

Liberty Common Elementary School
COVID 19 Plan for 2020-2021

Updated: 8/12/20

Liberty Common School's philosophy and mission are the bedrock of our school's operation. With this foundation in place, we continue to offer our students the finest education possible. Our plan is designed for all students to be on campus, every day, for the full academic day. Parental support goes a long way. We appreciate everyone's flexibility. Based on the nature of this COVID pandemic, protocols and procedures seem to be changing daily. The guidelines and plans set forth herein are developed in conjunction with state and local health guidance.

Each heading below outlines guidance and expectations for having all kids in classrooms every day.

Instructional Options

Below are three instructional options that may be used to conduct school during the 2020-2021 school year. Liberty Common School will make every effort to have students in classrooms. We are also making every effort to ensure our staff members, students, and their families feel safe and healthy during the day.

Option 1 - Full House

For this option, all students come to school during the day. This is the option we are using to start the 2020-2021 school year.

1. Students wear masks when coming into the building. Once students are seated they may take off their mask. We ask that students wear a mask anytime they are in the hallways or outside mixing with different cohorts of students.
2. Students eat lunch with their classmates (in the classroom or outside) to avoid mixing with other classroom cohorts.
3. Students will have recess with their cohort. Please see the Recess Section for more information.
4. Students walk in single-file line when moving between classes.
5. Desks are maximally spaced within each classroom.
6. Teachers have been instructed to do little group work when here at school.
7. We have purchased three-sided desk dividers/shields for each student in the school.
8. Teachers discuss proper handwashing and cleaning techniques to keep this at the forefront of students' minds.
9. Hand sanitizer is available and used regularly.
10. Desks and shields are cleaned and sanitized at the end of each day.
11. Extra steps are taken by the building maintenance team to sanitize the building each evening.
12. If we do have an outbreak in one classroom, then that class alone could potentially temporarily go online. The entire school will not transition to online unless it becomes necessary. We follow state and county outbreak protocols.
13. All classrooms have a documented seating chart. This is to support county guidelines to help aid in contact tracing, should it become necessary.

Option 2 - A and B Groups

For this contingency option, we would break the school into two groups. An A group would come to school on Monday and Wednesday; and, a B group would come to school on Tuesday and Thursday. Or, the A students come on Monday and Tuesday, and then B students on Wednesday and Thursday to allow for a deeper learning experience. All students would learn from home on Friday. Fridays would be teacher work days where teams could plan for the subsequent week and communicate progress to parents, or work with students in need.

This plan would reduce the number of students in the classroom by about half. We would have around 15 students in each class. We would make sure families come to school together to reduce the amount of driving for parents. Liberty-staff children would be able to attend every day.

This contingency plan would not involve online learning from home. The A students would come to school on Monday, have a normal day of instruction, they would be given extra homework to complete for Tuesday. On Tuesday, the B cohort would come to school and receive the same instruction as the A group as well as homework to work on for the next day.

Option 3- Online

This is similar to the option we undertook in the spring of 2019-2020. We would distribute Chromebooks to families in need and all learning would be conducted online. Classroom teachers would have two check-ins throughout the day and students would be asked to complete assignments at home. Specials teachers would instruct as well between the morning and afternoon check in. We would use remote video-conferencing technology and other online platforms to exchange homework.

Physical Distancing and Masks

Physical distancing and masks are required per county and state mandates. As a public school, we must abide by these regulations. We also want to protect our teachers. If students are wearing masks, the teachers will be better protected and so will the children. All students must wear masks when not seated in classrooms. Mask designs should not be distracting. Masks must adhere to the other aspects of the Dress Code, including any solid colors (not limited to the five dress-code colors), or patterns, and excluding writing, pictures, or large logos. Bandannas are not allowed. Masks should cover the mouth and nose and should be secure under the chin. Masks need to remain in place when walking in hallways or on the playground.

Current guidance requires schools to enforce physical distancing (3 to 6 feet) for students at all times, including recess. School personnel are making efforts to encourage physical distancing on the playground, but it will be a challenge to keep children apart when playing. Therefore, masks are required on the playground.

Current guidance allows schools some flexibility regarding face coverings for the youngest students. All students must enter the building wearing masks. However, if a face covering is creating discomfort or resulting in the child touching their face frequently, school personnel, together with parents, may reconsider whether a face covering is appropriate for that child. Kindergarten students are not required to wear face masks when they are cohorted in classrooms and on the playground.

