### ARRIVAL AND BREAKFAST PROCEDURES

**Site Plan Traditional Model**

1. **Transportation: What time is drop-off, early or late arrivals**
   
   For Arrival Plan: everything will stay the same in the traditional model.

2. **Parent Communication- Meetings, Parent Links, Newsletter, etc. before 1st day of school**
   
   Plan remains the same

3. **Logistics of eating in classroom- movement from class to cafeteria (Grab and Go), disposal of trash**

   *Breakfast is Grab and Go*
   
   A. Upon Arrival and entrance on campus students who need breakfast will go to the dining hall to pick up their breakfast and go straight to studios.
   
   B. Monitors supervise transition as they move to the dining hall then to the studios.
   
   C. Cleaning supplies and trash bags will be located in studios for teachers to clean.
   
   D. *Breakfast process remains the same in the studio.*

4. **Early and late arrivals-designated areas, escorts to class or designated areas**

   Process stays the same in traditional model

### CLASSROOM ENVIRONMENT

**Site Plan Traditional Model**

1. **Assessment of each classroom, schedule, storage of additional items**

   A. Furniture cannot be physically separated.
   
   B. All clutter, soft items and excess will be out of the classroom.
   
   C. We do not have vinyl dividers to separate students.
   
   D. We have tables, we do not have individual desks, so no physical distancing is possible.
   
   E. Cleaning supplies will be located in each studio for teachers to clean and sanitize tables between transitions as best as possible.
   
   F. Elective teachers will need to sanitize after each class leaves.

2. **Room Arrangement for optimal safety and learning**
A. Rooms will have enough tables to support the students on their rosters.
B. Tables will not be physically distanced as class sizes are extremely large.
   a. Most class rosters are at 30 or higher most grades.
C. Students will be sitting close together.
D. Students will need to have a clear backpack to hold/transport/store all materials.
E. Students will hang their clear backpack on the back of their chair.
F. Students bring and use their own water bottle.
G. P.E. classes will not use the locker rooms.

3. Sanitizing Standard, procedures taught, communication to parents
   A. Custodians will sanitize the studios and restrooms during their shift.
   B. Teachers will review and model proper hand washing techniques, Airplane Arms for physical Distancing and Mask Wearing.
   C. Procedures posted on Social Media and McCorkle Website, Updates put in monthly newsletter.

4. Student learning aides and storage
   Plan is the same as learning space model

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**TRANSITIONS**

Site Plan Traditional Model

1. Assessment of traffic flow, areas of high traffic
   Considerations are the same. We have outside breezeways that limit the ability to direct traffic flow.

   In a traditional model there will be no physical distancing because we have large class sizes and the walkways are not wide enough.

   Student and class movement will need to move on their right in the direction they are going.

2. Procedures of movement around the campus for all grade levels
   Same Process as Learning Space Model

3. Assess schedules of the programs at your school sites
   A. K-3 classrooms will return to normal routines without carpet time. K-3 students will use 1-1 laptops.
   B. Class Assignments, Agendas and work will be in Echo for 4th through 8th Grade.
   C. Teachers will follow their master schedule.

   Student breaks will need to be scheduled

4. Assess programs and resources-push-in model
Plan remains the same. Resource, EL, OMA and gate teachers may elect to push in depending on the program. If not able to, we will remain as a pullout.

**RECESS/ HEALTHY PLAY REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Site Plan Traditional Model</th>
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<tbody>
<tr>
<td><strong>1. Assessment of your field, open space outside, identifying zones</strong></td>
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<tr>
<td>A. Play zones would stay the same.</td>
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<tr>
<td>B. Zones may be set up to walking zones going in one direction with physical distancing</td>
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<tr>
<td>C. Zones may be taped off to block out individual spaces for exercising or game playing on courts with cones.</td>
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<tr>
<td>D. Recess breaks other than lunch will need to be scheduled around master schedules that are created by grade levels.</td>
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<tr>
<td><strong>2. Inventory of cones, marking chalk, etc:</strong></td>
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<tr>
<td>Needs are the same</td>
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<tr>
<td><strong>3. Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games</strong></td>
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<tr>
<td>A. Equipment may not be an option depending on inventory and cleaning.</td>
</tr>
<tr>
<td>B. P.E. Teachers will provide an inventory list upon return to contract.</td>
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<tr>
<td><strong>4. Procedures for sanitizing play equipment</strong></td>
</tr>
<tr>
<td>A. P. E. Teachers will wipe down equipment used for classes they teach.</td>
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<tr>
<td>B. Cleaning supplies will be located in P.E. offices for sanitization.</td>
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<tr>
<td>C. Teachers who use equipment with their class will be responsible for the cleaning and sanitizing of equipment</td>
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</tbody>
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**LUNCH PROCEDURE FOR HYBRID/ONLINE MODEL**

