Arrival and Breakfast Procedure for Online Model

- Transportation arrives within 10 minutes of the school start time
- Parent drop-off between 8:25am; Students can’t be dropped off prior to 8:15am
- Grab and Go Breakfast 8:15-8:25am (Students will take grab and go breakfast to their designated classroom).
- No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting
- Parents and visitors do not have access to the building unless signing in late child (Office Manager/Registrar will sign in and out students when parents arrive to the door)
- For tardy students, “wait” zones identified outside (7 Habits squares and paws on sidewalk leading to the school), marking 6 feet distance with visual cues for remaining apart for students/parents to check in to office.
- No student will be playing on the field in the morning
- Playground equipment (structures) are taped off
- No before-school recess
- During morning drop off, both a monitor and office assistant will help with flow of traffic and direct people to the designated areas to enter the classroom.
- The access point for the school will be the following:
  - Front door
  - Exterior doors leading to the hallways of the classrooms to be used. Use morning pick up map as a guideline for classrooms that are being used (see morning pick up map and classrooms to be used)
- Registrar/Office Assistant assigned to the door, assessing wellness prior to students entering.
- Students will be escorted by monitors to their designated classroom, and given their Grab & Go breakfast (kiosk)
- Custodian will remove breakfast from the students’ area. Students will throw away their food in a trashcan and an adult will disinfect their learning space
- Upon completion of eating, proctor will provide hand sanitizer. Adults will wipe down areas.

Classroom Environment –

- Within each classroom, we will have a Proctor Station which will include the following:
  - Face masks, sanitizer, gloves, tissue, paper, Covid-19 “Health Signs”, Master Schedule of Classes, schedule for proctor breaks and student breaks.
- Proctor will take attendance of in-person students along with lunch selection
- Classroom Certified Teachers will take attendance for all students and input in Synergy.
• Proctors will teach handwashing, physical distancing, covering cough, masks, procedures in classroom.
• Hand washing/sanitizing to occur every two hours, before/after eating, after bathroom, when needed. **Proctors will set alarms for handwashing and create a schedule.**
• Students are to bring their own water bottles and they may be filled up as needed.
• Teachers are given the **option** to come into the building to set up and remove excess furniture

**CLASSROOM SETUP**

| If you choose to come in, you may begin to set up your classroom. You may do so on these scheduled days. This is optional, it is not mandatory: |
|------------------------|-----------------|-----------------|-----------------|
| **July 20th-21st:**    | PreK 10:00am-1:00pm | K 9:00am-2:00pm | 2 10:00am-3:00pm |
| **July 22nd-23rd:**    | 1 9:00am-1:00pm  | 3 9:00am-2:00pm | 7 10:00am-3:00pm |
| **July 27th-28th:**    | 4 9:00am-1:00pm  | 6 9:00am-2:00pm | 5 10:00am-3:00pm |
| **July 29th-30th:**    | 5 9:00am-1:00pm  | 8 9:00am-2:00pm | 7 10:00am-3:00pm |

• Extra furniture move to supply closet.
• Stagger tables
• Sit students 6ft apart or 2 students at a table max
• All students facing the same way
• Yoga mats divided into smaller sections may be used for Pk-1 classrooms/students
• Cubbies used for personal student items (home lunch, notebooks, binders, etc.)
• Gallon sized ziplock bags will be used for individual student supplies (white board, pencils, crayons, markers, color pencils)
• We will have **Student Kits** available for each student which will include the following: Consumable materials per teacher/district recommendations.
• Student Kits will be assigned to an individual student and will not be shared by any other student.
• Technology can be used if it can be sanitized immediately after use by proctor.
• Students will be able to take laptops home if needed for homework (Middle school)
• Plastic/Clear Backpacks may be used to store students’ personal items (easy to wipe down). Will be kept with them at their chair.

