

# Telegraph Intermediate Building Plan

As of August 5, 2020\*

| Steps                                                                                                                                                                                                                                                             | Green<br>Low Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yellow<br>Mid Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Red<br>High Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health Screening</b>                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Temperature checks as needed</li> <li>• At-home screening questions conducted daily</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Temperature checks performed on students and staff in attendance</li> <li>• At-home screening questions conducted daily</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• School is not in session.</li> <li>• Essential personnel report to school and have temperatures checked upon arrival.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Group Sizing / Classroom Space</b><br>AA-Mon/Tues<br>Online Wednesday<br>BB-Thurs/Fri<br><br>Break down A-L (Mon-Tues)<br>Break down M-Z (Thur-Fri)<br>*Blended Family is case by case basis with oldest child last name first letter be the determining days. | <ul style="list-style-type: none"> <li>• Class size 22 maximum</li> <li>• Social distancing as possible.</li> <li>• Students assigned with classroom materials/supplies and cubby/space to hold items</li> <li>• Bag coats/bookbags and hang on coat rack hooks each day</li> <li>• Assigned seats in the classroom</li> <li>• 50-minute special periods. Students travel to the classroom of the special assigned with 5-minute travel between rotations to prevent cross-transfer between grade levels. PE Should be outside if weather permits</li> <li>• Wipe down tables daily at the end of each day.</li> <li>• Chromebooks assigned one per student and stay at school</li> <li>• Divide playground into quadrants with each classroom assigned an area to play with classroom peers-rotate clockwise each recess period.</li> </ul> | <ul style="list-style-type: none"> <li>• Students are divided into A/B groups and will attend school in person 2 days a week and work virtually the other 3 days that week. AA/online/BB sessions.</li> <li>• 11 or fewer students per classroom with social distancing in place</li> <li>• Students will be assigned seats and supplies to use each day</li> <li>• Bag coats/bookbags and hang on coat rack hooks each day</li> <li>• Students will receive core class instruction (ELA, MATH, SS, SCI)</li> <li>• Divide playground into quadrants with each classroom/grade level assigned an area to play with classroom peers-rotate clockwise each recess period.</li> <li>• Special Classes instruction(Art, Music, Library, and PE) will be delivered virtually on non-attendance days-students receive core instruction at school and non-core at home virtual</li> <li>• Wipe down tables daily at the end of each day.</li> <li>• Wednesdays will be a deep cleaning day when all students are at home for virtual learning</li> </ul> | <ul style="list-style-type: none"> <li>• All students work from home.</li> <li>• The essential staff report to school separated in classrooms to deliver virtual instruction or prepare paper instruction to send home.</li> <li>• District teaching staff work time for Level Red will be from 9 a.m. to 2 p.m. at school and from 4:00 p.m. to 6:00 p.m. on-line on Monday through Thursday.</li> <li>• Friday work time for teaching staff will be from 8am-3pm at school with no after-hours contact.</li> <li>• All questions received after 6pm each day will be answered on the next working day.</li> </ul> |
| <b>Methods of Instruction</b><br>(All Plans have been submitted to and approved by DESE)                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Instruction will be provided in person 4 days per week and virtually on Mondays</li> <li>• Instruction will be provided in the virtual classroom(s) for students learning from home.</li> <li>• Contact with students learning at home will happen through virtual classroom(s), email, phone calls, and Google Meet sessions.</li> <li>• Lessons, activities, and assessments will be located in a virtual classroom(s) for all students to easily locate and submit.</li> <li>• Lessons recorded and submitted to LMS for student remote viewing</li> </ul>                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• In-person lessons for those who attend face to face.</li> <li>• Lessons, activities, and assessments will be located in a virtual classroom(s) for all students to easily locate and submit, whether they are attending in person or virtually.</li> <li>• Lessons could be streamed for students attending in-person to allow for extended social distancing opportunities.</li> <li>• Students with no internet access will be sent home with paper packets for the days they are not in attendance, or utilize our extended internet access points in building parking lots.</li> <li>• Wipe down tables daily at the end of each day.</li> </ul>                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Lessons, activities and assessments will be located in a virtual classroom(s) for all students to easily locate and submit.</li> <li>• Lessons recorded and submitted to LMS for student remote viewing</li> <li>• Contact with students/parents will happen through virtual classroom(s), email, phone calls, and Google Meet sessions.</li> <li>• Students with no internet access will be able to request paper packets every two weeks or utilize our extended internet access points in building parking lots.</li> </ul>                                             |