<table>
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<tr>
<td><strong>1. Assess the configuration of your cafeteria-space- physical</strong></td>
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<tr>
<td>A. Physical distancing is not possible.</td>
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<tr>
<td>B. 2019-2020 staffing allowed for 1 monitor and 1 custodian to be inside the dining hall for supervision and cleaning. 50+ tables need to be wiped down and cleaned every 15 minutes for the next grade to enter.</td>
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<tr>
<td>C. Lunches will run every 15 minutes starting at 10:30 with 15 minutes of dining and then 15 minutes of lunch recess for elementary.</td>
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<tr>
<td>D. Custodian and 1 monitor assigned will need to sanitize and clean tables as students leave.</td>
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<tr>
<td>E. A second custodian is needed to ensure proper cleaning of tables between grade levels.</td>
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<tr>
<td>F. Every 15 minutes from 10:30 to 1:00 approximately 100+ students come through the dining hall (over a 1,000 eat lunch)</td>
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<tr>
<td>G. Lunches will run every 30 starting at 12:45 p.m. for middle school since those classes have high enrollment. 15 minutes of dining and 15 minutes of recess. Dining and equipment will be sanitized by the custodians and monitors between groups. (Synergy master schedule might need to be changed for MS.)</td>
</tr>
<tr>
<td><strong>2. Procedures for traffic flow around the cafeteria</strong></td>
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</tbody>
</table>
It is difficult to ensure physical distancing or a grab and go option for our large staff. We have 5 monitors on duty and 5-7 teachers on average per grade level with students eating every 15 minute minutes. **2 day time custodians is needed to ensure a timely turn-around for sanitizing to get ready for the next group.**

A. Students enter through west dining hall doors and exit to play ground through basketball doors.
B. In the traditional model due to the sheer volume of students eating at once, the design of the dining hall, directional traffic is two way and is tight.
C. Students will need to keep masks on to ensure safety unless actually eating.
   a. Students wear masks to get food and move to their seats. Student takes off the mask to eat and immediately puts the mask back on when finished.
   b. Student masks must be on when they transition from table to playground.

3. **Assess your lunch schedules and how to stagger your times**

   A. We are a very large school and lunch schedules are set from 10:30 to 1:45p.m.
   B. Lunch Schedule is as follows with the first 15 minutes for eating and the second 15 minutes for play:
      a. Kinder=10:30-11:00
      b. 1st Grade=10:45 to 11:15
      c. 2nd Grade=11:00 to 11:30
      d. 3rd Grade=11:15 to 11:45
      e. 4th Grade=11:30 to 12:00
      f. 5th Grade=11:45 to 12:15
      g. 6th Grade=12:15 to 12:45
      h. 7th Grade=12:45 to 1:15
      i. 8th Grade=1:15 to 1:45

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

   A. We will need **2 day time custodians** or more monitors so that we can clean tables and surfaces in the dining hall.
   B. Potential for monitors or extra funds for added duty for teachers to cover lunches.

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

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**DISMISSAL PROCESS / REQUIREMENTS:**

**Site Plan Traditional Model**

1. Identify exits, assessment of traffic flow, areas of high traffic, physical distancing signage

   **Assessment is the same.**

2. **Procedures of movement out of the classroom to outside areas for dismissal and pickup**

   A. Monitors will supervise zones for movement for large scale transitions such as before school, dismissal, and elective transitions in the p.m.

3. **Assess bus/van/parent pickup schedules and procedures at your school sites**

   A. Elementary bus students will be assigned to a bus room.
   B. Physical distancing will be minimal to none because of the number of elementary students who wait for their siblings. It would be best to have **two bus pick up times.**
C. Elementary parent pick up students will be walked to the valet holding shade structure by teacher and supervised. Physical distancing will be minimal to none due to size of structure and number of students who are parent pick-up.

D. Elementary Day Care Van will be picked up by a monitor/staff member and walked to the loading zone. Physical distancing will be minimal to none.

E. Walkers exit out the back east gate and are supervised as they approach exit.

4. Communication to parents about procedures and school expectations about safety

Plan is the same.