

## Phase 4 Parent Handbook

### Overview

Phase 4 learning is all students learning in person at school—but it will be different than a normal school year. We will be following strict health department regulations to ensure the health and safety of all students, staff, and community members.

While many of you are celebrating this next step, I know some of you have reservations or questions about safety. You will see many similar precautions in our building as you see in the community and what we implemented during phase 3. Mask requirements, handwashing, social distancing markers, and health screenings will continue to be a prominent part of our school routines. In addition, we will be teaching explicit behaviors about our procedures so students are clear about the universal precautions they'll need to take.

### What has changed from Phase 3

- **Enhanced contact tracing-** When we are notified about a positive or presumed positive case in a classroom, all students and teachers associated with that class will shift to remote learning. This is called enhanced contact tracing. Rather than investigating and identifying close contacts, all people in a classroom will shift to remote education for 10 days to prevent the possible spread of the virus. This includes the homeroom teacher and any itinerant staff (paraprofessionals helping with lunch, specials teachers, etc.) who were in the classroom. All may return to school/work once cleared to do so (10 days out and no symptoms). Enhanced contact tracing will allow us to reduce the possible exposure time for anyone in the cohort, provide predictability for students, staff and parents, and allow the school to better provide consistent instruction in the event of a positive case.
- **The “1.5% rule”**— if a school reaches a total of 1.5% of the school population with a positive COVID case, then the principal and assistant superintendent will have a discussion to decide whether the whole school may need to shift to remote learning. Parents will be notified about that decision as soon as possible after the 1.5% threshold is reached. This will allow schools to have autonomy in decision making on how to best keep the school safe, allow transparency in that decision making, and will avoid the situation in which the whole district would need to shift to remote learning. It will also greatly reduce the possibility of mass outbreaks at the school. Cases associated with our school can be found on the [PSD Dashboard](#).
- **Shift to remote learning-** a class will shift to remote learning if there is a positive or presumed positive case they have been exposed to. You may receive very short notice that shift needs to be made. If this occurs, we will notify you as soon as possible.
  - If a class has to shift to remote learning due to an exposure, our distribution plan will be:
    - **8:00 – 9:00 School prepares materials for parents to pick up (following health and safety protocols)**
    - **9:00 – 11:00 Parents pick up materials outside classroom door**
    - **11:15 class begins.**

### General information:

- Guidance from Larimer County and PSD changes routinely, so this information may evolve based upon their direction.
- Only PSD staff are allowed in the school. **No volunteers or visitors.**
  - No assemblies, PTA events, or community use of schools.
- Parents and guardians may only access the entry vestibule to communicate with office staff, pick up or drop off paperwork, or sign children in/out of class.

#### Phase 4- What you can expect:

- **Symptom Screening-** please screen your child for symptoms prior to sending him/her to school. <http://bit.ly/irishsymptomcheck> Proper and honest use of the symptom screener by the whole community will be critical for everyone's safety. Please talk to you children of the importance of being honest about how they are feeling every day. Thank you for your cooperation in this essential step to keep our school open.
- **Symptoms within the last 10 days:** Any symptoms that happen within the prior 10 days are important to report to the school. If a student feels poorly on Sunday, he/she might not be able to return to school on Monday even if he/she is feeling better on Monday. Please call the school for instructions about any symptoms the child has had in the last 10 days.
- **Reporting possible covid cases, possible covid exposures, etc.:** It is critical you call the main office to report if your child has been exposed to any positive covid cases. The office will give you instructions on next steps.
- **If a student begins showing symptoms at school:** A child showing symptoms at school will be escorted to an isolation room where they will be supervised by a staff member away from other students and staff to wait to be picked up. All parents must be aware that pickup must happen in this situation as soon as possible, ideally within 30 min. So please have multiple plans of how you can pick up your child should they start not feeling well. If you need to add emergency contacts and give further permissions of who has permission to pick up your child, please reach out to the main office to give supply those details (970-4898-6900).
- **Handwashing-** we will wash hands in the classroom
  - each morning upon entering,
  - before lunch,
  - after every recess
  - after every cough or sneeze, and
  - after using the restroom
- **Surface areas-**will be sanitized after each student use, after meals, and routinely throughout the day. Deep and thorough disinfection protocols happen every evening.
- **Arrival-** students may arrive on the Irish campus at 8:30 AM. No early arrivals and no playing or gathering before school. Students are go to their teacher's exterior door between 8:30 and 8:50. After 8:50, you will have to check in your student as tardy at the front office. Adults and children are to have masks on upon exiting their vehicle.
- **Playground-** students will have recess 3 times a day while at school. The Irish playground will be closed to other students and visitors Monday - Friday from 8:30 - 3:30. Only one classroom at a time will be allowed on any playground.
- **Parent drop off and Pick up-**
  - **THIS IS A CHANGE.** 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade pick up will be at the parent pick up lane in the Irish Parking lot. PreK and Kindergarten pick up will be in front of the school. The designated Pre-K spot is south of the fire hydrant up to the bus line. The Kinder designated spot is north of the fire hydrant back to the parking lot exit (please don't block the parking lot exit). 4<sup>th</sup> and 5<sup>th</sup> grade

pick up will be on the south side of the school off Cherry Street. (See map: <http://bit.ly/phase4traffic>)

