HARLAN ELEMENTARY SCHOOL
MISSION STATEMENT

At Harlan, we are a FAMILY. We are here to REACH and TEACH ALL CHILDREN in order to help them SOAR to new heights.
WE’RE SO HAPPY TO SEE YOU!

You’ve done a FANTASTIC JOB as a ZOOMER!

Now, you’re a ROOMER!!!
HYBRID AT HARLAN

https://www.youtube.com/watch?v=T4GiOXpjpY&feature=youtu.be
SAFETY HABITS AT HARLAN

COVID-19 SURVEY

NOTICE
PLEASE WEAR A FACE MASK
THANK YOU

DO YOUR PART
STAY 6 FEET APART

HAND

Water Fountain CLOSED

FEELING SICK? STAY HOME
SAFETY IN ACTION

[Images of a person cleaning a desk, a classroom scene, and a table with clear barriers.]
SAFETY IN ACTION

- 2 Gowns
- 1 Face Shield
- 6 Pairs of Gloves
- 3 Masks

SAFE FIRST

[Images of a camera and a sign with 'SAFETY FIRST']
ARRIVAL BY GRADE LEVEL

5th Grade
N. Madison Street

Grade 1
36th Street

Kindergarten

Grade 4
36th Street

Pre-K

Grade 3
N. Jefferson Street

Grade 2
You will receive this handout to help you remember where your child should be dropped off and picked up.

*In the beginning, please be patient and expect changes, if needed.
ARRIVAL PROCEDURES

• Students should arrive no earlier than 8:30 am
• There are assigned doors to enter (by grade level)
• Walkways will be marked (6 feet of separation when in line)
• Support staff will be assigned to monitor students
• Car riders should be dropped off. Staff will monitor.
CLASSROOMS

- Desks will be spaced 6 feet apart facing one direction
- Students will have their own learning tools
- Students will not have access to lockers
- Bookbags/jackets will be kept in classrooms
- Handwashing Breaks/Movement Breaks - built into the schedule
BREAKFAST

- Everyone eats for FREE
- Served in class
- Students eat at their desks
- Please practice opening cartons and favorite foods at home
HALLWAYS

- Signage to remind walkers to stay 6 feet apart & to walk in a specific direction
- Teachers will practice walking appropriately
- Students MUST be accompanied by an adult while in the hallway
LUNCH

- Students will wash/sanitize hands before lunch
- Assigned seating in desks in either the cafeteria or gym (converted into the Harlan Dining Hall)
- Desks spaced 6 feet apart facing one direction
- PreK, K, 1, 2~ Harlan Dining Hall
- Grades 3-5~ Cafeteria
- Lunches delivered to seats
- Choice of hot or cold selection
- Lunch numbers are not needed
RECESS

- May occur before or after Lunch
- Handwashing/Sanitizing before & after
- Mask Breaks can occur (supervised)
- 4-5 “Activity Zones” (SD Squares)
  - Swings, playground equipment
  - Recess equipment (ropes, balls, etc.)
- Cohorts can co-mingle
- Teacher/Staff-monitored

*Indoor Recess will be held in classrooms and monitored by teachers
DISMISSAL

• Bus riders/Day care will be called first
• Grades will be dismissed one by one
• Teachers/Staff will escort and monitor
• Students dismiss out same doors as arrival
• Curb-side early dismissals
  (Call the office when outside in the front of the school)
• No early dismissals after 2:00 pm
Just a few more things....
VISITOR PROTOCOL

• Required to use Enter & Exit Doors (as marked)
• Must wear a mask upon entry to the building
• Must complete a Visitor Health Screener
• Granted access to building for emergency purposes only
• Conferences will be held via Zoom or phone
DRESS CODE
IN EFFECTIVE ON HYBRID DAYS

• **Pants/Skirt/Shorts/Dresses**: SOLID COLORS ONLY
  No Jeans or Denim
• **Shirts**: Must have a collar
• **Sweaters/sweatshirts/cardigans**: Must be worn with a collared shirt underneath

