

Lakeview Elementary
Back-to-School Communications Outline
8/28/2020

Introduction: Protecting our School Communities

Welcome Lakeview families! We are excited to connect with you whether that be in person or virtually. Over the past several weeks, Lakeview teachers have worked together to help define school plans for a safe reopening to include the recommendations outlined by the Norman Public Schools Back-To-School Plan. While no plan is perfect, please know we will continually assess and work to adapt the plan as needed. We have spent much time outlining and detailing specifics to help answer your questions, meet your needs, and address your concerns. This year, we will continue to uphold our mission to prepare and inspire all students to achieve their full potential as we work to protect the health, safety, and well-being of our community. We look forward to working with our families this school year.

Paula Palermo, Principal

Lakeview Elementary: 405-366-5899

Address: 3310 108th Avenue NE

Academic Plan:

Teachers will utilize the NPS adopted curriculum and district pacing guides and/or curriculum maps to ensure all students have equitable access to a guaranteed and viable curriculum. K-5 elementary students will participate in three reading and math benchmark assessments per year. Data from these assessments will be used to track academic growth/progress as well as identify academic gaps. Academic assessments and interventions will be balanced with needed social and emotional supports.

Seesaw will be used to ensure learning continuity during quarantine situations, or any necessary school closures. If students must quarantine due to exposure or illness from COVID-19, students can use Seesaw to transition between in-person and remote learning. Scheduled virtual days and/or unexpected remote learning due to quarantine situations, or school closures will be facilitated by NPS teachers.

- Teachers will use the Learning Management System (LMS) Seesaw as an online platform to communicate and share academic/school information with students and parents.
- Teachers will send out parent login information as we prepare for the school year.
- Parents are encouraged to interact and familiarize themselves with Seesaw.
- Seesaw will be used to ensure learning continuity during quarantine situations or any necessary school closures. If students must quarantine due to exposure or illness from COVID-19, students can use Seesaw to transition between in-person and remote learning.
- Lakeview will utilize Fastbridge (FAST) along with class data and benchmarks as part of our intervention and progress monitoring system.

- Ongoing student data will be used to direct small group instruction in order to meet individual student needs.
- Unexpected remote learning due to quarantine situations or school closures will be facilitated by NPS teachers.

Social / Emotional Support:

We understand the possible trauma and/or anxiety that students may be experiencing from being out of school for long period of time and the on-going concern about the presence of COVID-19 in our community. Our goal is to provide a stable and positive school environment for students to feel safe. In addition to programs such as Second Step, guidance counselors will be collaborating with classroom teachers to identify specific individual student needs. Please contact our school counselor, April Thompson, if you have a concern or feel your student needs additional support.

- Lakeview staff will work with families to keep students connected regardless of the enrollment option selected.
- Lakeview utilizes Positive Behavior Interventions and Supports (PBIS) program.
 - Students will be given opportunities to be recognized for showing S.O.A.R. while demonstrating they are Showing respect, Outstanding effort, Always safe, and Responsible students.
 - Systematic common area procedures and routines are established throughout the building
- Our Multi-Tier-Systems of Support Team will meet on a regular basis to design relevant lessons and activities to support our students.
- We utilize strategies related to trauma-informed practices, Responsive Classroom, and Conscious Discipline.
- Additional supports in place include- class meetings, Second Step curriculum, guidance lessons from our counselor and frequent brain breaks.

Attendance:

A flexible attendance policy will be in place this year, as students, teachers, and staff are expected to stay home if they do not feel well. The district's fever policy will continue to be enforced, and individuals with a temperature of 100.4 or above will not be permitted at school. Additionally, a virtual attendance policy will be in place for remote learning, as required by the Oklahoma State Department of Education. School principals will work with families under the guidance of our Executive Directors of Elementary and Secondary Schools to ensure appropriate attendance codes are used for absences related to COVID-19.

