## Arrival and Breakfast Procedure for Hybrid/Online Model

### Transportation: Drop off and Late Arrivals

- 7:45 breakfast service begins
- EX Ed buses arrive at 7:45, to be met by Ex Ed TAs.
- Playground will be closed in the morning.
- Teacher contract begins at 8:15am
- Stagger TA start times to cover full school day
- Perimeter gates to remain locked - only two entrances to campus - front entrance on 25th Street. 26th Bus bay gate to be opened by Ex Ed an TA staff and then locked when drop off/pick up complete.
- From cafeteria - Dismiss from south door – walking 6 feet distance, to be escorted by monitor and support staff (TAs, Counselors, CSP, MTSS). Students not eating will report to learning spaces. Overflow eating in courtyard. Pre-school students will be met by pre-school staff, and escorted to their classroom for breakfast. Parent Drop off begins at 9:00 am
- Monitors walk students to breakfast and then to class if they already had breakfast monitors walk them straight to learning space.
- Pre-School will have its own designated place for drop off - by Ramada on the northeast, picnic table, to be met by Pre-K staff.

### Parent Communication:

- Parent link July 15 - requesting parents complete 3 additional survey questions.
- Parent links to begin Aug. 3, inform of delayed start date - Aug. 10th, all online.
- Parent link to kinder parents about drop off location - ramada northeast playground. Aug. 14th
- Create video to inform parents of procedures and safety protocols, give tour of school and show locations for lineup and dismissal. Post to website and Facebook page. August 10th. Teachers to create videos to welcome students - posted to web page.
- Newsletter to all staff, weekly, beginning July 27th
- Parent newsletter - emailed to all on August 6th. Parent links, Social Media, and Website

### Logistics of Eating and Movement:

- No student will be playing on the field in the morning
- No before-school recess
- Designated limited access points to school to control/ limit traffic
- Students will report directly to the cafeteria for Grab and Go Breakfast. Monitors will separate students amongst tables.
- Students will wash/sanitize hands after eating
- Monitors will then escort them to class.
- If students choose not to eat breakfast, students report to learning space as a designated place.

### Early and Late Parent Drop Off:

- Early and late arrivals-designated areas, escorts to class or designated areas- Early arrivals report to the cafeteria. If eating, remain in cafeteria, if not eating, escorted to their classroom, with supervision. Late arrivals report to the office. Parents and visitors do not have access to the building.
**Classroom Environment**

**Assessment of each classroom, schedule, storage of additional items:**
- No communal storage
- Custodian to Remove all classroom rugs, keep in storage.
- No pull-out services- GATE, counselor, speech, Ex Ed, ELD Resource to push-in

**Room Arrangement for optimal safety and learning:**
- Teachers to take home upholstered chairs, couches, pillows, stuffed animals, and puppets.
- Removal of excessive furniture to allow for student spacing- storage of furniture in portable. Teacher, voluntary days- July 27-31, to pick up and remove items; alternate day is August 7th.
- 3 students per round table; 3 students per rectangle tables.
- Excess furniture to be removed- returned to warehouse or keep in storage, depending on condition of furniture; Arrange room for 6 ft physical distancing.
- Vinyl dividers to be used if space does not allow for social distancing. Purchasing dividers is TBD
- One kidney table remains in classroom for small group or individual group instruction with safety precautions.

**Sanitizing Standard, procedures taught, communication to parents:**
- Lessons about proper handwashing- video; to be included in PBIS teaching of expectations.
- Parent newsletter to include information about daily handwashing schedule and lessons.
- Hourly sanitizing of student restrooms – by custodian or monitors
- Office staff to sanitize office area hourly or as needed when visitors leave.
- Cafeterias tables and high touch spots cleaned as students leave their area to be done by custodian or support staff.
- Teachers and TAs will sanitize all high touch areas- door handles, tables, phones, keyboards, etc- to be done by daily.
- ZOOM communication when needed with Parents and with all meetings. IEP, Discipline, MTSS etc.
- Technology can be used, as it will be assigned to each student, 1:1, to be wiped daily.
- No Back Packs on campus, use plastic bag to send homework or papers home if necessary.

**Student learning aides and storage:**
- 1:1 laptops for all students - To be wiped off at end of each day by students.
- Individual storage containers per student for all textbooks, reading books, and wiring journals.
- Each student to have their own supply box/bag for pencils, crayons, scissors, glue, etc.
- Math manipulatives to be sorted for each individual student, if available. Or students to access online manipulatives via Eureka.
- No backpacks allowed on campus and lunch boxes to be kept in individual student cubbies.
- Individual learning aides/textbooks will be assigned

**Transitions**

**Assessment of traffic flow, areas of high traffic:**
- One cohort of students in the hallway at a time- short hallways allow teachers to see if another cohort is already in the hallway. Limited

**Procedures of movement around the campus for all grade levels:**
- Assigned entry into the cafeteria, use west side entrance. 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:**
- Master schedule to include PBIS/Counseling for every class, once per week, via ZOOM.
- Master schedule to include PE for K, 2nd, and 4th grades, once per week, via ZOOM
- Master schedule to include PLC/MTSS/PD, via ZOOM.
• Master schedule to include online tutoring. Schedules of push in and pull out resource will be provided.

