# Arrival and Breakfast Procedure

## Arrival

- Gates will be unlocked at 7:25 AM (Amy Bradeson Etheridge and Sarah Andricopoulos).
- Students will enter through two locations only.
- Students walking or arriving by bus will enter through the gate in the bus bay.
- Students being dropped off by car will enter through the front gate/breezeway.
- Parents/Guardians will not be allowed on campus for the time being. *(Exception: Kindergarten parents will be allowed for the first week back to school. During this time, parents/guardians will need to foster independence and/or train older siblings,)*
neighbors, or cousins to assist, so kindergarten students can do it on their own after this one-week grace period. )

- The following staff will be located throughout campus from 7:25-7:40 to guide students between gates, cafeteria, and classrooms:
  
  AM Bus Duty: Angela Mims (while waiting for MM), Gretel Machado/Alyssa LaRue (alternating for preschool students)
  
  Back Gate/Walkers: Amy Bradeson Etheridge and Tracy Dorgan
  
  Delivering breakfast to classrooms: Susana Figueroa, Patricia Bowen, Stacey Roads
  
  Breezeway: Sarah Andricopoulos
  
  Hallway by Kindergarten/Preschool classrooms: Julie McGee
  
  Hallway by 4th/5th grade classrooms: Chach Snook
  
  Hallway by 1st-3rd grade classrooms: Victoria Ryan
  
  Courtyard Hallway: Alice Dobb and Kate Barngrover
  
  Cafeteria Hallway: Susy Navarro
  
  Classrooms: All teachers

**Breakfast**

- Students will eat breakfast in the classrooms.

- Cafeteria staff will put together a crate of breakfast items and cooler pack of milk for each class by 7:15 AM.

- Teachers/aides will pick up the breakfast items from the cafeteria prior to 7:25 AM, and bring them to the classrooms.

- Teachers/aides will use gloves to place one of each breakfast item on each student’s desk prior to 7:25. This is so multiple students are not touching the food.

- Students will report directly to their classrooms before the first bell at 7:40. They will wash their hands at the sink before eating their breakfast at their desks.
• The second bell rings at 7:45. Students may finish eating/quietly cleaning up during announcements.
• Any tardy students will follow the same procedures listed.
• Teachers will mark on a class roster which students are absent and which students ate breakfast.
• Students will wash their hands again after eating/cleaning up from breakfast.
• Trash bags, specifically designated for breakfast trash, will be provided in each classroom. Students will dump any liquids in their sink and put solid trash in the trash bag. Trash bags should be put in the hallway outside the classroom doors by 7:55 daily.
• Jerry Poole will collect all the breakfast trash bags from the hallways daily at 8:00.
• Student helpers will return the crate and cooler bag to the cafeteria for repeated use.

CICO: Check in

• Students on CICO will use a plastic clipboard with their CICO sheet inside a sheet protector, both of which can be sanitized between users.
• Mentors will be assigned by hallway clusters (4/5 and 1/2/3).
• Mentors will be in the hallways for Check In at 7:45 AM. Students will go to mentors at the 2nd bell (7:45). Mentors will supervise the movement to and from Check In within the hallways.

Late Arrivals

• Students who arrive late will enter through the front office to sign in.
• There will be designated standing/waiting spots indicated on the office floor.
• A maximum of five people will be allowed in the front entry at any time. Others will wait outside the front door, while physically distancing. People waiting will be buzzed
into the front entry as room becomes available. Signage outside the front door will detail this process.

- Students who arrived late will be report directly to their classroom where their breakfast is waiting for them, following the same procedures as already stated.

