Arrival and Breakfast Procedure for Hybrid/Online Model

**Arrivals**

*Students*

A. **Front door**- Students who are dropped off at school may enter school through the front door on the north side of campus. Staff are assigned to make sure that all students walking inside the building are wearing a mask. Students who do not have a mask are required to call home to get a mask. Students may use their cell phones to contact home. Once inside the building, students will have the choice to either eat in the cafeteria at appropriately spaced seats, or head to the field for playing.
B. **East entrance**- Students who take the bus to school will enter campus on the east side. Staff will be present to make sure they are wearing masks when they enter the building and that they are spacing when they enter the hallway. Students will have the choice of either eating in the cafeteria or heading to the field.

C. **West entrance (bike riders)**- Students who ride a bike to school will enter the campus on the west side to lock their bikes. Staff will ensure they are wearing masks.

**Visitors**

A. **North entrance**- All visitors must enter the campus through the north entrance. Visitors must wear a mask upon entrance to the buildings. Parents must be buzzed in and provide ID. Visitors who come to the office must adhere to the social distance rules. Wall signage will extend outside the main office area and remind all visitors to keep distance. The office will only be able to help two visitors at a time. The outside hallway can accommodate two more visitors. The remaining visitors will have to wait by the entrance of the school and let in as space becomes available. Shields will separate visitors from office staff.

**Parents**

a. **North entrance**- All parents must enter the campus through the north entrance. Parents must wear a mask upon entrance to the buildings. Parents who come to the office must adhere to the social distance rules. Signage will remind them of required spacing. Signage will extend outside the main office area. The office will only be able to help two visitors at a time. Two more visitors can remain in the lobby area. Remaining visitors will have to wait by the entrance of the school. Shields will separate parents and visitors from office staff.
Breakfast
B. Students will have the choice to either sit inside the cafeteria or go outside. If they go to the cafeteria, they can eat on one of the green dot spaces that are on the cafeteria benches. Tables will have green dot signage. Cafeteria services will provide breakfasts. The cafeteria has 16 double tables. Each table can accommodate 5-6 students when distanced. This puts the cafeteria capacity at approximately around 80 students. Students who finish breakfast will exit to the playground. The cafeteria will be supervised by school administration and campus monitors. The playground area will be supervised by school administration and campus monitors.

Classroom Environment

Classroom Environment
Campus Classroom Map
a. Master Schedule re-design for decreasing frequency of student-to-student contact.
b. Students in block classes
c. Online teachers will decide when to allow stretching breaks, not the classroom monitor.
d. Pairs of classes are placed close to allow proctors to monitor each other’s classes in case one proctor needs to step out.
e. During the 7 minute transition periods, teachers/monitors will supervise students in the hallway. Proctors will “cover” their neighboring rooms to allow them enough time to supervise the cleaning of keyboards, desk surfaces, etc. Teacher Cleaning and Supervision Schedule
f. Classrooms are cleaned and disinfected nightly.
g. Proctors disinfect keyboards and high touch areas each transition period using district issued cleaners.

Room Arrangement
da. All excess furniture removed and desks facing one direction in rows spaced as much as possible. Excess furniture or furniture that cannot be cleaned daily must be removed (ex. Couches or bean bags)
b. All student desks are required to face the front of the classroom.
c. Student assignments will not include physical collaborative or partner work.
d. Teacher’s personal items removed from the classrooms or moved away from students so that they are not readily accessible. Locked in cabinets.
Transitions

Entering/Leaving Classrooms
a. Each classroom will have its own map of direction that will provide guidance for students on how to enter and exit the classroom.  
b. Proctors will review with students on the first week of re-entry to teach procedures of entering/exiting the classroom.

Hallways
a. School hallways will have directional signage dictating which side of the hallway to walk on. This was implemented successfully at Magee this past spring.  
b. Proctors will review with students the proper walkway protocol (stay to the right side).

Restrooms
a. The placement of classrooms was set so that the classrooms could be spaced away from others. Classrooms are placed to take advantage of nearby restrooms.  
b. Custodians will clean the restrooms twice in the morning hours, once in the afternoon, and in the evening.

Recess/ Healthy Play Requirements
a. Students have a 35 minute lunch period to allow enough time to eat and have a recess period.  
b. Students who arrive early can participate in recess before the start of school.
Cafeteria and Field

a. Each grade level is allowed 40 minutes for lunch. Lunch times are distinct and do not overlap each other. Students will **not** eat in the cafeteria for lunch. Classes will follow a **specific schedule** that allows for enough time for students to go through the lunch line to get a “grab and go” brown bag lunch and head to the field.
b. There are three large covered areas on the field allowing ample shade and distancing for students. Students will be supervised by:
   - Administration
   - Proctors (if volunteering)
   - Teachers (if volunteering)
   - Campus Monitors

c. At the end of lunch, students will line up close to the south gate according to their classroom line. Proctors will meet their classes outside. Proctors will escort their classes inside.

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**Dismissal Process / Requirements:**

**Dismissal**

a. Student dismissal time will be staggered according to their grade level. The office will make an announcement at following times for student dismissal:
   
b. 6th Grade-2:54 PM
   
c. 7th Grade-2:57 PM
   
d. 8th Grade-3:00 PM
   
e. Parents will be notified by Parent Link of the dismissal times.
High Traffic Areas

a. Parking Lot: Parents will be reminded via parent link to be mindful of traffic when picking up their child. Parents will continue to use the south parking lot pickup area that feeds onto Sarnoff Street. Parents will be sent the recommended pickup location via ParentLink.