Arrival and Breakfast Procedure for Hybrid/Online Model

Transportation: Drop off and Late Arrivals:
- Parent Drop off begins at 8:30 am
- Monitors walk students to breakfast and then to class if they already had breakfast monitors walk them straight to class.
- Transportation arrives within 10 minutes of the school start time
- Bus school Drop off at 8:30 am
- Monitor times shifted 8:45 am to 9:30 am
- Pre-School will have its own designated place for drop off-By Kind Mural and by Bus Bay area

Parent Communication:
- Parent links, Social Media, and Website
- Meet and Greet of Staff Video
- Kinder parent meet and greet.
- Open House Via ZOOM Date TBD

Logistics of Eating and Movement:
- Students will report to café for Grab and Go Breakfast
- During Breakfast Monitors and Resource will designate students to sit on green dot designated seating.
- Student will be playing on the field in the morning when they finish breakfast
- Playground equipment (structures) are taped off
- Field will be separated by cones
- Designated limited access points to school to control/ limit traffic
- Students will wash/sanitize hands after eating and/or playing
- When Bell rings Monitors/Support Staff will then escort them to class.
- If students choose not to eat breakfast, students report to the field as a designated place.

Early and Late Parent Drop Off:
- Parents and visitors do not have access to the building unless signing in late child
For tardy students, “wait” zones identified in the cafeteria with visual cues for remaining apart for students/parents to check in to office. Flexibility for schools to designate place other than office to provide more space and minimize traffic in the building. Monitors will escort to classroom.

### Classroom Environment

**Assessment of each classroom, schedule, storage of additional items:**
- No communal storage

**Room Arrangement for optimal safety and learning:**
- Arrange room for 6 ft physical distancing/ as much as possible; other furniture/ soft items (curtains, rugs, bean bags, stuffed animals) removed; clutter and additional items removed
- Arrange desks/ tables for students to be facing in same direction.
- One kidney table remains in classroom for small group or individual group instruction with safety precautions. No more than 3 students to small group.
- Three bookshelves per classroom to allow enough space.
- Two students per table, outside with table to allow more seating with technology programs
- Classroom Doors opened
- Desk should be facing forward.

**Sanitizing Standard, procedures taught, communication to parents:**
- Newsletters for every parent
- DOJO communication with every parent
- ZOOM communication when needed with Parents and with all meetings. IEP, Discipline, MTSS etc.
- Technology can be used if it can be sanitized immediately after use
- Hand washing/ sanitizing standard routines taught and implemented
- Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed
- No Back Packs on campus (for now), use plastic bag to send homework or papers home if necessary.

**Student learning aides and storage:**
- Students will be given storage for desk items (pencils, glue sticks, etc.) and cubbies provided for assigned books and lunches.
- Individual learning aides/textbooks will be assigned

### Transitions

**Assessment of traffic flow, areas of high traffic:**
- Limited
- Directional markings in hallway (two way, stay to the right, do not touch walls)

**Procedures of movement around the campus for all grade levels:**
- When walking in line, spread out to ensure distancing
- PreK & K only: Hold a Ring Walking Rope or jump ropes for Pre-Kindergarten and K grade classes with appropriate spacing to ensure distancing and supervision. First Grade can try it as well.
- Hands-free door entry, prop open doors within building where there is traffic

**Assess schedules of the programs at your school sites:**
- Schedules of push in and pull out resource will be provided.

**Assess programs and resources-push-in model:**
- CSP Push in for support
- Counselor, Librarian, lessons push in classroom
- NASSs and RTI School Support Push in for now
- ELD Resource, EX. Ed. Resource, GATE, and Reading Recovery only ones to pull out for now. Wherever possible, 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.
- Mini Lab in the library will have a TBA start.
- FGPs Pending
- U of A ICATS is pending
### Recess/ Healthy Play Requirements

**Assessment of your field, open space outside, identifying zones:**
- Schedule separate times for class cohorts for outdoor recess
- Staggered times for outside play
- Only two classrooms at a time in the field each class at each end of field.
- Two classes will be separated by cones.
- Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk
- Menu of socially distant activities
  - Walk laps, games, etc.
- No use of playground structures, caution tape

**Inventory of cones, marking chalk, etc.:**
- Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk

**Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games:**
- Closet with equipment in Room 8 for recess
- Closet with equipment in cafeteria for lunch
- Allowed to use, soccer ball, and individual jump rope

**Procedures for sanitizing play equipment:**
- Any equipment used must be disinfected afterward. Sanitizer station on playground.
- Monitors will sanitize lunch recess equipment if used.
- Custodians will sanitize recess equipment if used.
- Sanitizing must be included in time allotted for play.