Cleaning the Building

Liberty Common School is taking extra precautions in keeping our building clean and safe for children to attend in-person. We have purchased clear desk shields that allow students to take off their masks when they are in their seat in the classroom. The desk shields also allow us to reduce the physical distance between students consistent with public-health guidelines. All classroom desks are staggered and appropriately apart from one another.

We have purchased several electrostatic handheld sprayers to disinfect surfaces. These sprayers allow us to completely clean the surface of desks in classrooms during the day, as well as busses, after each use. We have also installed needle-point bipolar-ionization units that are strategically placed in our HVAC units to disinfect the air coming into the building. We have increased our fresh-air intake to allow more conditioned fresh air to enter the building. We have also installed air filters to trap particles in our HVAC units. These filters remove particles of a diameter .3 micrometers.

Our professional custodial staff is conducting deep-cleaning procedures reducing contaminants throughout the building.

Water Fountains

All water fountains in the building are disabled to only allow for no-touch filling of water bottles. Students may bring their own water bottles to school and may fill them from the water fountain.

Remote Learning - For Students Who Are Sick, Quarantined or Otherwise Approved

Liberty's charter establishes the school as a traditional academic institution. The school is being operated consistent with its charter and mission. Absent students needing to remotely monitor daily classroom instruction will need to furnish a doctor's note or be approved by the administration so that days absent may be recorded for the school district as "present" via remote monitoring. Our professional classroom instructors are teaching in-person, and cognizant that a student or two may be monitoring remotely. Please expect remote instruction will lack the many advantages of in-person direct instruction. Nonetheless, an erudite student, with the support of engaged parents, will be able to sufficiently track classroom discussion, lectures, projects, maintain homework schedules, and engage in regular assessments. The remote-monitoring option is limited to students who are home sick, or quarantined on competent, qualified medical orders. Limiting the amount of online learning protects the teacher and maintains instructional focus on the classroom. Please refer to the Absentee Learning Expectations in Appendix A.

Attendance

Teachers are taking attendance every day. At the elementary school, teachers take attendance in the morning as well as in the afternoon. They record attendance on PowerSchool so we can track students attending in person and remotely. Students attending online are recorded as an “R” for remote. If a student is participating remotely, it is the parent’s responsibility to ensure students are participating during class and have appropriate at-home supervision.

Temperature Screening

It is the parents right and responsibility to direct the upbringing of their children, therefore it is the parent’s responsibility to check their student’s health before bringing them to school. We have forehead thermometers available for parents to use if they are unsure of their child’s health. We rely on families to keep students’ home who are not feeling well. Parents are expected to keep children home per the CDPHE (Colorado Department of Public Health and Environment) guidelines. Children will be sent home per these guidelines.

Drop-Off and Pick-Up Procedures

To prevent students from mixing with other classroom cohorts, students are allowed into the building directly upon being dropped off. Students are released by last name at the end of the day. We discourage parents from dropping off students too early in the morning, and to be at school to pick up at designated times. Students should wear masks at all times when they come to school and leave school. It is the parent’s choice to carpool during these times.

Morning Drop Off

All students are let into the building upon being dropped off in the morning. Designated drop-off times allow for a structured staggering. Students enter the building, and report directly to their classroom. The classroom TA or another assigned staff member is present during this time to monitor students and help them get ready for their day. We encourage parents to drop students off between 7:30 and 8:00. Please do not drop off students earlier than 7:30 AM. Parents may use any entrance for students to enter the building.