# Telegraph Intermediate Building Plan

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                        |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Chromebooks assigned one per student - devices go home on non-attendance days and come back to school each attendance period</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                        |
| <b>Arrival/Dismissal Procedures</b> | <ul style="list-style-type: none"> <li>Students arrive as normal. Students will report to their first class unless they are eating breakfast.</li> <li>Students will sanitize upon arrival</li> <li>Students will dismiss as normal with teachers designated</li> <li>Late arrivals/early departures will be "signed out" virtually using a QR code via the vestibule.</li> <li>Parents/visitors are not allowed in the building without administrator permission in certain circumstances</li> </ul> | <ul style="list-style-type: none"> <li>Students enter and dismiss building from the main entrance. Students will report to their classrooms unless they are eating breakfast in the cafeteria.</li> <li>Students will sanitize upon arrival.</li> <li>Late arrivals/early departures will be "signed out" virtually using a QR code via the vestibule. Parents/visitors are not allowed in the building with admin permission in certain circumstances</li> <li>Students will dismiss to buses loading from back to front with family members</li> <li>Parent Pick Ups will be stationed as follow: 3rd sts and Family loading on sidewalk, 4th &amp; 5th students in Parking Lot Side</li> </ul> | <ul style="list-style-type: none"> <li>Essential staff social distance as entering building and report to the nurse to have temperature taken upon arrival.</li> </ul> |
| <b>Breakfast / Lunch</b>            | <ul style="list-style-type: none"> <li>All tables down for breakfast and lunch in the cafeteria.</li> <li>Grade levels eat one grade level at a time for lunch (brought lunches will eat in the room-No more than 11 students max)</li> <li>Items will be placed on student trays or will be pre-packaged. No pulling of milk/utensils by students.</li> <li>QR codes for food service to scan for buyers-no keypad use</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>All tables down for breakfast and lunch in the cafeteria.</li> <li>Students eat in the cafeteria sitting with their classroom peers socially distanced</li> <li>Grade levels eat one grade level at a time for lunch shifts-classrooms assigned tables</li> <li>Items will be placed on s student trays or will be pre-packaged. MO pulling of milk/utensils by students.</li> <li>QR codes for food service to scan for buyers-no keypad</li> </ul>                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Staff may bring breakfast and lunch from home and eat while socially distancing.</li> </ul>                                     |
| <b>Transportation</b>               | <ul style="list-style-type: none"> <li>Drop-off/pick-up recommended</li> <li>Family and tiered transportation by bus</li> <li>Parent Pick Up may need to be after bus dismissal*</li> </ul>                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Drop-off/pick-up recommended</li> <li>Transportation only provided for necessary cases</li> <li>Family and tiered transportation by bus</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Transportation not in use.</li> </ul>                                                                                           |
| <b>Additional/PPE</b>               | <ul style="list-style-type: none"> <li>When staff and students are physically present on campus, face coverings will be required at certain times throughout the day (On buses, during transitions, when directed in classes, athletics, and when social distancing is not possible)</li> <li>Water fountains are closed - only water filler stations are open. Sts are encouraged to bring their own personal water bottle to school daily.</li> </ul>                                               | <ul style="list-style-type: none"> <li>When staff and students are physically present on campus, face coverings will be required at certain times throughout the day (On buses, during transitions, when directed in classes, athletics, and when social distancing is not possible)</li> <li>Water fountains are closed - only water filler stations are open. Sts are encouraged to bring their own personal water bottle to school daily.</li> </ul>                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>School is not in session.</li> <li>Essential personnel will need to wear protective gear as needed.</li> </ul>                  |

# Telegraph Intermediate Building Plan

|  |                                                                                                                                            |                                                                                                                                        |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"><li>• Thermal thermometers in each classroom to allow teachers to quickly screen sts if needed</li></ul> | <ul style="list-style-type: none"><li>• Thermal thermometers in each classroom to allow teachers to quickly screen sts daily</li></ul> |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--|