### Classroom Environment

#### Furniture

- Desks will replace student tables in 1st – 5th grade classrooms.
- Kindergarten and preschool students will use tables with appropriate physical distancing.
- All desks will be spaced apart and face the interactive whiteboards.
- Teachers’ horseshoe tables may remain in classrooms as long as room for appropriate spacing of desks is maintained.
- Remove all furniture and items without a hard surface. (i.e. carpets, pillows, cloth chairs, pads, stuffed animals, flexible seating)

#### Organization

- Table tops, desks, sinks, cubbies, and shelves should be kept neat and organized to ensure ease of sanitizing.
- Develop improved organizational systems to reduce clutter.
- Removal communal storage. The use of cubbies is acceptable for assigned books, lunches, and personal items.
- Students will have individual bags, pencil boxes, or pouches for storing classroom supplies. (i.e. crayons, pencils, scissors, etc.)
Handwashing

- Teachers will explicitly teach hand washing and sanitizing routines.
- Handwashing which will occur every two hours, before/after eating, after using the restrooms, and as deemed necessary by the teacher.

Technology

- Devices will be sanitized between users.
- All students will be given a number which coincides with which computer in the lab, laptop from the COW, or tablet he/she uses. This will reduce the number of students touching each device and help to determine contact tracing if necessary.

Classroom library

- Older grade students may select a book from the classroom library using disposable gloves.
- Once finished with the book, it will be placed in a designated tray for 48 hours and then returned to the classroom library.
- Students may also have book bags in their cubbies. These book bags may be put together at the teachers’ discretion.

Manipulatives

- Physical manipulatives can be used if the necessary items are separated into baggies for individual student use.
- The baggies should be labeled with student names to be used throughout the concept or unit.
- Monitors and paraprofessionals can assist with creating manipulative baggies for students.
• Once finished, manipulatives must be washed before storing or being returned to the Book Room for check out by another teacher/class.

• Virtual manipulatives will be available from Eureka in Sync.

PBIS

• Instead of handing out individual ROAR tickets, each student will have a small, square chart taped over on his/her desk. The chart will have Respectful, On Task, Always Safe, Responsible at the top with 4-5 boxes under each word. Teachers will draw stars on the charts throughout the day in lieu of handing out ROAR tickets.

• Teachers may also choose to use Class Dojo to assign points in lieu of ROAR Tickets.

• At the end of the day, the number of ROAR “tickets” a student earned throughout the day can be counted from the charts, wiped off, and sanitized daily.

• Monitors, specialist teachers, and other staff members can keep a clipboard to track students’ ROAR tickets and email teachers.

• The immediate, positive feedback will still be stated aloud to students.

• Raffle drawings will be done by grade level. Each classroom will send one student to the front office to pick a prize. Selection will be based on a ROAR “ticket” drawing using a random selection app or similar technique at teacher discretion.

• Prizes will be displayed on the counter instead of the large bin, and once a student touches a prize, that is his/her selection.

Monday- AM Preschool
Tuesday – PM Preschool at 12:30
Wednesday- Kindergarten and 1st Grade
Thursday- 2nd and 3rd Grade
Friday- 4th and 5th Grade

• Teachers may choose to “draw” ROAR tickets for prizes or rewards in their own classrooms daily.
• Primary and Intermediate in-person assemblies will be discontinued temporarily. Instead, awards will be delivered to individual classrooms by office administration monthly. Other assembly skits, games, drawings, etc. will be done via Davidson YouTube Channel.

Transitions

Hallways

• Hallways will be one-way.
• Directional signs for each hallway will be provided by TUSD.
• 2nd-5th grade students will walk 6 feet apart.
• Kindergarten and 1st grade teachers will be given Hold-a-Ring Ropes to ensure physical distancing while walking. (Order rings from Oriental Trading Company.)
• Teachers will explicitly teach students how to physically distance themselves.
• Doors will be propped open while classes walk through.

Class Transitions

• Kindergarten thru 3rd grade classes will not switch classrooms for guided reading or math.
• 4th and 5th grade classrooms will departmentalize for ELA/SS and Math/Science. Students will wash hands or use sanitizer every time they enter a new room. Desks will be sanitized between classes.
• Exceptional Education teachers will continue to push into classrooms.
• ELD, GATE, and Reading Intervention teachers will facilitate physical distancing/directionality in hallways while traveling between classes. Students should be escorted every time.
• Students must wash hands or use sanitizer when entering the ELD, GATE, or Reading Intervention classrooms, and upon returning to homeroom classes.