**Transitions**
• Limited transitions
• Directional markings in hallway (two way, stay to the right, do not touch walls)
• When walking in line, spread out to ensure distancing (All walkways will be marked a 3ft intervals to ensure distancing and supervision.
• K & 1 only: Use jump ropes for Kindergarten and 1st grade classes with appropriate spacing to ensure distancing and supervision.
• Hands-free door entry, prop open doors within building where there is traffic
• Where possible, have 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.

Arrival: Student will be escorted to their assigned seat. Morning pick maps used for entrance/exit

Restroom: One student at a time, regardless of gender. Student will raise hand, proctor will approve (cleaning/disinfecting expectations per each use)

Nurse: One student at a time, regardless of gender. Student will raise hand, proctor will approve and send student to the nurse with nurse pass.

Support Services: Ex. Ed. Teacher will come to escort their students for services. Where social distancing is not possible, vinyl dividers will be used

Physical Movement (Brain breaks, PE): Students will use markings on wall to physically distance.

Early Check Out: Parent will use outside camera/intercom, give student name and produce I.D. Office staff will radio for student to be released from office. Office staff will have a visual confirmation that student has met parent. Office staff will sign student our Sign Out log.

Dismissal: Students will remain at learning space until their scheduled time or will relocate to another location for daycare/bus and person supervising will be radioed to send students out to the pick up area.

Health Zone:

• Health Assist/Nurse will be referring students if needed after wellness check. Health Assist/Nurse will escort student to Health Zone. If personal belongings are still at their learning space.
• Meds will be locked in the front office (Office Manager will disperse meds)
• If students have simple abrasions, they can get a band-aid in the front office or from their proctor.
• Health office: Sick only students, head bumps, broken bones or any serious COVID-19 or non COVID-19.

Emergency Procedures:

a. Fire drill exit maps
b. Lockdown drill procedures

Programs

- Electives (online)
- 21st Century
- Student Council
- Ex. Ed. Resource (online)
- Counseling Guidance Lessons (follow PLC schedule online). Fridays in-person small group or individual support by counselor
- Gardening 2x per week

Recess/ Healthy Play Requirements

- Schedule separate times for class cohorts for outdoor/indoor recess
- Assign zones for outside recess to keep class cohorts separate with assigned staff and visual cues such as cones, field-marking chalk
  a. K, 1 North Playground (ramada)
  b. 2nd grade-South Field
  c. 3rd grade North Field
  d. 4th grade courts
  e. 5th grade South field
  f. 6th North Field
  g. 7th grade courts
  h. 8th South Field

- Menu of socially distant activities
  o Walk laps, games, hopscotch, Creative Spirit, etc.
- No use of playground structures, caution tape
- Available equipment:
  a. Skip-its
  b. Volleyballs
  c. Basketballs
  d. Hula Hoops
  e. Soccer Balls
  f. Footballs
- Any equipment used must be disinfected afterward. Sanitizer station on playground.
  a. Spray/Disinfectant
  b. Leave out to dry 10-15 minutes

Lunch Procedure for Learning Spaces

- Assess your lunch schedules and how to stagger your times (Principal/AP (if available) and 1
office staff will supervise during lunch)
a. Kinder- 11:05 am
b. 1st Grade- 11:15 am
c. 2nd Grade- 11:35 am
d. 3rd Grade- 11:50 am
e. 4th Grade- 12:00 pm
f. 5th Grade- 12:10 pm
g. 6th Grade- 12:20 pm
h. 7th Grade- 12:30 pm
i. 8th Grade- 12:40 pm
• Streamline point of sale:
  o Proctor will mark rosters ahead of time and send to cafeteria to mark and charge
• Students will be escorted to their seat, and given their Grab & Go lunch
• Assess the configuration of your cafeteria-space- physical distance
  a. 2 sets of tables side by side; six rows 6 ft apart
  b. Face them the same way
  c. Mark seats for social distancing
• Procedures for traffic flow around the cafeteria
  a. One entrance (North East Cafeteria Doors), one exit (West Cafeteria Doors)
  b. No sharing table
  c. Students raise hands if in need
  d. Students carry own home-lunch (no communal storage)
• Hand-washing/ sanitizing routine will be before and after eating. Proctor will bring sanitizer to student.
• Students will discard trash.
• Custodians will disinfect eating spaces