### Lunch Procedure for Hybrid Model

**Johnson implementing Option 1: ensure social distancing in cafeteria, eat in cafeteria, staggered lunches:**
- Stagger or separate lunch schedules so there are less students in the cafeteria at one time
- Mark tables with appropriate spacing (students sit diagonally on green dot) and assign class cohort zones
- Grab-and-go meal distributed to students to reduce time in line
- Transition to outside recess (at assigned location for play by class)

**Assess the configuration of your cafeteria-space- physical distance:**
- Teachers take full 30-minute lunch during this time
- Three monitors assigned to a class per grade level, they will enter and exit with students. Resource will support flow of cafeteria.
- Streamline point of sale:
  - Only one adult uses touch key machine
  - All students will continue to eat free lunch
- Students carry own home-lunch (no communal storage)
- Hand disinfecting station before entering cafeteria
- Handwashing/ sanitizing routine before eating

**Procedures for traffic flow around the cafeteria:**
- Enter through one area and exit through another to facilitate one-way flow
- Lunch for Kinder and First Grade will enter through stairs and exit through stairs to go outside.
- Lunch for Second and Third grade will enter through main doors and exit through stairs.
- Markings and signs about social distancing in hallways and cafeteria
- Drinking Fountains will not be available for refilling water bottles.
Assess your lunch schedules and how to stagger your times:

- Two classrooms at a time in cafeteria
- SPED classes eat in their room or outside in picnic table
- 15-minute turn around
- Enter and Exit signs
- Pick up K-1 in Basketball Court with Social Distancing put in place.
- Pick up 2 and 3 grades in Field and enter through East Doors by Family Resource Portable with Social Distancing put in place.

Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.:

- Monitors
- Custodian
- Resource (will have different lunch times)
- Admin.

K-1 Grades Supported by CSP, Counselor and Admin. (on standby will be ELD Resource, RTI Resource and Reading Recovery Resource)
2-3 Grades Supported by Ex. Ed. Resource Lead, Admin. (on standby will be Librarian Asst.)

Transitions to outside recess, at assigned locations, escort, supervision, etc.:

- Monitors
- Custodian
- Resource (will have different lunch times)
- Admin.

Dismissal Process / Requirements:

Identify exits, assessment of traffic flow, areas of high traffic, physical distancing signage:
Utilize social distancing with existing plans or create a new dismissal process to ensure social distancing
- Dismiss from the classroom, teacher/resource staff will walk students to designated area for supervision

Increase number of exit points/assign hallways/exits to grades to expand area for flow
- Exit for all bus riders will be through the ramp and straight to designated cones/chalk
- Exit for PPU will be straight through front door and then to designated cones per classroom

- Busses arrive on time for dismissal at 3:25 pm
- Students who ride bus go directly to the bus and enter
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Social distancing signage and directional arrows of marking by grade level/group and for parents
- Develop valet system with parents remaining in cars, utilizing teachers and resource staff

Procedures of movement out of the classroom to outside areas for dismissal and pickup:

- Staggered Dismissal announcement daily
- Pre School and SPED Dismissed First
- Kinder Dismissed Second per class
- Parents will be notified staying in their cars

Bus/van/parent pickup schedules and procedures at your school sites:

- Bus Students will exit through the bus ramp
- PPU will social distance outside in sections by ramp in parking lot
- Designated area per grade level
- Pre School by Be Kind Sign and Bus Bay area

Communication to parents about procedures and school expectations about safety:

- Parent Link
- Social Media
Other Requirements:

**Protecting Students and Staff:**
- Encourage masks and face shields for all staff and students while in the school building.
- Supply masks and face shields for students and staff who do not have one.
- Staff concerns will be addressed on a case by case basis.
- Unique opportunities for students with complex needs or other vulnerable will be addressed on a case by case basis.
- Appropriate accommodations will be made to support their safety and learning
- Isolation/Quarantine room will be utilized when necessary across from the nurse’s office and sanitized.

**Hygiene Education:**
- Posters displayed in school about proper hygiene
- Staff training on proper hygiene
- School announcements with constant reminders
- Hand Sanitizers displayed

**Communication to Staff:**
- On-going
- Updated