• Master schedule will be modified to ensure at least 5-10 minutes between Computer, Library, and OMA classes so that surfaces can be sanitized.

### Recess/ Healthy Play Requirements

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cafeteria</th>
<th>Supervision</th>
<th>Recess</th>
<th>Supervision</th>
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</thead>
<tbody>
<tr>
<td>1st Grade</td>
<td>11:00-11:20</td>
<td>11:00-11:10 Monitors A &amp; B</td>
<td>11:20-11:40 Monitors A &amp; B</td>
<td>11:10 Sarah, Tracy, and Teena</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>11:10-11:30</td>
<td>Sarah, Tracy, and Teena</td>
<td>11:30-11:50</td>
<td>Monitors A &amp; B</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>11:20-11:40</td>
<td>Sarah, Tracy, and Teena</td>
<td>11:40-12:00</td>
<td>Monitors A &amp; B</td>
</tr>
<tr>
<td>4th Grade</td>
<td>11:30-11:50</td>
<td>Sarah, Tracy, and Teena</td>
<td>11:50-12:10</td>
<td>Monitors A &amp; B</td>
</tr>
<tr>
<td>5th Grade</td>
<td>11:40-12:00</td>
<td>Sarah, Tracy, and Teena</td>
<td>12:00-12:20</td>
<td>Monitors A &amp; B</td>
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### Recess

• There will not be morning recess before school.

• Teachers may supervise their own class recess/game times during non-lunch recess hours.

• Playground structures will be off limits. Caution tape will be used to indicate that the structures cannot be used.

• Basketball, football, and soccer will not be allowed due to multiple hands touching the same ball.
• The playground will be divided into three play areas. Two areas will be for the grade levels on the playground at the time. Cones will be used to mark off these areas.
• The third area will be the basketball courts, which will be for jump roping and playing with other individual play equipment. There will be two large buckets for equipment: Sanitized and Not Sanitized. When a student is done with a piece of equipment, he/she will put it in the Not Sanitized bucket. Staff will sanitize equipment as they have time.
• Students may not play games that involve hand-holding. Tag is allowed if it involves gentle touch on the back, arm’s length apart.
• Total time for recess coverage – 1 hour 10 minutes daily; 11:10-12:20 Monitors

Healthy Play
• Each class will have one 30-minute Healthy Play class/week.
• Stacey Roads will lead Healthy Play.
• Healthy Play will be outside on the main playground, not in the courtyard, and students will maintain physical distancing while walking to the playground, during instructions, and during debrief.
• Kindergarten Healthy Play will be on the kindergarten playground.
• Healthy Play games will focus on games that may be played while physically distancing and without equipment. These can then transfer to recess time activities, as well.
• Students will wash their hands, or use hand sanitizer, before leaving for Healthy Play/Computers and when returning from these classes.

Lunch Procedure for Hybrid Model

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**Cafeteria**

- The cafeteria will be supervised by Sarah, Tracy, and Teena.
- On the days that Sarah, Tracy, or Teena have meetings, Lindsay will cover in the cafeteria.
- If Tracy or Sarah are called out of the cafeteria for behavior issues, Lindsay will cover, as well.
- Students will follow directionality when going to pick up lunch, cleaning up, and entering/leaving the cafeteria.
- Hand sanitizer will be located near the trays and utensils. A staff member will ensure all students use the hand sanitizer before getting lunch.
- Lunch will be “Grab-n-Go” to reduce time in line.
- Four tables per class will be set up instead of two. Benches will be marked 3-4 feet apart with duct tape to designate where students should sit.
- Each class will have a seating chart for the cafeteria to ensure spacing, and if necessary, contact tracing.
- Seating charts will be laminated, placed on the tables, and sanitized daily.
• One person (Tracy, Sarah, Teena) will line up the grade level who has finished eating and walk them to the playground at their designated time. Escorts will facilitate physical distancing will walking to the playground.
• That will leave two people in the cafeteria at all times, and two people on the playground at all times.
• Total time for cafeteria coverage - 1 hour 10 minutes daily; 10:50-11:10 Monitors; 11:10-12:00 Sarah, Tracy, and Teena