Afternoon Pick Up

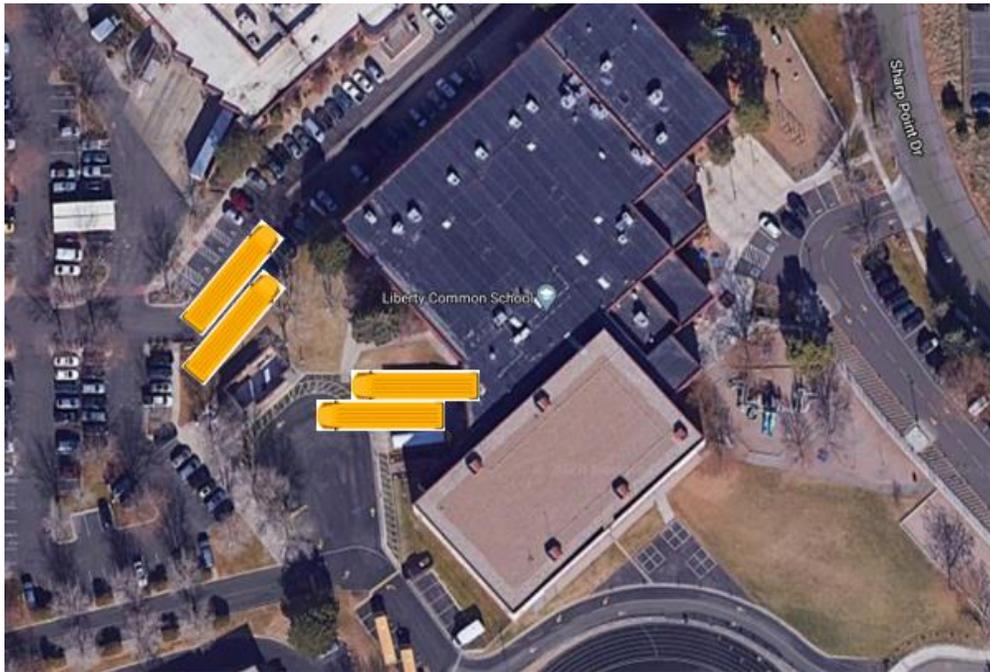
At the end of the day, we cannot simply dismiss all students at once. The hallways become crowded and students typically congregate. Instead, we are staggering the release of students based upon the first letter of their last name. Students will be allowed to gather belongings in a staggered manner around 2:50 PM. Below is the timed schedule along with first letter of last names to be released each day. Parents are encouraged to be at the school to pick children up at designated times. Please do not come early or late. Ideally, students walk outside, find their car, and leave the premises. If students are carpooling, they should exit the classroom with their carpool last name. Any students not picked up will

report to the front of the school. There, they have an assigned area on or near the picnic tables in front of the office.

2:50-2:55	A-I
2:55-3:00	J-O
3:00-3:05	P-Z
3:05-3:10	Students Riding the Bus

Bussing

We continue to run busses between the elementary and high-school campus at the end of each day as normal. We only transport students who have siblings at the high school. Each year, we ask interested families to fill out a request form in order for their children to ride the bus. Since we can only seat one student per seat on the bus (except siblings), families are asked to decline bus use unless absolutely necessary. Students are required to wear masks when riding the bus. Windows are to be open when possible. Busses pick students up in specific locations as indicated. Two busses at the back of the school (by the 4th grade hallway) pull out through the carpool traffic and leave through the back pick-up area. Families picking up need to allow room for the busses to exit in the back. While we ask that all families turn right out of the back, we are having the busses take a left turn out of the back drop-off and pick-up area. The size and height of the bus allows them to see over cars and make this left turn. All families should continue to abide by this “no turn left” sign as usual.



Lockers and Hooks in the Hallways

Students may use their lockers and hooks in the hallways. Keeping bags and jackets in the hallways helps reduce clutter in classrooms. With students spaced apart more than normal, every square inch of the classroom is needed.

Hot Lunch/Snack Shack

We continue to serve hot lunches and milk. These lunches are brought to the classrooms each day for those students who have placed an order. We have purchased extra microwave ovens for students to heat up their lunches. These are wheeled to different rooms each day. After each use, microwave ovens are sanitized.

Snack Shack is closed indefinitely. Students are asked to leave immediately after school, go to their carpool, and go home. Students are not permitted to congregate.

Recess

Below is a map of the play zones for recess. Students need to get outside to play and exercise during the day. In order for us to maintain physical distancing and classroom cohorts, we need to keep classroom students separated from students in other classes. This allows for tracing should it become necessary.

All students must wear masks when outside since they are in proximity to other classroom cohorts and we cannot guarantee they will stay 3-6 feet apart. The map below shows field zones for lunch recess. Teachers may take students outside during the day for brain breaks or to teach a lesson. Faculty will use unoccupied playground space to do such activities.

Teacher assistants rotate students to different zones each day. Students in zone 1 move to zone 2, zone 2 to zone 3, zone 6 goes back to zone 1, etc. Kindergarten classes play on the kindergarten playground at different times. The classroom teachers and TAs work out a lunch and recess schedule on their own. When it is time to go inside from recess, the classroom teacher meets their students outside and takes them in to use the bathroom, and return to class.



