**Arrival and Breakfast Procedure for Hybrid/Online Model**

**Project MORE reentry plan SY 2020-2021**

**(applies to Learning Centers and Reentry, *applies to Learning Center only )**

**Posters will be visible with information on COVID 19 symptoms, if experiencing any of the signs, entry on campus may not be permitted.**

1. Prior to first bell: Entering campus, bathrooms, cafeteria, Offices, and classrooms:
   a. All students and visitors will enter the campus through our one/main entrance. **Campus Monitor(s), Student Success Specialist and Principal** (when available) will greet students in the morning in front of school and ensure they are wearing a face covering and student IDs upon entering the building. If needed, a face covering will be provided.
   b. Students attending Learning Centers will be given student ID’s by the first day.
   c. Parking lot will also be monitored to limit students from loitering and to encourage social distancing.
   d. Visitors will check in at point of entry, wearing a mask and presenting an ID. Campus Monitor(s) alert Office staff that a visitor is on their way to the Office to sign in.
   e. All students, visitors, and staff will be encouraged to wash their hands and or use hand sanitizer.
   f. **Student Success Specialist** and available **TAs** will monitor cafeteria area and ensure students are maintain social distancing and are seated in designated areas during breakfast hours. Students eating breakfast will be highly encouraged to wash hands and or use hand sanitizer before they eat. Students washing their hands before they eat will be recognized via our PBIS system. Other behaviors that comply with Covid safe practices will also be recognized within our PBIS system.
   g. Rooms 111 and/or 120 will be open during inclement weather. If more space is needed to maintain social distancing, the Performance Center will be used. Distance seating in the Performance will be marked off and enforced.
h. **Principal, counselor** (and **Campus Monitor** when available), will monitor restrooms and limit restroom use to two students at a time.

i. Students attending English class (Library) will use the East stair case to ascend to second level classroom. Students attending Science and Math classrooms will use the West stair case.

j. Students riding a bike to school will have to lock them in the bike rack. They can no longer store them in the PD room.

k. Skate boarders – skateboards will be stored in utility closet near health Office – no longer in PD room.

l. **Late Arrivals:** By 8:30am, Attendance Clerk will be stationed by the point of entry. A table will be set outside in the entry hallway. Students arriving late will sign in and receive a late pass from Attendance clerk or available staff. Late students will no longer report to the Office. Attendance Clerk will report back to the Office by 9:20am (depending on the number of late students).

m. **Learning Center(s).** Computer lab in Library will be used as a Learning Center for the first four students that chose the option of a Learning Center. Computer lab in Ms. Magdanz’s classroom will be used for the next four students that opt to attend a Learning Center. Computer lab in Mr. Litsky’s classroom will be used as the 3rd tier/next four students choosing the Learning Center option
   i. **Ms. Hollis** will supervise the library
   ii. **Mr. Madera** will supervise Ms. Magdanz’ computer lab
   iii. **Ms. Vanderwood** will supervise Mr. Litsky’s computer lab.
   iv. **Ms. Hetland** will supervise bathrooms, hallways, and breaks

2. Procedure and logistics for student entry, visitors, pickup during day,
   a. Picking up/drop off students after the school day has begun must stay in their vehicle. Guardian must call front office and staff will confirm that the caller is an authorized adult to pick up student.
   b. Students leaving campus prior to end of day dismissal will be sent from class to the office, checked out and escorted or sent to the parent/guardian’s vehicle instead of entering the building to check student out for the day or for appointments.
   c. Students returning to campus will check in with point of entry and sent to class. Campus Monitor will write student pass to class and report the late arrival to the Office.
   d. Students leaving campus due to illness will be dismissed from the Health Office. Sick students will not be required to check out at the front Office.

3. Parent Communication- Meetings, Parent Links, Newsletter, etc. before 1st day of school
   a. Parent Link with Newsletter to be sent out by **Friday July 31st**.
   b. Laptop pick up for new students will be distributed on **Tuesday August 4th**. Returning students having issues with laptops will come in on **Wednesday August 5th** through **Friday August 7th**.
   c. New student orientation/parent meetings. Orientation for
      i. **New students** will be held on **Wednesday August 5th at 5:30pm**.
      ii. Orientations for **Spanish speaking parents** on **Thursday August 6th at 5:30pm**.
      iii. **Returning** families will be held on **Friday August 7th at 12:00pm**. Items to be addressed:
         1. Staff introductions
         2. Communication: Signing up to Remind, Apex student progress
         3. PMORE’s blended learning model instructional model
         4. Apex Learning
         5. Schedules
         6. Covid Safety guidelines
         7. Graduation Plans/Goals
         8. Reading a HS transcript

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4. Plans and designated areas in the event of inclement weather
   a. In case of inclement weather rooms 111 and/or 120 will be open for student use. If more space is needed to maintain social distancing, the Performance Center will be used. Distance seating in the Performance will be marked off and enforced.

