Arrival and Breakfast Procedure for Hybrid/Online Model

- Student drop-off/open campus time will be changed to 9:00am.
- Students may only be dropped off by vehicles curbside in the large parking lot. Two gates will be opened for quicker entrance. The gates will be supervised by school monitors to ensure students enter campus with face masks and adults do not enter campus. Gates will be locked at 9:15am.
- As kindergarten students arrive at the drop off parking lot and enter the gates, a staff member will direct them to stand at one of the ramada poles directly inside the gates. Poles will have color coded paws with color names for students to easily identify and for social distancing. When the poles are all assigned, an adult will walk kindergarteners to the classroom.
- Cones will be used to limit cross traffic so that all vehicles move along the curb for student safety. Traffic will be looped around the parking lot to reduce the number of cars waiting to enter the lot.
- Daycare vans will drop off in the parking lot as other traffic.
- Bus students will be walked through the gate by the bus bay into the choral and escorted over to the cafeteria or learning spaces by an EXED TA from our self-contained program.
- Students in our self-contained program may be dropped off at the classroom entrance located in the choral. Front parking lot may be utilized by these families. Meals for these students will be delivered to the room directly.
- Before School Care program students will be escorted from their room at 8:30am to the cafeteria until 9:00am, at which time they may go to their learning spaces.
- Students having breakfast will go directly to the cafeteria, socially distanced, and supervised by a monitor.
- Tardy bell rings at 9:15am. Any student still in the cafeteria will be given a tardy slip to class by the monitor rather than going to through the front office. All students will be sent from the cafeteria no later than 9:20am.
- Hallways will be observed by proctors/monitors until 9:20am when all students are done transitioning. Two entrances will be designated in line of sight from the gates and closest to the learning spaces. (between Rm19/Rm1 and ELD/Rm15)
- Students not having breakfast will report directly to classrooms monitored by proctors between 9:00am and 9:15am.

- Cafeteria will be supported by the kitchen staff and a monitor.
- Students will enter the door closest to our MPR and follow directional flow from door, to food distribution, to POS station, to tables. Monitor/custodian will move the trash can around for student to dispose of their own trash prior to leaving out the door on the opposite side of the cafeteria.
- Student will wash their hands when they get to their assigned learning spaces.
- (In the event a teacher is supervising a learning space and therefore loosing planning time, the library assistant will make copies for the staff members to make up for the loss of the 10minutes.)
- Tardy students not in the cafeteria will be signed in through the front office as usual and given a tardy slip. Office will not be open for drop off until after 9:15am.
- Attendance must be submitted by 9:25am.

**Monitoring staff needed:**

*Cafeteria (1)/Gates and curb (2)/Bus bay (1)*

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**Classroom Environment**

Currently 70 students have opted for the learning spaces, which is 50% of the responses. If that trend continues we can anticipate 200 students on campus. At 200 students with 13 in a room, we will need approximately 15 rooms for learning spaces.

*Teachers will create a plan for their room storage given the safety guidelines presented (no clutter, soft items, communal storage, shared materials). Upon submission of the plan, teacher and admin will inspect the room and sign off on the plan. Plans will be maintained in the office.*

- Rooms closest to the offices and cafeteria will be utilized first. Rooms 7 through 14 have restrooms in the room which will limit traffic out of the classroom, so those rooms will be first to block off. Rooms adjacent to those will be used as needed.
- Restrooms and sinks in rooms will be used for handwashing routines.
• Desks will be placed in rooms as available. Tables will be used for older student who can understand social distancing better.
• Classroom area rugs have been stored for future use.
• Technology will be covered with Glad press and seal for easy cleaning.
• Individual headphones will be given to students in a ziplock bag.
• Student totes may be used for student items throughout the day.
• Students will keep all personal items with them in their learning space.
• Younger students will be permitted to bring a “care critter” that stays at school for a sense of safety throughout the day. Item may not be shared or leave their learning space.

All students will be taught “Cougar Ready in a Zoom” as part of our PBIS program.

**Monitoring staff needed:**
Learning spaces (15+)

**Transitions**

• Use of building will be limited provided number of students on campus.
• Hallways will practice social distancing by allowing traffic on the right side only using lines on the floor.
• Doorways will be identified as in/out only for limited traffic and locked to the opposite direction to limit flow.
• Services will be limited to online platforms.
• Schedules for transitions throughout the day for breaks/lunch/etc. will be predetermined based on number of students on campus.

**Recess/ Healthy Play Requirements**

• Schedule will be determined for movement breaks by learning space groups.
• Zones will be assigned by grade levels (or groups depending on number of students on campus). (Courts/field/sidewalk-concrete area)
• Equipment will be assigned on a weekly basis by color to groups that may use it in the designated areas. Equipment will then be disinfected.
• Playground equipment will be marked off with caution tape.
• Students will be responsible for personal water bottle brought to school from home. Students will transport their own water bottle to assigned outdoor play area and leave bottles in designated areas. Additional water bottles will be available as needed.

**Lunch Procedure for Hybrid Model**
• Lunch schedule will be set with online learning schedule to ensure students do not miss instruction.
• Hand washing will be done in the learning spaces prior to heading to the cafeteria.
• Traffic will enter one end of the cafeteria (near the stage) and move around the room through the food service, to the POS system, and to the tables.
• Students will be socially distanced at assigned tables. (see Arrival/Breakfast section)
• Students who bring a lunch from home will carry their own lunch and sit down immediately.
• Youngest students will need assistance with opening food packages and disposing of trash.
• When done eating a monitor will take the group to their designated play area for the week. (see Recess/Healthy Play section)
• Students in our self-contained program will have lunches delivered to the classroom and may eat indoors or in the choral.

Monitoring Staff Needed:
Cafeteria (2)/Playground (2)

Dismissal Process / Requirements:

• Students in our self-contained program will be dismissed through the choral, either picked up by parents or escorted to the bus bay.
• Bus students will be sent to the garden to wait to be called by bus number is called by a staff member in the bay and then sent through the choral to the bus bay by an EXED TA monitoring them.
• Parent pick up students may only be picked up by vehicles curbside in the large parking lot. Two gates will be opened for quicker exit. The gates will be supervised by school monitors to ensure student safety with moving vehicles.
• Parents in the pick up lane will display their student name/number for identification. Students will be called to the gate accordingly. Staff will move down the line calling out cars for quick movement through the lot.
• Cones will be used to limit cross traffic so that all vehicles move along the curb for student safety. Traffic will be looped around the parking lot to reduce the number of cars waiting to enter the lot.
• Daycare vans will pick up in the parking lot as other traffic. List of riders will be given to staff.
• Before School Care program students will be escorted from their learning spaces to the end of the day to their room by staff from the program.

Monitoring Staff Needed:
Bus Bay (1)/Garden (2)/Parking lot pick up (3)/Student monitoring (15 +)