Learning Management System (LMS):

The Learning Management System (LMS) used for elementary level is Seesaw. Teachers will use Seesaw as an online platform to communicate and share academic/school information with parents. Students will access Seesaw to watch pre-recorded lessons and complete activities and assignments. Parents are encouraged to interact and familiarize themselves with Seesaw. Teachers will send out parent login information as we prepare for the school year. Seesaw will

be used to ensure learning continuity during quarantine situations or any necessary school closures. If students must quarantine due to exposure or illness from COVID-19, students can use Seesaw to transition between in-person and remote learning.

Remote Learning Schedules

When a class, school or the district closes due to increasing positive COVID-19 cases, we will follow the district remote learning schedules. The schedules are staggered by grade levels to ensure families with multiple elementary-age students can share electronic devices. You can find a video description and the [remote learning schedules](#) on our district webpage.

Curriculum Night:

Curriculum Night will be done virtually this year as families will receive communication through our LMS, Seesaw, to review teacher videos and presentations featuring an overview of curriculum as well as grade level procedures and information.

Title I Meetings:

A video created by our Lakeview Title One Committee explaining the resources provided to Lakeview as a qualifying Title One School will be sent to all families on the Principal's Smore Newsletter that she sends out weekly. It will also be attached to the Lakeview Webpage and the Lakeview Facebook Page. Other informational meetings/events will be held through virtual platforms throughout the school year.

First Day of In-Person Instruction:

When school begins, teachers will spend time connecting with students who have enrolled in-person, blended, and virtually, to get to know them, build relationships, and gain a better understanding of their unique academic, social, emotional, and individual learning needs. Time will also be spent orienting and familiarizing students with the Seesaw platform and their individual accounts. This is critical to ensure our teachers can deliver appropriate and consistent academic content if and when schools are required to close to reduce the spread of Covid-19.

When school resumes on site for students who enrolled traditionally, to avoid congestion and for the health and safety of our students and staff, parents and guests will not be permitted inside the school. We encourage families to take first day of school pictures at home.

ENTRY

Arrival/Dismissal:

Arrival and dismissal procedures will be altered to avoid congestion and accommodate physical distancing guidelines during high-traffic times. To avoid congestion on traditional in-person learning days, parents and guests will not be permitted inside the school.

Entry and Exits (as needed)

Arrival

- Staff will be available at 7:25 to assist students as they enter the building. Students will be able to enter through the main entry while following social distancing guidelines to help avoid crowding.
- Bus riders - Staff will meet buses to help safely unload students.
- Car riders - Staff will be stationed along the sidewalk in the front of the building to safely unload vehicles. We ask parents that are dropping off students to remain in their cars as they drop off students. Because we will be unable to gather in groups, parents will not be allowed to walk students to the door.
- Once students have entered the building, they will walk directly to classrooms. Teachers will take all students' temperatures in the classroom. for a temperature check from their classroom teacher. Students will be sent to the health room if their temperature is 100.4 or above. (Teachers may need to take it again if it is a hot day, as this may have elevated their temperature). Staff will be on hand stationed throughout the building to welcome students and assist them with finding classrooms.
- Breakfast will be eaten in classrooms between 7:25 am-7:50 am. To-Go Breakfast bags will be available in the hallway as students pass the cafeteria. Students will eat breakfast in their classrooms.
- Instruction begins at 7:50.

Please make sure all school items are labeled before students bring them to school. Students may bring supplies throughout the first few days if there is too much to carry.

Late Arrival

- Parents of students who are dropped off after 7:50, should call the school at 366-5899 to notify them of the student's arrival. If needed, a staff member will meet the vehicle to escort the student into the building. The office staff will take the student's temperature, give them a late pass, and then send them on to class.