Assess programs and resources-push-in model:
• CSP Push in for support
• Counselor and Librarian, lessons push in classroom
• ELD- pull out small groups from each class
• EX ED- push in
• GATE- pull out small groups from each class
• 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.

Recess/ Healthy Play Requirements

Assessment of your field, open space outside, identifying zones:
• No use of outside playground equipment – caution tape used
• Each cohort of students to be assigned their own play equipment, to be wiped down after each use.
• Use of cones to designate assigned areas on playground for each cohort. Use of basketball court, ramada area as other zones. Field broken into two zones. Rotate assigned zones daily.
• Stagger outside recess breaks to minimize number of students on the playground at one time. Schedule separate times for class cohorts for outdoor recess
• Menu of socially distant activities
  o Walk laps, obstacle courses, etc.

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:
• Inventory of play equipment, balls, hula hoops, safe and washable, socially distant games
• Sufficient equipment for several cohorts. Rotate equipment daily and sanitize after each use.
• Equipment bag 1- kickball equipment
• Equipment bag 2- soccer nets and ball
• Equipment bag 3- hula hoops and jump ropes
• Equipment bag 4- TBA
• Equipment cart to be kept in GYM

Procedures for sanitizing play equipment:
• Cohort proctors will sanitize equipment after use and return to work room for next day’s cohort use.
• Monitors will sanitize lunch recess equipment if used.
• Teachers will sanitize recess equipment if used.
• Sanitizing must be included in time allotted for play.

Lunch Procedure for Hybrid Model

Option 1: ensure social distancing in cafeteria, eat in cafeteria, staggered lunches:
• Mark spaces at cafeteria tables for student seating spaces- 6 feet apart.
• Utilize all tables in the cafeteria to allow for spacing; benches all facing the same direction
• Pre-school to eat in their classroom or their outside patio tables.
• If weather permits, use outside picnic tables.
• Stagger or separate lunch schedules so there are less students in the cafeteria at one time
• Grab-and-go meal for pre-school to eat in their classroom
• 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
• A monitor will be assigned to a class/grade level, they will enter and exit with students. Resource will support flow of cafeteria.
• Streamline point of sale:
  o Only one adult uses touch key machine
  o All students will continue to eat free lunch
• Students carry own home-lunch (no communal storage)
• Hand disinfecting station before entering cafeteria
• Hand-washing/ sanitizing routine before eating

Procedures for traffic flow around the cafeteria:
• All grade levels will enter from the south entrance.
• All grade levels will exit from door closest to the east wall.
• Floor markings and signs about social distancing in hallways and cafeteria
• Students throw trash on their way out of cafeteria.

Assess your lunch schedules and how to stagger your times:
• Two classrooms at a time in cafeteria
• ExEd Self-Contained eat in their room or outside in picnic table
• Pre-School to eat in their classroom
• Enter and Exit signs

Identity staff that will help with the physical distancing, cleanup, supervision, designated areas, etc.:
➢ Monitors
➢ Teacher Assistants
➢ Instructional Specialist
➢ Custodian
➢ Counselor
➢ CSP
➢ IDIS
➢ Resource (will have different lunch times)
➢ Admin.

Transitions to outside recess, at assigned locations, escort, supervision, etc.:
➢ Students will be escorted to the playground by a support staff member from the cafeteria.
➢ Monitors will supervise outside play to ensure students stay in their assigned zones and use only the equipment assigned to their cohort for that day.

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
• Bus bay on 26th for Ex Ed and Bus students only. Gate to remained lock, Ex Ed staff will unlock and lock.
• 25th Avenue exit for walkers
• 25th street, parents heading east bound on south side of the street – valet pick up; Rainy day same
• Dismiss from the classroom, teacher/resource staff will walk students to designated area for supervision
• Busses arrive on time for dismissal at 2:45 pm
• No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
• Social distancing signage 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:**
- Parents will not be allowed on campus for pick-up
- Students who walk home will be escorted to 25th avenue exit, to be met by parent.
- Students who go to the John Valenzuela will picked up by JVC staff.
- Students picked up in vehicles will be escorted to 25th street gates for parent valet pick up. Parents will be notified staying in their cars

**Bus/van/parent pickup schedules and procedures at your school sites:**
- Ex Ed and Pre-K Bus Students will exit through the west side doors to the bus bay.
- Walkers will use east side exit doors
- Parent valet students will use exit door by cafeteria

**Communication to parents about procedures and school expectations about safety:**
- Parent ink and video to describe pick up procedures- to be sent out August 10th / Map designated pick up areas to be emailed on August 10th.
- Parent Links ongoing, as needed
- Social Media- Facebook posts to show location of parent valet pick up
- Website- upload valet pick up map