activities and events. Contact twaintimes@gmail.com if you are not receiving this e-communication.
- If you need to pick up a child early for an appointment you will need to check your child out at the front desk. Parents must show identification when checking out children.
- Extended Day is not yet available. We will continue to evaluate to determine whether we will be able to safely offer this to our families.

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- Will the virtual students and F2F students follow the same curriculum? Yes, the curriculum is the same – the assignments may differ slightly to ensure virtual students can interact with content and submit assignments electronically. Live instruction is provided to children simultaneously.
 - If a child is sick or not able to attend F2F will they be able to attend school virtually. If children are unable to attend school due to COVID 19 then they will be able to join the virtual lessons and assignments.
 - Students no longer share school supplies. Procedures that allow for students to have books and materials have been developed. Any item that may be shared between students will be thoroughly sanitized and put aside between use. The specialists have developed procedures for safe use of materials for their content area (i.e. art supplies).
 - Students may bring a **small backpack** if needed for their lunch kits, water bottle and anything the teacher sends home or requests. Small draw string bags hang well from the back of the student chairs!
 - There will be some classrooms that are designated Peanut/Nut Free. If your child’s class is Nut Free then we kindly ask that children refrain from bringing food items that contain nut products. Questions can be directed to Nurse Hill at ahill8@houstonisd.org.

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Parent Connect	http://www.houstonisd.org/psc