Dismissal @ 2:50

- To ensure social distancing, students will be released from classrooms on a staggered schedule.
- Staff and students will utilize the Car Rider Plus by School Safe ID ([video linked](#)) for individual car riders. Parents will stay in their vehicles and enter the North Parking Lot (NPL) by traveling from the north to south on 108th. Please do not enter the parking area driving from the south, as this is very dangerous and blocks northbound traffic and bus entry/exit. If you travel from the south, please go past the line of cars and turn around on Tecumseh to travel north. A teacher located in the NPL will be entering the numbers that are assigned to families. *The numbered tags will be distributed to families before school begins or during pick up the first week.* Another teacher will direct the vehicles safely to the front of the building after buses exit to pick up students.
- Students and teachers will be watching the queue on the Interactive White Board and teacher iPads or computers. Students will exit down the hallway in a safe and timely manner. Parents will stay in their vehicles during pick up and must pull into a parking space (out of the line) to assist children with safety belts to avoid traffic congestion in the dismissal line.

- Students will remain with individual class groups. Facial coverings will continue to be worn during dismissal. Any student left in the classroom after all vehicles have gone through will exit to the front of the building to wait for their families on the outside benches, supervised by our Teacher Assistants. In inclement weather, these students will be moved to the front hallway. The Teacher Assistants will be in communication with the front office to relay status updates.

Health Safeguards at School

COVID-19 Exposures and Diagnoses:

Specific to Norman Public Schools, when there is a positive case at a school, students and teacher(s) who are in that specific classroom will be notified and required to quarantine for 14 days and will transition to remote learning (provided by their teacher or a substitute) during that time. For example, if an elementary school student or teacher tests positive, individuals in that specific class will transition to remote learning during the quarantine period. For middle and high school students, this would apply to each class in which that student and/or teacher participated.

According to guidance provided by the Centers for Disease Control (CDC), individuals who have tested positive for Covid-19 may return to school after it has been 10 days since their symptoms first appeared and they are fever free for 24 hours without the use of fever-reducing medication. Those who were in close contact to someone who has tested positive for Covid-19 may return 14 days after the initial exposure.

[Click here to view an image](#) of the Return-to-School Flowchart for students or [download a PDF](#).

Wellness Screenings:

Families are expected to screen children for fever and/or other symptoms associated with COVID-19 prior to students' arrival at school each day. Additionally, all students will participate in wellness screenings at school twice per day — once in the morning and again in the afternoon. Teachers, administrators, staff and visitors also will be screened each day.

- All classroom teachers will be supplied with a thermometer to check student temperatures twice each day (morning and afternoon).
- Teachers will greet students at classroom doors and check temperatures prior to entry into classrooms.
- Any student who has a temperature of 100.4 or above, or is exhibiting other COVID-19 symptoms, will be sent to the health office for further screening and parent contact.
- Staff and families will be notified appropriately with proper communication from the principal if there is a POSITIVE COVID-19 case.

Face Coverings:

According to the American Academy of Pediatrics, Centers for Disease Control, the Oklahoma State Department of Education, guidance from local medical professionals, and the City of Norman, face coverings play a critical role in preventing infection and should be used to reduce the spread of coronavirus. As a result, face coverings/shields will be required in our schools, with some flexibility and reasonable accommodations available for younger students and to address specific situations and personal health concerns. Students and staff are encouraged to bring their own face coverings, otherwise one will be provided. In certain circumstances, teachers may be provided with clear-view face coverings in classrooms with students who are younger or have special needs.

Face coverings must not include messages or images that distract from the learning environment as outlined for other articles of clothing in school dress code policies.