Lunch Bunch

• Lunch Bunch will be supervised by Julia McGee.
• Only Sarah, Julie, and Tracy will assign students to Lunch Bunch.
• If a student is having a rough day and the teacher deems he/she may need an alternate placement for lunch, the teacher may contact Julie to see if there is room in Lunch Bunch for the day.
• No more than 6 students will be allowed in the Lunch Bunch room at any time.
• Students with Tier 2 or 3 plans, who need the alternate space, will be assigned.

Dismissal Process / Requirements:

CICO: Check Out

• The Check Out bell will ring at 1:40 instead of 1:45.
• CICO students must return directly to class following Check Out and dismiss from their classrooms.
• Teachers should have students’ CICO forms completed prior to 1:40 so there is not a delay in getting CICO students to their mentors. Mentors must be done with Check out be 1:48 in order to complete other dismissal tasks.
• The following staff will be in hallways from 1:40-1:50 to ensure CICO students are traveling efficiently between rooms: Sarah Andricopoulos, Teena Crocker, Stacey Roads.

• At 1:48 the following staff will pick up students from classrooms who ride the buses, walk home, or go to the daycare vans and escort them to the correct locations:
  o Alice Dobb/Kate Barngrover - Day Care – Alice and Kate will have lists of every student who needs to ride the Day Care vans. Alice will pick up students from the 1st-3rd grade wing and Kate will pick up students from the K/4th-5th grade wing. They will then escort students to the vans.
  o Amy Bradeson Etheridge/Victoria Ryan/Susy Navarro – The Exceptional Education teachers will pick up bus riders from the classrooms of the grades in which they work: Amy (K/1), Victoria (2/3), and Susy (4/5). They will walk those students to the bus bay and stay with them until the buses arrive and are loaded. Students waiting for the buses will maintain physical distancing.
  o Stacey Roads – Stacey will have a list of all students who walk home and pick them up from their classrooms. She will then escort them off campus through the back gate and walk them to the crosswalk at Kleindale/Alvernon.

• All students must be packed and ready to leave by 1:48 so that this process takes only 2-3 minutes.

• Students who go to parent pick-up will be escorted by their classroom teacher at the designated times. An announcement over the loud speaker will indicate when classes should leave their rooms.
  o At 1:52, Kindergarten, 1st grade, and 4th grade students will be dismissed over the intercom. Kindergarten will walk towards the breezeway by the front office. First grade will walk through the primary hallway, past the cafeteria and through the breezeway. Fourth grade will go out the north gate and walk across the playground to the parking lot.
  o At 1:56, 2nd, 3rd and 5th grade students will be dismissed over the intercom. Second grade will go through the ocean mural breezeway and then past the
office toward the parking lot. Third grade students will walk through the primary wing, past the cafeteria and then to the parking lot. Fifth grade students will walk through the playground gates to the parking lot.

- At 1:56, 4th and 5th grade students will be dismissed over the intercom.

- Each grade level will have a designated area in which to stand to wait for parents. These areas will be marked by signs on cones. Kindergarten will be at the beginning of the loop, followed by 1st, 2nd, 3rd, 4th, 5th, with the oldest grades at the end of the loop.

- Teachers will supervise and facilitate physical distancing.

- All students, even siblings, will wait with their teachers.

- Parents at pick-up will stay in their cars.

- Each grade level will be assigned a color. Parents will put a sign(s) of that color in the dash of their cars. This will help staff to know which grade levels each car is looking for.
  Kindergarten- Yellow
  1st Grade- Red
  2nd Grade- Blue
  3rd Grade- Pink
  4th Grade- Orange
  5th Grade- Purple

- The flow of traffic will keep moving, except for a student to enter a car. A parent may have to circle around the loop more than once.

- Student check out from the front office will not be permitted within 30 minutes of the start of the dismissal process (1:20 M/T/Th/F; 12:20 W).