Arrival and Breakfast Procedures

Sam Hughes has limited options for Parent Drop off and Dismissal due to the lack of a parking lot. All of the limited, available parking along 4th is reserved for staff. There are many considerations to be cognizant of: the Bike route on 3rd and access for busses on Wilson. This only leaves Norton to stage dismissal.

• School Start: 8:35 – Student Drop Off: 8:20-8:35
  o Parent Drop-off will be drive up & drop off at double gate on Norton
  o Parents remain in the car or if walking at the gate to discourage congregating
  o Students will use doors by the Library to enter the building to report to their assigned Learning Space
  o Bus Riders – walk, physically distanced, from bus bay through North West doors, to their Learning Space
    ▪ An adult will greet the busses and send riders to their Learning Spaces
  o No before-school recess- no students will be playing on the field in the morning, no parents congregating
  o Playground equipment are closed/off limits

• Breakfast
  o Sam Hughes does not serve/offer breakfast

• Tardy Students – As of 8:35, late students report to front of school
  o Parents drive up and drop off (parents remain in the car, use bus bay south of the flag pole)
  o Students line up along front fence -six foot markings utilized on sidewalk
  o Office Manager/Attendance Tech greets students as they wait in assigned areas. Office Manager/Attendance Tech records tardy and students are sent to their assigned Learning Space (monitors will be in hallways monitoring students)

Note: As the number of students on campus increases, a staggered arrival will have to be initiated

Classroom Environment –

• Each Learning Space will have no more than 15 students, socially distanced
• Within each Learning Space, we will have a Proctor Station which will include the following: Face masks, sanitizer, gloves, tissue, Covid-19 “Health Signs”, Master Schedule of Classes, schedule for proctor breaks and student breaks.
• Students in each Learning Space will be of similar grade levels (i.e. K/1, 2/3, 4/5)
• Classroom spaces decluttered- materials, books and other learning items stored to minimize access and focus on computer-based learning
• soft items removed
• Desks/tables facing forward (same direction)
• Students physically distanced utilizing computer/headphones to access online classes
• Hands washed every two hours
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- A water station will be assigned to each learning zone. Proctor will fill bottles as needed using gloves.
- Students will bring very little with them to the Learning Space-
  - Individual supplies (spiral notebook, pencils) will be stored in individual containers at the students’ individual workspace. These materials will remain on campus and shared with other students.
  - Backpacks are highly discouraged
  - Students need their mask and lunch if they choose
- Classroom doors will be slightly propped open to increase ventilation

Transitions

- Limited to scheduled outside breaks, lunch, and restrooms
- Directional markings in hallway (two way, stay to the right, do not touch walls)
- When walking in line, spread out to ensure distancing
- Hands-free door entry, prop open doors within building during scheduled transition times
- 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: Students report directly to their assigned Learning Space
Restroom: One student at a time, regardless of gender. Student will raise hand, proctor will approve and notify monitor that a student is on their way. Limited number of stalls available and number of students in the restroom at one time
Nurse: One student at a time, regardless of gender. Student will raise hand, proctor will notify monitor and nurse that the student is on their way
Support Services: Teacher escorts students to facilitate social distancing. Where social distancing is not possible, vinyl dividers will be used
Early Check Out: Parent will pull into the front loading-zone and will use outside camera/intercom, give student name and produce I.D. Office staff will call for student to be released from the Learning Space to the office. Office staff will escort student to meet parent. Office staff will sign student out
Dismissal: Students will line up, by cohort, socially distanced along Norton (under the shade of the trees) and will be staged in order of cars
Wellness Room: Health Assist/Nurse will be referring students if needed after wellness check. Health Assist/Nurse will escort student to Wellness Room.

Recess/ Healthy Play Requirements

- Play field and basketball courts have been divided into 3 play zones
- Each Learning Space will be assigned a play zone (schedule will be created to rotate through the zones)
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- Courtyard can be considered a play zone during morning recess, but not at lunch (will be designated eating zones)
- 3 additional break zones have been identified in addition to the play field and courtyard.
- No use of playground structures
  - physically distanced activities such as relays, circle soccer, individual equipment (such as jump ropes and hula hoops) used if there is enough for each student (sanitized after each use), shadow tag, calisthenics, yoga, etc.
- Monitor or Learning Space Proctor will have hand sanitizer readily available

**Note:** As the number of students on campus increase a set schedule of separate times for class cohorts for outdoor/indoor recess will be needed

**Lunch Procedures**

- Grab n go process in cafeteria- students will enter using one door and exit through a different door
- Outside spaces in the courtyard will be used as much as possible
- Students will be physically distanced in courtyard at various picnic tables (two to a table) and cafeteria tables will be placed in the hallway. Additionally, students can use the stairs (tiles can help keep appropriate distance, 1 student every 6 tiles)
- Cafeteria will be used during inclement weather days (Students will be socially distance at tables- all facing same way)
- Students to use sanitizer before and after eating
- Students will have 15 minutes to eat and 15 minutes in their assigned play zones
- Time is built into the schedule for sanitation of tables between lunch runs

**Dismissal Procedures**

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- School Dismissal: 2:45pm and 1:45pm on Wednesday
  - Start staging student for valet style pick-up 10 min prior
  - Students will line up under shade trees along Norton
- Valet Drive-up Dismissal
  - Parents will remain in their cars, and drive up to double gate on Norton
    - Parents will display names of students in their car window
    - Monitors will use radios to help get kids in order for pick up
  - Learning Space Proctors will stay with their students and ensure that they are socially distanced while waiting.
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- Students walking home will exit through NW gate (Norton and 3rd with Crossing guard) or Gate near bike rack to access Crossing Guard at Wilson and 4th

Late Pick Up
- Students wait, seated and physically distanced, in front hallway, or in Room 2 depending on number of students
- