Arrival and Breakfast Procedure for Site Based Model - IN PERSON PLAN

At the end of third quarter I was in talks with Michelle Welsh and Jennifer Reeves from food service and was to begin the Breakfast in the Classroom program in 4th/5th grades for the 4th quarter. I have reached out to them in hopes that we can introduce the program school wide. If so, all students will line up social distancing at the designated areas below social distancing before school no earlier than 7:30. Students would have either a monitor or TA assigned to them by area to supervise. The playground will not be utilized before school as there is no way to ensure social distancing. All students would enter their classrooms at 7:45 and have 10 minutes to eat breakfast. Large garbage bags would be provided to every classroom with lunch rubbish to be placed in the hallway by 8:00am for pick up by the custodian. This is the preferred method.
If the Breakfast in the Classroom program is not possible then students would eat in the cafeteria and the procedure for Arrival and Breakfast are below:

- Students who are not participating in breakfast will line up in the areas on the map above. There will be no morning recess.
- School start times for drop off will be adjusted to closer to teacher’s contract time- Parents may drop of students beginning at 7:30 am. Entrance points (gates) to be secured until then. Circular path is the preferred drop off area for breakfast and will increase our capacity and student safety as it is one-way traffic with no pedestrian traffic.
- Upon entry at 7:30 students will enter the cafeteria on the east side from the round drop off area adjacent to the parking lot. This will also discourage parents from unnecessarily parking and dismounting from their vehicle as they are not permitted on campus.

- As students enter the cafeteria they will receive a squirt of sanitizer on their way to pick up their breakfast and sit down in their designated socially distanced seating area.
- Cafeteria tables will be set up with seating on one side, in rows facing the courtyard, with student seating spots identified to ensure social distancing. Grade levels will have designated tables.
- Students will pick up their grab and go breakfast on the way to their designated table.
• After eating students will remain in their spot until exiting. Students will be escorted directly to their class. Students will not be excused and permitted to play on the field in the morning.
• Playground equipment (structures) will be taped off as we can not sanitize between every child touching them and there will be no before-school recess.
• Designated limited access points to school to control/limit traffic. The circular drop-off will be used for students who are eating breakfast and the gate by the south and west playground for students who are not eating.
• Students will report directly to their designated place in the morning or classroom depending on weather or other special circumstances.
• Bus transportation is to arrive within 10 minutes of the school start time.
• Only essential personnel will be permitted on the campus. No visitors, including parents/guardians, will be allowed to enter the campus. Those needing assistance will ring the bell and someone will meet them at the gate. This is necessary as the building in unsecured beyond the gate. Buzzing one into the gate does not ensure they immediately enter the office and gives them access to the entire building.
• Parents/Guardians and visitors do not have access to the building, late students will be signed through the cafeteria entrance and will wait at their assigned table until escorted to class. Parents/Guardians who arrive after 8:15 will need to ring the buzzer and wait for assistance. The attendance clerk/community liaison will meet families at the gates to assist them. This will provide more space for social distancing and minimize traffic in the building as the office is very small.
• Students will wash/sanitize hands after eating as they enter their classrooms.

Needs:
• Increase monitors/classified staff hours or allow paid supervision by teachers for early bus riders, students.

1. Transportation: What time is drop-off, early or late arrivals
   a. Drop off will begin at 7:30 am.
b. Bus drop off to occur no earlier than 7:35 am.
c. Late arrivals will be signed through the cafeteria entrance and will wait at their assigned table until escorted to class.

2. Parent Communication- Meetings, Parent Links, Newsletter, etc. before 1\textsuperscript{st} day of school
   a. Welcome back newsletter to be posted on school web page, Facebook, and mailed home due to quantity of new procedures.
   b. Parent Link will be sent, informing parents of changes with full details available on the school web page and Facebook.
   c. Meet and Greet ZOOM held by every teacher (time and links will be provided in the newsletter).
   d. Principal Welcome back Presentation through ZOOM, taped so it will be available to those unable to attend.

Classroom Environment - \textbf{IN PERSON PLAN}

- Each class will be assessed for social distancing needs. Desks will be utilized at higher grades first and trickle down as supply allows.
- Arrange room for 6 ft physical distancing/ as much as possible; Student desks and/or tables and one horseshoe/kidney table for small group or individual instruction must be placed in the classroom prior to any other furniture. Any other furniture/ soft items (book cases, curtains, rugs, bean bags, stuffed animals, toys, communal learning aids), clutter and additional items must be removed.
- Educational items that can not be used due to COVID such as educational games, guided readers, etc will be labeled and stored in room 6.
- Arrange desks/ tables for all students to be facing the Promethean board; vinyl dividers to be used if space does not allow for social distancing
- Poly-spot markers or washable mats for each K-2 classroom to provide alternate seating (prefer vinyl dots be placed on the floor)
- No communal storage, individual pencil boxes need to be purchased for all students
- Students will be given pencil boxes for desk items (pencils, glue sticks, manipulatives, individual learning aids etc) and cubbies provided for assigned books and lunches. If cubbies are not available students will need to place their backpacks on the back of their chairs. Items can not be stored in common areas.
- All cubbies available throughout the school will be needed for student use. Teachers who are using them for personal or material storage will need relocate contents and make the cubbies available for classrooms in need.
- Individual textbooks will be assigned as available, there will be no sharing of materials.
- Technology can be used if it can be sanitized immediately after use.
- Hand washing/ sanitizing standard routines taught/implemented and shared with parents. Signage throughout the building on proper handwashing.
- Hand washing/ sanitizing to occur every two hours, before/after eating, after bathroom, when needed. Teachers to create a regular predictable rotation.
- Students/staff to wear mask while in the classroom unless they are seated at their individual desk with a social distance of at least 6 ft. Students who are unable or unwilling to comply will be transitioned to distance learning.