**Classroom Environment**

- It is expected that teachers and staff remind themselves and students to review the Big 5 questions daily.
- It is not logistically possible to reduce class sizes to support social distancing. Students and teachers will always keep their masks on and remember to wash hands frequently or use hand sanitizer before entering the class and upon leaving.
- PMORE will continue to run three (3), ninety minute (90), block periods.
- Students will be assigned a personal laptop and will carry the laptop to their three block periods. Charging cables/plugs will be available at assigned seating space.
- When students physically return to campus: Classes having more than 15 students physically attend - overage students will be disbursed to the following areas. Each area will be supervised by one of our two present TAs, Students Success Specialist, Counselor and our Campus Monitor(s) when students are seated outside in court area:
  1. Performance Center – Ms. Hollis
  2. Room 120 – Ms. Vanderwood
  3. Room 111 – Mr. Madera
  4. PD room - Ms. Quintero
  5. Outside courtyard when weather permits – Ms. Hollis

Learning Centers*

- Learning Centers will be on the same block schedule but will not rotate. They will remain in their designated Learning Center.
- Students in Learning Centers will be assigned a desktop and headset to use. Cleaning and disinfecting of computer stations will be conducted daily. Once before the student logs on and again when they log off.

1. Assessment of each classroom, schedule, storage of additional items
   a. Reopening: Each class will have no more than 15 students per class. In the event of overage attendance - students will be assigned to a “Learning Center”. Students that are progressing and need minimum guidance from their teacher will be given priority to attend the “Learning Center” for the block period. Students with IEPs will be given priority to work with Ex Ed resource teacher.
   b. All additional furniture that cannot be cleaned has been cleared from the classroom.

2. Room Arrangement for optimal safety and learning
   a. Seating assignments will be arranged with students facing in one direction and at least six feet apart. On average, there will be 15 students per classroom.
   b. Students will not be seated near an entrance or exit to a classroom to avoid exposure to traffic entering and exiting the classroom.

3. Sanitizing Standard, procedures taught, communication to parents
   a. Posters and signage will reinforce our Covid 19 procedures. Students must wash hands and or use hand sanitizer before class starts.
   b. Office will make announcement over the intercom to remind student body of said procedures.
   c. Faculty and staff will incorporate procedures into our PBIS system and reward students for adhering to best practices such as answering the Big 5 questions, hand washing/sanitizing,
social distancing and wearing an appropriate face covering.

d. Principal will review cleaning schedule and sanitizing procedures at least bi-weekly until said procedures become second nature. Principal will coordinate with Office Manager and Custodial to make sure sanitizing standards are followed.
e. Procedures will be communicated and reminded to parents in a weekly communication to parents via Parent Link.

4. Block Scheduling, implications, bell schedules, etc.
   a. PMORE will continue to run three (3), ninety minute (90), block schedule.

**Transitions**

- Students must wear masks at all time while transitioning from one class to the next or in hallways. One directional walkway will always be enforced staying to the right. Bright colored floor markings is suggested to assist in directional walking lessoning confusion.
- Students attending English class (Library) will use the East staircase to ascend to second level classroom. Students attending Science and Math classrooms will use the West staircase.
- Using restroom during passing period will be limited to only 1-2 students at a time in the restroom. Students should not use the restroom for the first 20 minutes of the block period. **Campus Monitor** will continue to monitor the restroom entrances during passing periods to enforce social distancing and minimize the number of students allowed inside to 1-2 at a time; not allowing socializing or groups to gather. Signage will be posted outside restrooms limiting the number of students inside the restroom at one time.
- Teachers will not need to be in the hallway during passing period.
- Students will practice directional walking, staying to the right always. Counseling and offices will remain closed to keep large crowds from gathering within. Signage will be clearly visible posting the capacity of the said office.
- Students scheduled to meet with College and Career counselor will use the door leading to outside hallway (students will not need to enter main office).
- Students requesting to visit the office will email office staff. Office staff will coordinate and communicate with teachers and staff to schedule/notify the appointment with the student.
- Students requesting to see the nurse will be allowed to do so. Teacher will email all Office staff that student is on the way to visit the nurse. Student must have nurse pass in hand. Students will need to wait and sit at table(s) outside of health office until nurse is available to see to their needs.
- Seating outside the nurse's office will be spaced at a minimum six feet apart and students will be needed to face one direction.
- Prior in students receiving services in the office/nurse's office – students will be required to wash hands and or use hand sanitizer. In addition, continue to wear their masks.
- Learning Centers* students will remain in the designated Learning Center for the day and will not transition to their next class as they would otherwise normally do.

