Arrival and Breakfast Procedure for Hybrid/Online Model

- Student arrive in the morning and utilize outside area that will be monitored to ensure social distancing.

- **Breakfast**: students enter using north building. Students proceed to the cafeteria and wait outside cafeteria distancing. Students enter cafeteria, pick up food and find an open space. Extra tables have been brought in to maintain social distancing. Monitors and custodians will assist students in find a seat. Once a student is finished, they will raise their hand, dispose of trash and monitor/custodian will clean the space. Student will then proceed outside or to designated area.

- **Kindergarten Students**: New students and families will at the south basketball court. There Bonillas staff members will escort students to their classrooms. Posts will have teacher names.

- **Start of day**: students will line up using “airplane” arms. Teachers will proceed in the building. Designated staff member will hold door open to reduce high touch area.

- **Late students**: Parent will ring door bell and identify student. Student will proceed into the building. Front office will sign the student in.

### Classroom Environment
Furniture:
- All excess furniture, couches and cloth materials are removed. If possible, desks have been utilized. Teachers will ensure that when students are in the classroom, they are socially distance to the best of their ability.
- Furniture will be separated as best as possible

Materials:
- All extra materials (math manipulatives, blocks, etc.) have been boxed and stored in the basement or in classroom.
- Each student has a clear pencil box for needed materials when the time comes.
- Non-essential technology has been stored (desk top computers)

Procedures:
- Teacher developed procedure for washing hands and time allotted in classroom schedule.
- Distribution plan for laptops ill be developed by each classroom teacher.
- Clothespins for each student will be used as bathroom passes
- Students will re-wash hands after returning from the restroom

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Hallways:
- Students will be trained to use ‘airplane’ arms to ensure distancing. One student will hold open door to decrease constant touching of multiple students.
- Classes will stay on one side of the hallway. If a class notices another approaching, they will wait to let them pass.

Doors:
- When safe and possible, doors will be propped open

Misc.
- After any transition, students will wash their hands

| Recess/ Healthy Play Requirements |
Recess:
- Grade levels will use their sectioned area. Primary will utilize the south side of the campus. Intermediate will utilize the north side of the campus.
- All play structures will be closed
- Students and staff are encouraged to walk lamps and play non-touch games
- Students will wash hands when returning to the classroom.
- Teachers will follow hallway procedures when entering and exiting the building
- Students will be encouraged to bring a water bottle from home. Each class will have a designated area to store bottles.

Lunch Procedure for Hybrid Model
- Teachers will follow hallway procedures when entering and exiting the building
- All students and families will be encouraged to use the free lunch service of the school to reduce lunch boxes brought in from home.
- Students will socially distance line up in hallway and enter through the north door of the cafeteria.
- Teacher will provide class list to cafeteria service of students receiving lunch service
- Students will pick up lunch and go to designated table with the assistance of a monitor. Extra tables have been brought in to maximize seating.
- Outdoor seating is also available to ensure more seats.
- When students are done eating, they will raise their hands, throw out trash and monitor/custodian will clean the area.

Dismissal Process / Requirements:
Dismissal from classroom:
- Classrooms will dismiss by location and additional bells have been programed.
- A Bell: 2:41pm
  - Classrooms: 1,4,7,14,19,17
- B Bell: 2:43pm
  - Classrooms: 2,6,9,12,18
- C Bell: 2:45pm
  - Classrooms: 3,5,8,13,16, 21

Bus Students:
- Will remain seated along fence on the west side of the property. During weather days, they will remain in room 15.

Parent Pick Up:
- Students will remain in assigned area till parent approaches. Parents are encouraged to leave the property once they have their student.

Afterschool Care:
- Students will proceed to the MPR and follow KidCo procedures