Arrival and Breakfast Procedure for Hybrid/Online Model

- Transportation arrives within 10 minutes of the school start time
- Parent drop-off at 8:15 am (first bell rings at 8:25, second bell 8:30)
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Registrar and Health Assistant assigned to the door, assessing wellness prior to students entering.
- Parents and visitors do not have access to the building unless signing in late child and will sign them in with Registrar at the front gate.
- For tardy students, “wait” zones identified outside, marking 6 feet distance with visual cues for remaining apart for students/parents to check in outside of front office.
- No student will be playing on the field in the morning
- Playground equipment (structures) are taped off
- No before-school recess
- Students will be escorted to their designated learning space and given their Grab & Go breakfast.
- Gate on west side of school (horseshoe parking lot) will be used for student drop off. Students will follow directional flow signs to enter the building.
- Custodian will remove breakfast from the students’ area. Students will throw away their food in a trashcan and an adult will disinfect their learning space.
- Upon completion of eating proctor will provide hand sanitizer.

Classroom Environment – Learning Spaces

- Within each Zone, 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.
- Proctors teach handwashing, physical distancing, covering cough, masks, and procedures in classroom.
- Students will keep all possessions with them- backpacks will be placed underneath their seat/table or back of chair, Student Kits will be assigned to an individual student and will not be shared by any other student. Student Kits will include the following: Consumable materials per teacher/district recommendations.
• Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed. Proctors will set alarms for handwashing and create a schedule.
• Students are to bring their own water bottles and they may be filled up as needed by proctor.
• Teachers are given the option to come into the building to set up and remove excess furniture and soft items.
• Move extra furniture to supply closet.
• Stagger tables
• Sit students 6ft apart or 2 students at a table max
• All students facing the same way
• Cubbies used (where available/as needed) for personal student items (home lunch, notebooks, binders, etc.) if not using a backpack.
• Gallon sized Ziplock bags will be used for individual student supplies (white board, pencils, crayons, markers, color pencils)

Transitions

• Limited transitions
• Directional markings in hallway (two way, stay to the right, do not touch walls)
• When walking in line, spread out to ensure distancing (All walkways will be marked at 3ft intervals to ensure distancing and supervision.
• K & 1 only: Use jump ropes for Kindergarten and 1st grade classes with appropriate spacing to ensure distancing and supervision as needed.
• Hands-free door entry, prop open doors within building where there is traffic
• Where possible, have GATE/EXED/ELD Resource push-in the classroom or pull out only group of students from one class at a time. Teacher escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used

Arrival: Student will be escorted to their assigned learning space.
Restroom: One student at a time, regardless of gender. Student will raise hand; proctor will approve.
Nurse: One student at a time, regardless of gender. Student will raise hand; proctor will approve.
Support Services: Proctor escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used.

Physical Movement (Brain breaks, PE): Students will use markings on wall to physically distance.
**Early Check Out:** Parent will use outside camera/intercom, give student name, and produce I.D. Office staff will radio for student to be released from office. Office staff will have a visual confirmation that student has met parent. Office staff will sign out student on Sign In/Out log.

**Dismissal:** Students will remain at learning space until proctor is radioed that family/bus/daycare has arrived.

**Health Zone:** Health Assist/Nurse will be referring students if needed after wellness check. Health Assist/Nurse will escort student to Health Zone and retrieve personal belongings if needed.

**Emergency Procedures will still be practiced:**
- a. Fire drill exit maps
- b. Lockdown drill procedures

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**PROGRAMS**

- GATE (Online)
- Ex. Ed. Resource (online)
- Counseling Guidance Lessons (online). Counselor will have set office hours for 1:1 meeting with students as needed.
- ELD Resource (Online)
- Mariachi (Online)

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**Recess/ Healthy Play Requirements**

- Schedule separate times for class cohorts for outdoor/indoor recess
- Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk (Areas can also be in a rotation if needed)
  - a.  K, (Kinder Playground-East side)
  - b. 1st grade (Kinder playground West field)
  - b. 2nd grade- East side of Courtyard
  - c. 3rd grade- West side of Courtyard
  - d. 4th grade- East side of field near cafeteria
  - e. 5th grade East side basketball court
  - f. 6th grade- West side of field near soccer field
  - g. 7th grade- West side of field near ramada
  - h. 8th grade- West side basketball courts

- Menu of socially distant activities
  - o Walk laps, relay races, Simon Says, hopscotch, rock/paper/scissors jumping game etc.
  - o [https://asphaltgreen.org/blog/rep-it-out-games-for-social-distancing](https://asphaltgreen.org/blog/rep-it-out-games-for-social-distancing) (for more ideas)
• No use of playground structures (caution tape)

• Possible Available equipment:
  a. Hula Hoops
  b. Soccer Balls
  c. Jump ropes

• Any equipment used must be disinfected afterward. Sanitizer station on playground.
  a. Spray/Disinfectant
  b. Leave out to dry 10-15 minutes

Lunch Procedure for Learning Spaces

• Assess your lunch schedules and how to stagger your times (may change depending on number of students in each grade level band)
  a. K/1- 10:50 am
  b. 2/3- 11:15 am
  c. 4/5- 11:35 am
  d. 6/7 – 12:00am
  e. 8th- 12:30pm

• Streamline point of sale:
  0 Proctor will mark rosters ahead of time and send to cafeteria to mark and charge
• Students will be escorted to their seat, and given their Grab & Go lunch
• Assess the configuration of your cafeteria-space- physical distance
  a. 2 sets of tables side by side; six rows 6 ft apart
  b. Face them the same way
  c. Mark seats for social distancing
  d. Use stage & library if needed
• Procedures for traffic flow around the cafeteria
  a. One entrance (South Cafeteria Doors), one exit (North West Cafeteria Doors)
  b. No sharing table
  c. Students raise hands if in need
  d. Students carry own home-lunch (no communal storage)
• Handwashing/ sanitizing routine will be before and after eating. Proctor will bring sanitizer to student.
• Students will discard trash.
• Custodians will disinfect eating spaces

Dismissal Process / Requirements:
• Valet system with parents remaining in cars, utilizing monitors/proctor, West bus bay.
• Dismiss from the Learning space: Students will remain at learning space until proctor is notified that family/bus/daycare has arrived.
• Students who ride bus will be escorted by a proctor to south side bus bay.
• Assign zones for outside will be marked with appropriate physical distancing.
• No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
• Kinder will be dismissed 5 minutes early and escorted by monitors (2:35 pm)

Parent Communication

• Parentlink recap of district messages (as needed)
• Facebook message recap of district message (as needed)
• Welcome letter week of August 3rd
• Upload Letter to Website by August 7th
• Upload information to Facebook as needed
• Send flier about handwashing, covering cough, wearing face masking
• Banner with safety guidelines displayed in front of school.