- Norman Public Schools employees will be required to wear face coverings.
- In the event a student cannot wear a face covering due to a documented medical exemption, we will work with them and their family, as we always do, to find a reasonable accommodation. If reasonable accommodation cannot be reached between the student, family and NPS, the student may be transitioned to remote learning from home via Canvas, Seesaw or virtual learning via ExpandedED. If needed, school personnel will work with families to choose an appropriate remote, virtual or blended learning environment.
- If a student refuses to wear a face covering, we will, as we always do, work with the student and family, to find a solution. The student may be transitioned to remote learning from home via Canvas, Seesaw or virtual learning via ExpandedED. School personnel will work with families to choose an appropriate virtual or blended learning environment.
- Students will be required to follow face covering and social distancing rules set out by teachers, coaches and/or event sponsors during physical education classes and athletics and fine arts activities.
- Students and staff will be expected to wear face coverings. Face coverings may be taken off for recess, PE, lunch and during Pre-K rest time.
- Extra breaks outdoors will be incorporated as much as possible to provide students with fresh air. Masks will not be required during these times when distancing is possible.
- Please be sure any face covering you send with your child to school is washed and clean.
- Sending an extra clean face covering in a plastic bag in the child's backpack is good practice.

Enhanced Sanitization:

In addition to enhanced, daily cleaning and sanitization protocols, all classrooms will be equipped with touchless thermometers, hand sanitizer and disinfecting cleaning supplies. Additionally, front offices will feature plexiglass barriers and equipment commonly used in hospitals such as portable, ultraviolet disinfection devices and electrostatic sprayers will be employed in school buildings. Additional sanitizing stations and bottle fillers will be available at each site and every school will have a full-time health assistant or school nurse on staff. When possible, HVAC systems are being adjusted to allow for and increase additional air flow within buildings. Enhanced cleaning and sanitization practices will occur with increased frequency and include the use of equipment commonly used in hospitals to disinfect classrooms and common areas. In addition to common, EPA-approved cleaning agents, electrostatic sprayers and equipment that uses ultraviolet light to disinfect surfaces will be employed.

- The district will provide teachers and staff members with additional sanitation materials for their classrooms and/or work spaces. Several of these items have also been added as “optional” supplies on our elementary supply lists. They are not required supplies but additional supplies are always greatly appreciated.
- Frequent hand washing and sanitizing will be accommodated and encouraged. Students will be asked to wash and/or sanitize their hands before and after meals and outdoor play.
- Additional hand sanitizer stations will be provided at entry and exit areas throughout the building.

Classrooms:

Classroom desks and common seating areas (including tables) will be rearranged to maximize space between students. Desks will face the same direction in classrooms. Assigned seating may be implemented when possible. Based on online enrollment responses, school administrators and teachers will further work to balance teacher assignments and class sizes to the best of their ability in order to achieve the maximum space between students in any area at one time.

- Students will sit forward facing and spread out as much as possible.
- Students will have individual supplies.
- Common manipulatives and materials will be limited and sanitized daily by classroom teachers.
- Frequent hand-washing/sanitizing breaks will be scheduled throughout the day and practices will be in place to distance students during these breaks.
- Classroom sinks will be utilized for handwashing frequently as well.
 - Water fountain spigots in classrooms and throughout the building will be turned off and capped. (*Students should bring labeled water bottles*)
- Consistent assigned seating will be used when as much as possible.
- Outdoor breaks and learning will be encouraged
- Any additional pull out services provided by specialists will include only the cohort grade level. Social distancing will be practiced in these settings.

Cohorting Students:

Students will remain in individual classroom groups throughout the majority of the day.

- Students will attend lunch, recess, and PE in groups of no more than two classes. These cohort classes will remain consistent throughout the year. During these times, the two classes will maintain distancing of greater than 6 feet.
 - Lunch - class table groups will be spaced for social distancing. Every other stool or more will be used and no student will sit directly across from another student.
 - PE - If students are combined, classes will be divided using one half of the gym. Students may be moved outside for PE to increase distancing and obtain fresh air.
 - Recess - The playground will be divided into two separate zones. Each class will be assigned a zone and monitored by the classroom teachers.

- Restroom - Outside of scheduled classroom restroom breaks, measures will be taken to minimize the number of students in the restroom at one time.

Group Events:

Large-group interactions will be limited and must comply with current physical distancing guidelines. When possible, schools will pursue virtual activities and events in lieu of assemblies, field trips and special performances. This includes PTA/PTO sponsored group events or activities for the time being. These practices will be reviewed regularly and may change as the situation surrounding COVID-19 unfolds.

