August 21, 2020

Dear Greenwood Families,

Welcome Back! I hope this letter finds everyone well-rested, happy, healthy and ready for the first day of school! I am extremely pleased that you have decided to share your children with us for the 2020-21 school year. While the upcoming school year may look different, I am confident it’s going to be a wonderful year! Staff asks for your patience and understanding as we navigate through this together. The procedures and protocols itemized below will be monitored, analyzed, reviewed and edited as needed throughout the school year.

COVID SPECIFIC PROTOCOLS AND PROCEDURES:

- **Checking for COVID Symptoms:** Staff and Students will be required to perform a Self-Checklist prior to arriving to school each day. You can access the self checklist with the following link: [https://4.files.edl.io/fa60/08/21/20/162702-e4bccb04-da0f-48c6-ad01-737966a78bf5.pdf](https://4.files.edl.io/fa60/08/21/20/162702-e4bccb04-da0f-48c6-ad01-737966a78bf5.pdf)

- **Classrooms:** Classrooms will be set up to allow for maximum social distancing. Student desks/tables will be facing the same direction as much as possible and will be structured so that a Cohort A Student’s desk is next to a Cohort B Student’s desk. (Remember, in phase 4, Cohort A students will not attend school with Cohort B students, structuring seating in this manner will provide additional social distancing.) Students will utilize the same desk at all times where desk work is necessary. Students will not share supplies and will be provided with frequent scheduled breaks to hand wash and sanitize. Custodial staff will wipe down and sanitize commonly touched surfaces throughout the day at scheduled intervals.

- **Cohorts:** Students will be divided into Cohorts. As soon as students are separated into cohorts, families will be notified of the specific cohort their child is in. Cohort A (In-Person Learning Monday, Tuesday, Every Other Wednesday; Cohort B (In-Person Learning Thursday, Friday, Every Other Wednesday) ***Some Wednesdays will be Remote Teacher Planning Days, these will be worked into the school calendar.

- **Common Bathrooms:** During all class-wide scheduled bathroom breaks, staff will provide each student with a squirt of hand sanitizer before entering the lavatory, students will wash hands after using the bathroom, and students will receive an additional dose of hand sanitizer upon leaving the restroom. Desks or tables with hand sanitizer will be set up outside of each bathroom so that students may self-administer sanitizer before and after each visit to the bathroom. This expectation will be taught during PBIS training at the start of the year.

- **Confirmed COVID Cases / Identified Close Contacts with Confirmed COVID Cases:** Macomb County Health Department’s Guidelines will be strictly adhered to and followed. [https://health.macombgov.org/sites/default/files/content/government/covid19/pdf/COVID19CasesStudentsandStaff081820.pdf](https://health.macombgov.org/sites/default/files/content/government/covid19/pdf/COVID19CasesStudentsandStaff081820.pdf)

- **Cleaning:** There will be an additional custodial staff member on site to clean/disinfect commonly touched surfaces throughout the day.
Drinking Fountains: The drinking fountains refillable water bottle stations will be functioning. The water spout known for individual use will be turned off during phase 4.

Entry/Dismissal: Greenwood will use all available doors for entry and dismissal. In order to minimize students standing around other students, Greenwood staff asks that families remain in their vehicles, walking to designated entry doors as close to 8:13 as possible. (For example, if you are parked a 2 minute walking distance away from your child’s designated entry door, please remain in your vehicle until approximately 8:11 and walk to your child’s designated area.) Entry doors will be opened at 8:13am. When arriving at your child’s point of entry, please wear a mask at all times and practice social distancing guidelines. Staff will be staggered to help monitor and manage all entry ways. Students will utilize the same entry / exit doors for entry and dismissal. Students will enter the building, place belongings into their individual locker and immediately travel to their classroom, with minimal time spent in the hallways. During dismissal, IDs will not be handled by staff, individual student contact sheets noted in PowerSchool will be utilized to dismiss students at the K-1 level.

