Arrival and Breakfast Procedure for Hybrid/Online Model

Transportation arrives within 10 minutes of the school start time

Students may not arrive before 8:15am.

No parents, visitors, or volunteers will enter the building; no congregating in groups while waiting. All will remain in the front holding area. Late students will enter the front of the building and proceed to the gym or designated cohort area.

Playground equipment (structures) are taped off. No before-school recess.

All students will enter through the playground gate. There will be a person assigned to the gate, assessing wellness prior to students entering. Walking through the courtyard, students will grab breakfast by going up the ramp and entering the cafeteria through the stage door. Students will exit through the main door and go down the intermediate hallway. Students will then eat in the courtyard (when weather permits, with the assigned area of their courtyard). Students do not want breakfast will wait in their designated courtyard area. When weather does not permit outside eating, students will eat in the gym with their cohort. A monitor/proctor will be placed in the middle of the cafeteria to control movement. Two monitors/proctors will be located in the courtyard or gym (depending on the weather).

Pre-school students will enter the grounds using their designated entrance on the south side of the campus. Pre-school students will have breakfast delivered to their room.

Custodian will remove breakfast from the students’ area- students will not throw away their food and disinfect learning space. Upon completion of eating proctor will provide hand sanitizer.

Classroom Environment

The gym will be used as the classroom space students will be broken into two groups (k-2 and 3-5). Our large gym can be divided into two large spaces with exits on each side. Students in the cohort on the west side will utilize the bathroom/water station in that space (West group). Students located in the cohort on the east side of the gym will utilize the bathroom/water in the adjacent library (East group). Individual desks will be used spaced 6 feet apart, facing the same direction. For the bathroom, one student at a time, regardless of gender. Student will raise hand, proctor will approve.
Students will leave their computers at school. They will be sanitized daily. Students will have their own headphones. Individual learning aides/textbooks will be assigned.

Within each section, we will have a Proctor Station which will include the following:
Face masks, sanitizer, gloves, tissue, paper, Covid-19 “Health Signs”, Master Schedule of Classes, schedule for proctor breaks and student breaks.

We will have Student Kits available for each student which will include the following:
Consumable materials per teacher/district recommendations. Students will not be allowed to have backpacks.

Hand washing/ sanitizing standard routines taught and implemented
Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed Teachers will set alarms for handwashing and create a schedule

Students will keep all possessions with them. Student Kits will be assigned to an individual student and will not be shared by any other student.

As the onsite group size increases (and teachers return), smaller cohorts will be created and located in classrooms.

Pre-school will use their designated classroom.

Proctors/monitors will supervise this process.

**Transitions**

Transitions are very limited. Students will transition in cohorts to and from lunch and recess/healthy play. Students will walk spaced apart and follow the directional signs when in the main building. Primary cohort only: May use jump ropes for Kindergarten and 1st grade classes with appropriate spacing to ensure distancing and supervision.

Proctors/monitors will supervise this process.
Health Zone: Health Assist/Nurse will be referring students if needed after wellness check. Health Assist/Nurse will escort student to Health Zone (room 7). If personal belongings are still at their learning space.

**Recess/Healthy Play Requirements**

Cohorts will have assigned times outside and marked/assigned areas for play.
Menu of socially distant activities will be available (within their designated play areas)
No use of playground structures, caution tape on structures
Any equipment used must be disinfected afterward.
Sanitizer station at door for hands when entering
Pre-school will play in the designated pre-school play area.
Lunch Procedure for Hybrid Model

Cohorts will have staggered lunch times. Lunch will take place in the courtyard (when weather permits) otherwise it will take place in the cohort’s designated class space (i.e. gym or classroom).

Streamline point of sale:

Proctor will mark rosters ahead of time and send to cafeteria to mark and charge

Students carry own home-lunch (no communal storage)

Hand-washing/sanitizing routine will be before and after eating. Proctor will bring sanitizer to student.

Custodian will remove lunch from the students’ area- students will not throw away their food and disinfect learning space

Preschool lunches will be taken to their classroom.

Proctors/monitors will supervise this process.

Dismissal Process / Requirements:

Dismissal will be at staggered times by cohort. Regular school dismissal time is at 2:40 PM or 1:40 PM on Wednesdays. Dismissal cohorts will begin at 2:25 PM (one at a time). Walkers will leave one their respective group is outside. The intermediate cohort will exit the gym and enter the building through the intermediate hallway. They will then enter the cafeteria and exit the building. The primary cohort will enter the building through the primary hallway and exit to parent pick through the stage door. The two cohorts will wait in two designated areas outside. Proctors/monitors will supervise this process. As onsite numbers increase, Students will remain at learning space until proctor is radioed that family/bus/daycare has arrived. Valet system with parents remaining in cars, utilizing monitors/proctor

No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting

With proctor supervision, students riding the bus will head to our bus area. Students will wait in separately marked spaces based on their cohort.

Pre-school students will exit the grounds using their designated entrance on the south side of the campus.