*see the BSD website for more information*
### Example Elementary Schedule

<table>
<thead>
<tr>
<th>Day/Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35-8:50</td>
<td>Arrival/Handwashing/Breakfast</td>
</tr>
<tr>
<td>8:50-9:05</td>
<td>Morning Meeting (SEL)</td>
</tr>
<tr>
<td>9:05-9:25</td>
<td>Choral Reading</td>
</tr>
<tr>
<td>9:25-10:10</td>
<td>Shared Reading/ELA Lesson</td>
</tr>
<tr>
<td>10:10-10:25</td>
<td>Movement Break/Handwashing</td>
</tr>
<tr>
<td>10:25-11:10</td>
<td>Math (core)</td>
</tr>
<tr>
<td>11:10-12:30</td>
<td>Handwashing/Lunch/Recess/Handwashing</td>
</tr>
<tr>
<td>12:30-1:15</td>
<td>Reading (small groups)</td>
</tr>
<tr>
<td>1:15-1:45</td>
<td>Math (small groups)</td>
</tr>
<tr>
<td>1:45-2:15</td>
<td>Science/Social Studies</td>
</tr>
<tr>
<td>2:15-2:25</td>
<td>Handwashing/Dismissal Preparation</td>
</tr>
<tr>
<td>2:25-2:40</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Synchronous with Remote Students 8:50-11:10/12:30-2:15

<table>
<thead>
<tr>
<th>Day/Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35-9:35</td>
<td>Synchronous Reading/Math Support for Remote Students</td>
</tr>
<tr>
<td>9:35-9:55</td>
<td>SEL Lesson</td>
</tr>
<tr>
<td>9:55-10:25</td>
<td>Art</td>
</tr>
<tr>
<td>10:25-10:55</td>
<td>PE</td>
</tr>
<tr>
<td>10:55-11:05</td>
<td>Movement Break</td>
</tr>
<tr>
<td>11:05-11:35</td>
<td>Music</td>
</tr>
<tr>
<td>11:35-12:05</td>
<td>Library</td>
</tr>
<tr>
<td>12:05-1:05</td>
<td>Lunch/Recess</td>
</tr>
</tbody>
</table>

*Suggested Asynchronous Schedule for grades K-5 will begin on Monday, 1/11/2021.*
# WEDNESDAY SCHEDULE

## Remote Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35-9:35</td>
<td>Synchronous Reading/Math Support for students (scheduled with teacher)</td>
</tr>
<tr>
<td>9:35-9:55</td>
<td>SEL Lesson</td>
</tr>
<tr>
<td>9:55-10:25</td>
<td>Art</td>
</tr>
<tr>
<td>10:25-10:55</td>
<td>PE</td>
</tr>
<tr>
<td>10:55-11:05</td>
<td>Movement Break</td>
</tr>
<tr>
<td>11:05-11:35</td>
<td>Music</td>
</tr>
<tr>
<td>11:35-12:05</td>
<td>Library</td>
</tr>
<tr>
<td>12:05-1:05</td>
<td>Lunch/Recess</td>
</tr>
</tbody>
</table>

*Suggested Asynchronous Schedule- students have until 8am the following Wednesday to complete asynchronous assignments.*

Again, the design and purpose of the Asynchronous Wednesday is to provide a break from the heavy academic content midway through the week. These lessons and activities were previously scheduled throughout the week, but now are clustered together on Wednesdays. The open afternoons on Wednesday are intended to allow students the opportunity for creative play, reading for pleasure, exercising, and similar activities.
At this time, Teachers, Specialists, and Para Educators are permitted to work remotely on Asynchronous Wednesdays.

Those who wish to work on-site will be allowed to do so; however, all Teachers, Specialists, and Para Educators must exit the building by 11:30 a.m. This will permit our building custodians to perform deep cleaning without interference.
REMEMBER OUR MISSION

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