- DHH students who utilize bussing will enter and exit the building from the exterior door adjacent to Elmdale, closest to the lower el playground
- Kindergarten and 1st grade students will enter and exit the building from their exterior classroom door located adjacent to the lower elementary playground
- 2nd grade students will enter and exit the building from the LOOP doors adjacent to the small circular / half moon parking area off of Joan Street. (**The Loop driveway will NOT be utilized as a student drop off zone and will be blocked off!)
- 3rd grade students will enter and exit the building from the middle hallway exterior doors adjacent to Elmdale
- 4th grade students will enter and exit the building from the media center exterior doors adjacent to the large upper elementary playground
- 5th grade students will enter and exit the building from the main entrance doors adjacent to the main parking lot

Isolation Area: Greenwood will have a designated isolation area for suspected COVID cases to be isolated until a parent/guardian arrives to sign-out the child at the main office. A staff member will remain with any student at all times in the isolation room. After the student has been signed out, the isolated student will be walked out of the building using the closest exterior door to the isolation area.

Library Books: Upon the return of library books, books will be placed in a holding bin for 3 days before restocked to shelves.

Lockers: Lockers will be utilized, teachers will assign them in an alternating A/B structure. (Meaning an A student’s locker will be next to a B student’s locker)

Lunches: Greenwood Elementary will use the extended lunch schedule itemized below in order to accommodate the teacher contract as well as allow for maximum SD among the staff lounge, playground and cafeteria. Students will wash hands/use hand sanitizer before entering both the playground and cafeteria.

- 11-11:25 - First Grade Recess Lower El Playground / 3rd Grade Recess Upper Elementary Playground
○ 11-11:25 – 2nd / 4th Grade Eating in Cafeteria with maximum social distancing (Students to have assigned seats similar to their classroom seating arrangements - for contact tracing purposes)
○ 11:25-11:48 - 1st Grade Eating in Cafeteria/ 3rd Grade Eating in Cafeteria with maximum social distancing (Students to have assigned seats similar to their classroom seating arrangements - for contact tracing purposes) / Kinders Eating in Classrooms / 2nd Grade Recess Lower Elementary Playground / 4th Grade Recess Upper Elementary Playground
○ 11:48-12:15 – 5th Grade Eating in Cafeteria with maximum social distancing (Students to have assigned seats similar to their classroom seating arrangements - for contact tracing purposes) / Kinder Resting in Classrooms
○ 12:15-12:36 – 5th Grade Recess Upper Elementary Playground

● **Masks:** Lakeview Public Schools STRONGLY ENCOURAGES ALL students to wear masks during school hours. K-2 students will be required to wear masks in common areas while not in the classroom. 3-5th grade students will be required to wear masks all day, removing them when they are eating/drinking.

● **Recesses:** Recesses will be scheduled and limited to one grade level at a time. Students will hand wash/sanitize before and after every recess.

● **Remote Learning Days:** Elementary staff understands that during the first few weeks of school, parents and students will need instruction and support on how to use Schoology (the online platform Lakeview Public Schools will utilize this year.) Unlike last spring, students are required to complete all assigned tasks in both core subjects and enrichment classes. Students will be expected to be engaged in remote learning activities for a time period consistent with that of an in-person learning day. Remote learning day activities could be, but are not limited to:
  ○ New material
  ○ Extension of in class learning
  ○ Video lessons
  ○ Online tutorials
  ○ Discussion Boards
  ○ Paper/pencil activities - turned in on next in-person school day

● **Special School Community Events/Activities:**
  ○ Family After School Events – NO family events such as Harvest Fest, Donuts/Muffins With Mom or Dad, Movie nights etc. during phase 4
  ○ PTO meetings to be conducted remotely during phase 4
  ○ No book fairs during phase 4
  ○ No field trips during phase 4
  ○ Safety Patrol- No indoor safeties will be utilized in phase 4. Schools may be permitted to assign and utilize outside crosswalk safety positions during phase 4.

● **Shared Classroom Items:** Everyday school supplies, such as: pencils, crayons, glue etc., will not be shared among students. Staff will store items in cupboards and distribute items individually as needed. Items such as guided reading books, learning manipulatives etc.. will be attempted to remain utilized by one student at a time until cleaning/sanitizing has occurred to the maximum extent possible. Prior to and after use of said items, students will wash hands/use hand sanitizer.

● **Specials:** Most special enrichment classes will occur in the classroom. PE will occur outside when possible, in gymnasium when outside is not possible. The library, computer lab and
band/orchestra rooms will be cleaned after each class. (The district will have health protocols in place for band and orchestra class.)