- Siblings will not be grouped together, so parents may have to make multiple stops to pick up multiple students. For example, a family with a preschooler, a second grader and a fourth grader would need to stop in the parking lot for the 2<sup>nd</sup> grader, then pull around out front for the Preschooler, then pull around on Cherry street for the 4<sup>th</sup> grader.
- Please remain in your cars and let staff bring the students to you. Please also keep conversations with staff very brief so we may keep the traffic moving.
- Please also show curtesy and abide by the law. Refrain from cutting in line; wait until the whole line moves forward. Refrain from doing U-turns, this is illegal and could get you a ticket! Instead, loop around the building using cherry street. Lastly, please abide by the speed limit— 20 mph max, and the slower the better! Thank you for protecting the safety of our children and families.
- Pick up times will be slower, please allow for extra time. All these procedures will allow us to keep students, staff and parents socially distanced, keep the traffic flow steady, and keep our students safe! Thank you for your patience as we navigate 4 times the car traffic of what we are used to.
- **Late Drop off or Early Pickup:** If you need to drop your child off late, or pick them up early for any reason, you must go to the main entrance and sign out your child with the main office. Please do not pick up your child from the classroom door
- **Fridays:** Fridays are now like all other days, school/instructional days. Please send your K-5 students to school on Fridays. As always, Pre-K students do not attend school on Fridays.
- **Busses/Transportation**—Unfortunately, bus transportation will be much more limited this year due to health code and logistical constraints. If, and only if, you received a call from transportation will you receive transportation. Don't assume that because you've been transported before phase 4 that you will have bus transportation. Irish's administrative and office staff have zero control over who receives transportation (unless your living status has changed to McKinney homeless, in which case please call us so we can request your transportation). Please know that we are advocating for all our families that need transportation with the transportation department and we hope that additional routes and transportation may become available as time goes on. Any questions or inquiries should be directed to transportation at: 970.490.3232 or [transportation@psdschools.org](mailto:transportation@psdschools.org) or visit their website at: <https://www.psdschools.org/programs-services/transportation>
- **Before and after school care** will be available through [AlphaBest](#). [AlphaBest](#) is also offering full day care on your child's remote days.
- **Breakfast/Lunch-** Sack breakfast will be delivered to classrooms each morning at 8:30. Two sack lunch choices will be available. Lunches brought from home should include items that children can open independently. All meals will be eaten in the classroom. School meals are free to all children at this time, but those that believe that qualify for a free or reduced lunch in "normal" school years are strongly encouraged to apply to ensure future benefits (it also benefits school funding which then directly benefits your children).
- **Masks-** clean and correctly fitting cloth or disposable masks must be worn at all times except when eating. These must be worn properly covering the nose and mouth. Please send a spare mask in your child's backpack.
- **Supplies-** your teacher will communicate about what supplies need to come to school.

- **Student computers-** All computers and chargers must come back with students on the 19<sup>th</sup>. At that point, all student computers will live at school and will not be taken home again unless there is a switch to remote learning for the class, school, or district. These computers are an essential educational tool that the students will need in their classrooms, please remember to send all computers and chargers back on Jan. 19<sup>th</sup>. Thank you!!
- **PSD mifi:**--If you were issued a PSD mifi, you do not need to bring it back to school at this time.
- **PSD Ipads:**--If you were issued an ipad, you don't need to bring it back to school at this time.
- **Snack-** students may bring a small healthy snack to school.
- **Water bottles-** students should one or two full water bottles. Drinking fountains are not available, but sink and fill stations for water bottles will be available.
- **Other personal items:** No other personal items (toys, recess equipment) should be brought from home.
- **Cohorts-** students will interact with students in their **classroom cohort**. This will be about 16-23 students. A few students may interact with a small group of students from other classrooms to receive specialized instruction for GT, special education, or intervention. In those cases, students from different cohorts will be spaced 6 feet or more apart during those specialized services.
- **Spacing and barriers:** In our classrooms, students will be spaced **3-6 feet apart** depending on the number of students in the class. At lunch, students will remain at their desks and also use a barrier for each child while unmasked and eating. The barriers will also be used when we can't maintain at least 3 feet of distancing.
- **Travel in the building:** Most travel will occur through our exterior doors so classes will not pass one another in the hall. During adverse weather conditions, we will have to transition classes through the hallways.
- **Attendance** will be taken daily. If your child is ill, please call our attendance line at 970-488-6901. Please describe the symptoms related to the illness, date/time they began in case we need to begin contact tracing and other protocols. If calling to report an absence due to a Covid exposure please leave detailed message about date of exposure.
- **Recess-** students will go out to recess 2-3 times a day to the playground. They will play with students in their classroom cohort while maintaining social distance.
- **Learning pages-**will continue to be updated weekly so that students who have symptoms and need to stay home may be able to connect with the classroom and complete/submit work.
- **PE Equipment:** Your child received some physical education equipment from Mr. Bartlett for virtual learning use. Please return this equipment Tuesday the 19<sup>th</sup> as Mr. Bartlett will need this equipment for in person learning.
- **Homework in phase 4:** Your child's teacher will inform you of their homework expectations in phase 4.