

LATTA ELEMENTARY SCHOOL

SAFETY PROTOCOLS FOR THE START OF SCHOOL

General Procedures

- There will be no gatherings for special events or school functions. Special function information may be provided through various forms of media.
- Each grade level will provide a letter and PowerPoint to detail supplies needed, specific information, and procedures. The student handbook and supply lists will be on the school website and notices will be posted on the website with any changes.
- Students should come to school with face masks from home. If not, one will be provided until parents secure one.
- Parents should have multiple ways of communication with the school—working numbers, contacts, text numbers, and email addresses are required.
- Parents will be responsible for accessing communication information on the district website.
- Teachers will communicate weekly with parents on student performance and needs.
- Students may not bring any non-required materials such as extra books, personal materials, stuffed animals, toys, etc. from home. Teachers will request needed items.
- A filled WATER BOTTLE/THERMOS can be brought daily as the water fountains will not be used until determined safe. A plastic bottle of water can be provided until a child can provide a thermos.
- Students will be using their own or school provided pencils and supplies. Mats/rugs are provided and will be kept in each student's designated cubby/space. No sharing.
- Temperature checks will be done throughout the day by teachers.
- Do not send your child to school if there is any fever or if sick. Seek medical attention immediately.
- Please send a written parent note to explain any absence when the student returns.
- Parents should NOT medicate a student to decrease temperature before sending them to school. Home morning temperature checks are encouraged.
- If you or your child comes in contact with someone that has tested positive for COVID-19, contact the school immediately and keep your child home.
- If a student develops a fever, we will send them to the office wearing a mask. Please have someone available to pick up the student immediately.
- Parents are not allowed to enter the school to pick up a child or for other needs. Parents will buzz in at the door, an office staff member will ask how they may help, and any sick students will be brought out.
- Call the office at (843) 752-5295 for information or to contact a teacher as parents may not enter the office.

Bus Boarding and Arrival

- Students must arrive at school on time so that morning procedures can start promptly.
- If a student arrives late, office staff will come to the door for parent signature.
- Students may NOT be dropped off in the mornings prior to 7:20. A school staff member MUST be on duty to receive students in the mornings.
- Bus drivers will assign each child a bus seat for the entire year.
- Bus expectations and protocols will be established and followed closely. Students will follow all protocols or be removed by an administrator from riding the bus.
- Bus drivers will check temperatures of each student upon bus boarding and will report any student with fever to the nurse immediately.
- Staff members will be at the buses to take students off one at a time.
- Staff will accept car arrivals at 7:20 and will not hold a young child's hand. They will hold a child's forearm. Staff who open car doors will wear gloves. Students should be able to get out of their car with no assistance from staff.

- Since parents may NOT enter the building, parents who need to contact the office for any reason may park and call the front office at (843)-752-5295 and explain their need. Any communication for teachers will be forwarded by the office and staff can contact parents after dismissal.
 - **CLASSROOM STAFF MAY NOT LEAVE CLASS DURING INSTRUCTIONAL TIME EXCEPT FOR ENMERGENCIES.**
- Book bags should contain ONLY necessary, specified supplies and materials.

During the Day Protocols

- There will be no visitors to or classroom observations by parents.
- Activity teachers will come to each classroom for the activity and NO materials will be shared.
- PE instruction will be in the open area in the cafeteria and equipment will not be shared.
- Breakfast will be in the classrooms at each student's properly distanced location.
- Lunch will be in the classrooms at each student's properly distanced location.
- Students will get temperature checks at various times throughout the day.
- Sanitizers and disinfectants will be used throughout the day.
- Parents are encouraged to have students bring and use a personal container of hand sanitizer at their mat or desk that can remain at school in each student's cubby.
- Each Montessori student will have an individual mat/rug to store in their own cubby.
- Students will use their OWN assigned desk, rugs/mats and materials during the day for work and eating. Students will not be sharing desks, mats or materials including pencils, colored pencils, sharpeners, etc.
- Any group work will be properly social distanced.
- Recess will be in open fields and no equipment will be used until determined to be safe.
- Custodians will be cleaning and disinfecting classrooms daily.

End of Day Protocols

- Bags of books will be going home, but they will sit over the weekend before returning them to the classroom on Monday.
- Only necessary notes or materials that are to be kept will go home in book bags. Specific directions will be given on anything to be returned.
- One time use, disposable masks should be discarded at the end of 2 days.
- Social distancing procedures will be followed at dismissal when exiting the building.
- Car line-Staff will not hold a young child's hand. They will hold a child's forearm. Staff members who open car doors will wear gloves. Students should be able to get in their car with no assistance from staff.
- Bus students enter the bus one at a time, take their assigned seat immediately. Siblings may be in the same seat.
- On rainy days bus students will be called first with hallway social distancing procedures followed by car riders with the same hallway procedures.
- Rooms and materials will be disinfected daily when students and staff leave.

*******These protocols will be followed until the district determines that it is safe to return to a normal schedule.**