- **Tardy Arrivals / Leaving School Early:** If your child arrives at school late, parents/guardians do not need to come in. Please contact the building secretary and identify the reason for the tardy. The building secretary will note the reason and the time of the phone call in PowerSchool. Please walk your child to the main entrance, and ring the bell. Students will enter the vestibule, check in with the building secretary, and report to their assigned class period. If your child needs to be picked up early from school, please contact the building secretary to arrange for your child to get picked up at a specific time. For K-8 students, a parent/guardian will have to ring the doorbell, answer the visitor questions, and once allowed in, the parent/guardian will sign the child out at the table located in the vestibule. It is mandatory that anyone who picks up a student is identified in PowerSchool in the Student Contacts, and must also present ID. The secretaries will review your ID through the glass.

- **Volunteers:** No classroom/school volunteers in the building during phase 4 (as specified in the Governor’s Return to Learn plan)

**GENERAL INFORMATION:**
ALL Greenwood families will be able to access and view class placements online via the parent portal, beginning Thursday, September 3rd at 5:00pm. Kindergarten families will be informed via email of class placements ON Tuesday, 9-1-20 (THE DAY BEFORE KINDER OPEN HOUSE). A separate informative email regarding Kinder Open House Night will be sent to all kinder families via email. 1st-5th Grade Student class placements will not be mailed home again this year. Prior to Thursday, 9-3-20, please make sure you have access to Parent Portal with an accurate username and password. For assistance with your parent portal account, please call 586-445-4000, or email: powerschoolhelp@scslakeview-k12.com. The first day of school for Cohort A students is Tuesday, September 8th. Cohort B students’ 1st day will be Thursday, September 10th. The morning line-up routine will be **temperature/weather** based. Students will line up outdoors every **precipitation-free** day in which the temperature is 15 degrees Fahrenheit or warmer. If the **actual OR 'feels-like' temperature dips below 15 degrees Fahrenheit**, OR if there is any form of precipitation, students will line up INDOORS. 15 degrees Fahrenheit will also be the threshold temperature for indoor recess. Doctors notes are required if a child isn’t able to medically tolerate outdoor recess. Mrs. Carrithers, Greenwood Secretary, has established a Remind Account for DAILY lineup announcements. To sign up for the indoor / outdoor lineup morning announcement, please contact Ms. Dani in the office. For your convenience and review, I have attached an entry/dismissal map of Greenwood Elementary. Inclement weather / indoor lineup procedures are notated on the map. *Maps can be requested by calling the office.

If students are not a breakfast or latchkey participant, they will not be allowed in the building prior to 8:13 am. If your child will be eating breakfast at Greenwood, The
Powerstart Breakfast Program begins at 7:45 am and concludes at 8:00 a.m. Breakfast students will not be able to enter the building prior to 7:45 a.m! The cost for breakfast is $1.50, (reduced cost $0.30.) School lunches will be available for purchase on all scheduled full-days, at a cost of $2.75, (reduced cost $0.40.) The menu is always located on the district website. You can find the menu on the Food Service department page. As a service, the district uses the Meal Magic Program. Each student is provided with a computerized account. Payments may be made online, directly from Lakeview’s website, or by sending money into school. Please send all monies in a sealed envelope including your child’s name and amount enclosed. For returning Lakeview students, free and reduced subsidy application forms are accessible on-line, located on the lunchapp.com link directly on Lakeview’s website. (If you’re having difficulties accessing the link, hard copies of the application are available in the office.)

Our school hours are as follows:

- 8:13 a.m. Bell to enter school
- 11:00 a.m. 1st staggered Lunch/Recess begins on full days
- 11:25 a.m. Half-Day Dismissal
- 3:19 p.m. Full-Day Dismissal

Additionally, it is imperative to have concrete and reliable student pick-up procedures in place. If a pattern is identified with students arriving unsupervised too early, or being left behind at school after dismissal, St. Clair Shores police department may be notified.

To assist you in your before and after school plans, Greenwood provides Kidz Korner (latchkey services) before and after school. Kidz Korner begins at 6:30 a.m. and concludes at 6:00 p.m. Registration is required!

It is EXTREMELY important for Greenwood families to maintain current email addresses in the parent portal, as ALL communication (aside from the Welcome Back Letter/Packets) will be sent out electronically through email and/or phone tree blasts.

In closing, the entire staff at Greenwood is looking forward to working with you and your child to make this a most rewarding and successful year. Enjoy the remaining days of summer and I will see you soon!

Sincerely,

Sara Dobbelaer
Greenwood Elementary, Principal