Dismissal Process / Requirements:

• Valet system with parents remaining in cars, utilizing monitors/proctor
• Dismiss from the Learning space: Students will dismiss by grade level and siblings.
  • K/1 and siblings 2:15 pm
  • 2nd Grade and siblings 2:20 pm
  • 3rd Grade and siblings 2:25 pm
  • 4th Grade and siblings 2:30 pm
  • 5th Grade and siblings 2:35 pm
  • 6th Grade 2:40 pm
• All other students will remain in learning space until proctor is notified that family/bus/daycare has arrived.
• Walkers will be sent to a holding room (Art room/Library) until 2:40 pm.
Elementary students who ride bus will be escorted by a proctor to computer lab (bus arrives at middle school dismissal 3:40pm)

Middle school students will begin dismissing by last name/siblings at 3:25pm. Students will stay in learning space until escorted at dismissal.

- A-H 3:30pm
- I-P 3:35pm
- Q-Z 3:40pm

Assign zones for outside will be marked with appropriate physical distancing.

No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting

**Parent Communication**

- Parentlink 7.18.20 recap of district message
- Welcome letter week of 27th
- Upload Letter to Website by August 7th
- Upload information to Facebook
- Send a Remind message with information
- Youtube Video on handwashing (video students with media release)
- Send flier about handwashing, covering cough, wearing face masking
- Counselors add info on blog

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**TUUCAN UNIFIED SCHOOL DISTRICT

SCHOOL OPENING PHASES**

<table>
<thead>
<tr>
<th>Phase 1 – Remote Learning Only</th>
<th>Phase 2 – Remote Learning at Home or at School with Precautions</th>
<th>Phase 3 – Remote Learning at Home or at School (DRAFT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local State of COVID-19 Government and District mandates</strong></td>
<td><strong>Tentative Start Date 8/12/20</strong></td>
<td><strong>Declining COVID cases per Health Officials</strong></td>
</tr>
<tr>
<td>• High levels of COVID cases.</td>
<td>• Declining COVID cases</td>
<td></td>
</tr>
<tr>
<td>• No physical presence at school</td>
<td>• Dependent on Gov. Ducey lifting Executive Order</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Options</strong></td>
<td><strong>Online and at home</strong></td>
<td><strong>Online and at home (May have a change in teacher)</strong></td>
</tr>
<tr>
<td>• Online ONLY starting Monday, 4/13/20</td>
<td>Online and at home</td>
<td>Online and at home (May have a change in teacher)</td>
</tr>
<tr>
<td></td>
<td>Online at a TUSD school in Learning Space</td>
<td>Students returning with full schedule with physical transitions.</td>
</tr>
<tr>
<td><strong>Teacher Expectations</strong></td>
<td><strong>Students are expected to follow their school schedule and work their full contract hours.</strong></td>
<td><strong>Depending on number of students selecting online and at home, teacher FTE will be adjusted.</strong></td>
</tr>
<tr>
<td>• Teachers are expected to follow their school schedule and work their full contract hours.</td>
<td><strong>Teachers will be facilitating synchronous and asynchronous instruction.</strong></td>
<td><strong>Learning labs will continue until it is beneficial for students to be in their assigned classes transitioning.</strong></td>
</tr>
<tr>
<td>• Teachers will be facilitating synchronous and asynchronous instruction.</td>
<td><strong>Students participating at school will remain in their assigned learning space with breaks, lunch and also access their lessons virtually.</strong></td>
<td><strong>Students will start following a schedule traveling room to room.</strong></td>
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<td></td>
<td><strong>No physical transitions</strong></td>
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<td></td>
<td><strong>Students will be monitored by an adult.</strong></td>
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</tbody>
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