Positive COVID Test by Student(s) or Staff Member(s)

If a student tests positive for COVID, some members of the class may be quarantined and move to remote learning for 10-14 days (per county guidance). The county will provide the school with guidance and contact-tracing support if it becomes necessary. Quarantined students will be allowed to check-out Chromebooks (if needed) and move into remote classroom access from home for a period of time. After 10-14 days (per county guidance), and if student(s) are no longer symptomatic, they may return to school. We will follow all county and state outbreak protocols.

AST Support

Liberty's Academic Support Team is serving our students normally. Precautionary measures taken in the classrooms also take place in AST classrooms.

Band, Choir, PE

Band and choir classes are canceled indefinitely in accordance with the guidelines put forth by the county and state which require students to be 25 feet apart when singing.

We are filling the time with additional music learning, while keeping students in their cohorts. Mrs. Hoyer and Mrs. Clemens are both teaching classes of 5th-and 6th-grade students throughout the week.

Our current schedule of classes is as follows:

Mondays from 8-8:45 | Clemens will teach Huey's class

Tuesdays from 8-8:45 | Hoyer will teach Cardenas's class, Clemens will teach Jurgens's class

Thursdays from 8-8:45 | Hoyer will teach Hickman's class, Clemens will teach Hersh's class

Fridays from 8-8:45 | Hoyer will teach Allen's class

Mrs. Clemens offers optional before-school sectionals for 6th-grade students who have chosen to continue playing their instruments. Each day, a different instrument is taught, and lessons are taught on the stage if there are more than 5 or 6 students who show up.

Mrs. Hoyer and Mrs. Clemens collaborated to design plans for teaching student's additional music theory and musical-note reading.

Students are participating in Physical Education. Students must wear masks during PE when inside. When PE is taught outside (and this is encouraged), students are allowed to take off masks. They do need to maintain physical-distancing requirements. Our PE instructors have been encouraged to share physical-distanced games with our students and encourage them to play these games outside during recess.

Volunteering

As per Larimer County Health Department guidance on August 10th, Liberty is allowed to have volunteers in the building. If you are volunteering, you will be asked to complete a health screening, stay with one class and wear a mask. This will help us aid in contact tracing with the county.

Extended Absences Due to Sickness or Quarantine

We should all be prepared to be out of school more than normal. Students may be directed to stay home for any sicknesses or COVID-related quarantine. Teachers are posting a list of daily assignments on Google Classroom. Teachers are working with families on an individual basis to distribute and collect learning materials.

All-School Festival and Events

All large-school events have been canceled indefinitely. For both the Ice-Cream Social and Back-to-School Night, we are not meeting in the gymnasium. Families are encouraged to come to school to meet their teachers but parents are asked to go directly to classrooms. We are also asking that only one parent attend if possible to reduce the number of people in classrooms.

Appendix A



Absentee Learning Expectations Liberty Common Elementary School 2020-2021 School Year

Maintain Schedule: Students will be expected to login and participate in each class live. Viewing recorded sessions is an adequate substitute.

Camera Use: To facilitate interaction with the classroom teacher, students engaged in absentee learning are expected to have their webcam active during all class sessions.

Dress Code: Since cameras will be active and your image may be displayed on in-class screens, it is expected that students adhere to the dress code so as not to distract from the learning environment.

Appropriate Environment: Parents are encouraged to create a suitable and predictable environment where students will be able to focus on schoolwork with minimal interruptions. Since students' images may be displayed, distracting environments, such as participating in class while boating or playing in the park, is inappropriate.

Diminished Teacher Focus: Teachers make every effort to incorporate students learning at home into the flow of their classrooms, answer their questions, and address their concerns. However, the teachers' primary focus is on their classroom. Therefore, absentee students can occasionally expect slower responses to questions and a diminished ability to participate in class discussion.

Availability to Pick-up/Drop-off Materials: Students periodically need new classroom materials such as books or packets and need to turn in homework assignments completed in paper form. Parents of absentee, remote-learning students should expect to make regular visits to the school, possibly multiple times per week, to drop off and pick up materials.

Altered Curricular Expectations: Teachers will work to minimize inconsistencies between absentee- and classroom-based assignments, but it may sometimes be necessary to complete substitute assignments somewhat different from those completed in the classroom. For example, if the assignment in a physical education class is to participate in a basketball game with other students with the teacher observing technique, alternative methods will be necessary for absentee students learning at home.

Check Google Classroom Regularly: Keeping up with assignments and coursework is primarily the responsibility of the student. Check in on Google Classroom, and/or on other platforms defined by the teacher, on a daily basis to keep up on current classwork.