\textbf{Needs:}

\textit{Vinyl/ Plexiglass dividers if space doesn’t permit social distancing.}

\textbf{Technology}
Transitions - IN PERSON PLAN

- Limited transitions- before school, recess, lunch, dismissal, fire drills only.
- Directional markings/posters in hallway (two way, stay to the right, do not touch walls)
- Social distancing markers/signage in the hallway, line into the cafeteria, line up areas. When walking in line use markers to ensure social distancing.
- K & 1 only: Ring Walking Rope Kindergarten and 1st grade classes with appropriate spacing to ensure distancing and supervision.
- Prop open doors within building during heavy traffic times, lunch there is traffic.
- Teachers will utilize their outside doors when transitioning into the classroom, recess, at lunch and dismissal as much as possible to leave hallways open for necessary traffic.

OMA/Counselor/MTSS lessons push in classrooms so no physical transition will be required for students.

Where possible, 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. An area in the 4-5 building will be set aside for use by GATE/EXED/ELD so students do not need to travel throughout the building depending on teacher preference.

Outside open area walking areas are to be used as much as possible. When 4-5 is entering/exiting the courtyard to/from classroom they will utilize the door by preschool and walk outside to the building instead of walking down the K-1 hallway.

When utilizing the building hallways must be used individuals are to stay to the right and remain socially distanced. Stay to the right signage will be throughout hallways where this applies.

When entering the classroom in the morning or exiting at the end of the day, classes are to enter/exit from the exterior classroom door, avoid the hallways and will receive a squirt of hand sanitizer.
A school-wide master recess schedule will be followed with each class being assigned a set grassy area to play socially distanced games.

**Recess/ Healthy Play Requirements - IN PERSON PLAN**

- Schedule separate times for class cohorts for outdoor recess
- A school-wide master recess schedule will be followed with each class being assigned a set grassy area to play socially distanced games.
- 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
- Any equipment used must be disinfected afterward. Sanitizer station on playground.
- Inventory of cones, play equipment, balls, hula hoops will be conducted by monitors upon return.
- Each grade level will be assigned very limited equipment on a rotating basis, i.e. soccer ball, basketball, or bean bags that will be sanitized after daily use. Classroom assigned equipment will remain with the class.

**Lunch Procedure for Hybrid Model - IN PERSON PLAN**

For all options:
- All Teachers will have a full 30-minute lunch during this time, student lunch time is 35 minutes and teachers are expected to be in the cafeteria 5 minutes prior to transitioning to the classroom to help facilitating throwing away trash and ensuring social distancing.
- All lunch traffic will enter through the south entrance in a single file line to facilitate one-way flow, receive a squirt of sanitizer before picking up their grab and go lunch and proceeding to their assigned tables that will all be facing the courtyard with socially distanced seating marks clearly visible.
- All traffic movement throughout the cafeteria will be one-way flow.
- All grade level lunch recess and lunch times are staggered so only one grade level is on the field or cafeteria at a time.
- Mark tables with appropriate spacing (tables will not be doubled to make a standard two sided bench table but will remain single sided) and class cohort zones are assigned using alternate groups of tables to ensure tables have adequate time to be sanitized and dry in between classes.
- Students will have outside recess in their assigned grassy location prior to lunch. Each class will have a designated monitor assigned to their lunch recess to build relationships and build additional support by the classroom teacher should issues arise. (example, Consistent use of restorative practices, class meetings, and expectations from the classroom teacher and monitor)
- Floor markings and signage about social distancing and other safety precautions will be displayed.
- If unable to provide additional monitors we will have to assign teaching assistants and available certified staff to shifts in the cafeteria to supervise and ensure students are following protocols.
- Cafeteria staff will be the only one to use the touch key machine- all students able to receive free meals.
- Students who bring lunch from home must carry and are responsible their own lunch (there will be no communal storage and lunch boxes may not be delivered to the cafeteria prior to lunch recess or left for later pick up)
- Hand disinfecting will occur as students enter the cafeteria.

**Diagram:**

- **Dismissal Process / Requirements:**
  - **IN PERSON PLAN**
  - To ensure all students remain with their class and do not intermix with other classes each grade level will have a designated dismissal gate which will be an increase in exit points. Students will only be released to enter vehicles from the curb and the traffic flow will be clockwise around the school.
• At each grade level gate one class will stand socially distanced to the right and the other class to the left while waiting to be picked up.
• In cases where dismissal from the classroom is necessary and teacher supervision is extended beyond their time, allow for paid added duty time
• Busses arrive in time for dismissal so students who ride bus go directly to the bus and enter
• Assign zones for outside designated gates for grade level pick up that are clearly marked with appropriate signage.
• 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
• Grade level valet system with parents remaining in cars at designated gates.
• Classrooms will utilize their exterior doors and proceed directly to their pick-up gate.
• Students who are not picked up in a timely manner will return to the classroom with the classroom teacher for the first two weeks. Once the parent buzzes at the gate the student will be released from the classroom to meet the parent at the front gate and dismissal policies will be reviewed with the parent.
• After two weeks students will wait with a designated adult in the cafeteria socially distanced and dismissal routines reviewed with parents. If a parent is unable or unwilling to follow pick up procedures, they may be transitioned to remote learning.