**Recess/ Healthy Play Requirements**

NA
**Lunch Procedure for Hybrid Model**

- Supervision will be “All Hands-on Deck” and needed to ensure social distancing.
- All eating tables will be numbered. Student dismissed to lunch will be encouraged to wash their hands in classrooms that have sinks. All students need to have masks on until they begin to eat.
  - Students will proceed to quad and sit at a numbered table.
  - Staff will call out the table numbers to have students get in line and get their lunch.
  - Lunch line will be monitored by staff
- Cafeteria tables within the Student Center (cafeteria), will be distance at least six feet apart. Signage will be on tables identifying where students sit and where NOT to sit adhering to social distancing. Bench seating outside will also designate social distancing seating options.
- It is expected that students will not have masks on while eating but to resume wearing them as soon as they are finished eating.
- Students will not be permitted inside buildings during lunchtime. Students may eat at outside second level table and in front of wire wall where they can be visibly monitored by staff from the first floor. Portable Hand Sanitizer stations will be provided near POS stations.
- Bright Clear floor markings will be displayed to form lunch lines for both inside and outside and using indicators where to stand until it is time to move forward to purchase lunch.
- No cash will be encouraged as we have a system available where students punch in their ID number to purchase their lunch.
- Students will not be permitted to engage in outside recreational activities, i.e. basketball, soccer, football, lift weights in the gym, etc.

1. Configuration of Student Center (cafeteria-space)
   a. No round tables in Student Center will be used. We will utilize the long tables and set up chairs.
   b. Additional small folding table will be used to maximize social distancing.
   c. Hand sanitizer station will be in the Student Center
   d. Vending machines will be cleaned frequently

2. Procedures for traffic flow around the cafeteria
   a. Students will be seated at assigned tables.
   b. Tables will be numbered, and number will be called for students to get their lunch.
   c. Lunch line will be limited to have 8 students at a time adhering to six feet social distancing

3. Identify staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.
   a. **Student Success Specialist** and available **TAs** will monitor cafeteria area and ensure students are maintain social distancing and are seated in designated areas during breakfast hours. Students eating breakfast will be highly encouraged to wash hands and or use hand sanitizer before they eat. Students washing their hands before they eat will be recognized via our PBIS system. Other behaviors that comply with Covid safe practices will also be recognized within our PBIS system.
   b. **Principal, Counselor** (and **Campus Monitor(s)** when available), will monitor restrooms and limit restroom use to two students at a time.
**Dismissal Process / Requirements:**

- Teacher will have classroom doors open and be visible in the doorway supervising directional walking in hallways.
- Main exterior gates will be opened during dismissal.
- Students are to continue to wear their masks and should immediately exit campuses after dismissal. There will be no congregating or socializing after school.
- Restrooms will be monitored for 1-2 students only.
- Tutoring may be offered through Zoom meetings.
  1. Exits, traffic flow, and, physical distancing signage
     a. Students exiting from English and science classes will use East stairs, students exiting math class with use West staircase.
     b. Math teachers will stand at door and coordinate will class is to be dismissed first.
     c. Students exiting from social science classes will already be on the first floor.
  2. Procedures of movement out of the classroom to outside areas for dismissal and parent pickup
     a. Students waiting for parent pick up at the front of the school will need to adhere to social distancing guidelines. Bright colored floor signage will indicate were students should wait for parent pick up.
     b. Students waiting for transportation to other CTE programs will wait on designated benches in court area until bus arrives. Students should not wait at the front of the school.
  3. Parent pickup schedules
     a. All student will be informed of their class schedule electronically, phone calls, and or Zoom meetings.
  4. Bus walkers
     a. PMORE students take public transportation. Upon dismissal, staff will encourage students to continue to wear face coverings and keep social distancing.
     b. Students that are observed taking safety precautions will be recognized with PBIS system.
  5. Communication to parents about procedures and school expectations about safety
     a. New student orientation/parent meetings. Orientation for
        i. **New students** will be held on **Wednesday August 5th at 5:30pm**.
        ii. Orientations for **Spanish speaking parents** on **Thursday August 6th at 5:30pm**.
        iii. **Returning** families will be held on **Friday August 7th at 12:00pm**. Items to be addressed:
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     b. By end of August - Code of Conduct will be presented to parents via Zoom