- Live @ Lakeview is typically a schoolwide assembly which takes place in the gym each Friday. L@L may become a weekly or monthly virtual recording that classrooms can share during a Friday morning meeting.
- All other large gatherings (e.g., grade level programs, school site events) will be held virtually for the time being.
- More information on our main school fundraiser, the JOGATHON, will be available soon.

Lockers/Cubbies/Hooks:

Coats and backpacks may be placed on the back of student chairs. If cubbies are used in classrooms, students will visit their own cubby one student at a time. Students will not share a cubby or its contents with others. Some hooks may be used as long as they are distanced from other student items.

Library:

Students will continue to have access to school libraries. More information will be available from our librarian, Rebecca Gordon. Note: Books will be quarantined for one week upon return before returning to shelves.

Meals:

Our goal is for students to continue to eat meals in our cafeteria, as we know this is important to many families. However, to decrease the number of individuals in the cafeteria at any given time, mealtimes will be staggered or students may follow a rotating schedule that allows them to eat in the cafeteria, a classroom or outdoors when weather permits.

- Hand hygiene practices will be in place before and after mealtimes
- Common surfaces will be cleaned and disinfected between student groups.
- Steps are being taken to minimize lines and wait times when students receive school meals.
- Outside food deliveries will not be allowed after the school day begins. This will limit the number of guests in our front office and help us protect our employees.
- Family members and outside guests will not be allowed to dine in our cafeterias with their children or other students.
- We will reassess this regularly to determine if it is safe to allow food deliveries.

- Student checkouts during lunch will take more time due to wellness checks, social distancing and reduced capacity in our front offices. Please consider this when making your plans. If a child forgets his/her lunch, lunch will be provided.
- Visuals will be provided for traffic patterns and to designate seating availability.

Breakfast: Grab and Go Breakfast will be eaten in classrooms.

Lunch: Students will be eating in the cafeteria. Two lunches will be offered - one hot, one cold

- Tables will be organized according to class. Students at each table will sit with at least one empty seat at each side and across from them (available seats for students will be marked with colorful numbers).
- School staff will be monitoring students and helping to open items safely when needed. Students will sanitize/wash hands before and after meals. Extra time will be built into the schedule for cleaning/sanitizing between groups.
- There will not be any individual access to a salad bar, these items will be included on their lunch tray. Condiments will be provided by the duty teacher or will be included on their lunch tray.
- Breakfast and lunch lists will be completed by the classroom teacher in lieu of numbers being entered manually on a keypad.

Staggered lunches are established for each grade level (subject to change):

- PreK: 10:45
- K: 10:55
- 1st: 11:25
- 2nd: 12:00
- 3rd: 12:30
- 4th: 1:00
- 5th: 1:05

Recess: Due to construction, the North playground exit will be blocked near the cafeteria and 1st/2nd Hall. Playground access will be through the far west doors only (near the gym).

Students' ability to participate in unstructured play is an important component for children to develop physical, mental and social skills. Recess schedules will be staggered and the number of children on the playground will be limited at any given time to accommodate physical distancing guidelines.

- The playground will be divided into two separate zones. Each class will be assigned a zone and monitored by duty teachers.
- Face coverings will not be required during recess, unless students are sitting together on the buddy benches.
- Hand hygiene practices will be in place before and after recess.

Water Fountains:

Water fountain “bubblers” will not be available for drinks. However, we do encourage students to bring water bottles to school and use the fill station located near the cafeteria and gym area.

- Students should take water bottles home each night to be cleaned.

Hallways:

Passing periods for lunch, recess, and specials will be staggered to reduce the number of students in hallways at any given time. Visual aids will be used when possible to illustrate traffic flow and appropriate spacing to support physical distancing measures.

- Teachers will lead students on pathways through the building that will avoid congestion in the hallways.
- Students will wear face coverings in the hallways at all times while in the building and less than 6’ outdoors.

Restrooms:

Assigned restrooms will be used for each grade level. Signage will be posted as a reminder for safety expectations (distancing, masks, handwashing, etc.)

Transportation:

Transportation vehicles will be frequently cleaned and disinfected. Capacity has been systematically reviewed and evaluated with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have six feet of physical distancing. Considering the size of our current fleet, we have reduced capacity or added routes, when possible, to allow for more physical space between riders. If previous ridership is maintained, current plans limit no more than two students per seat on the bus. We are asking all parents who are able to transport their students to school to consider doing so, as we seek to maximize our ability to adhere to social distancing on our buses. Face coverings will be required and windows will remain open as weather permits. No student will ever be left at a bus stop or prohibited from boarding a bus due to a lack of face covering.

Supplies:

Shared supplies will be avoided to the extent possible. [Click here to view school supply lists.](#)

- Students will have their own supply box of personal school items.
 - Supply box will travel with student if needed in other resource areas.
- Common manipulatives and materials will be sanitized frequently.

Visitors:

To protect our students, teachers, staff and volunteers, all nonessential visitors will be limited. Virtual platforms will be encouraged to continue volunteer programs and guest speakers. Visitors will not be permitted beyond the front office (administrative and/or counseling areas) with very limited exceptions. Anyone entering school buildings will be required to wear a face covering.

- Parent meetings with staff should be held virtually whenever possible. If an in-person meeting is necessary, it will be held by appointment only with the teacher or pertinent staff member and will be held in the principal's office.
- There will be no visitors permitted in the building for breakfast and/or lunch with students or for student arrival/dismissal.
- The front office entry area will have a table to self check temperature and answer health survey questions through SchoolSafeID before entering the building.
- There will be a limited number of people allowed in the main front office and in the front vestibule.
 - Designated waiting areas will be clearly marked for social distancing.
- There will be signage at each door noting procedures for entering each area.
- Due to increased safety procedures, please plan for additional time if entering the front office for scheduled visits (e.g., meeting with a staff member, etc.).

Conferences:

Parent-teacher conferences and meetings regarding Individual Education Programs (IEP) and 504 plans will be held virtually or by phone when possible.

- Scheduled meetings will take place in the principal's office as the designated meeting area.

Facilities:

Access to school facilities by community members and external groups will not be allowed when school programs are in process. [To request facilities, please use Facilitron by clicking here.](#)

Music and Physical Education:

Students will be required to follow face covering and social distancing rules set out by teachers, coaches or event sponsors during music and physical education classes.

- Music and PE will be in the regular music classroom and the gym.
- Hand washing and sanitizer will be scheduled before entering.
- Appropriate social distancing measures will be followed where possible.
- Musical instruments, mallets and other equipment will be sanitized after each use.
- PE equipment will be sanitized at the end of each day.
- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided.
- Classes will remain in cohorts during rotations.
- Hand washing and sanitizer will be scheduled towards the end of each PE/Music class.
- When it is necessary for two classes to be in the gym at a time, the gym will be divided at the half-court line with one class being on each side of the gym floor. The soccer field or the outdoor classroom area may be used when possible and weather permits

Fine Arts & Athletic Classes:

Currently, orchestra will still be offered for 5th graders after students have returned to the classroom. Fifth grade students will be able to join if they are interested. This year, 5th grade students can choose violin or cello. Class size will be considered when considering physical space and social distancing procedures for Orchestra.

Extracurricular Activities:

All practices are closed to the public and only NPS staff members are permitted to attend. Additional information regarding events (including scrimmages, games, performances, etc.) and extracurricular activities will be provided when it becomes available.

After-School Activities:

Before and after-school clubs and activities are on hold as of now. Information regarding after-school clubs will be communicated as it becomes available.

If you need information regarding the Community After School Program, please contact CASP.

Link: [CASP/after-care providers](#)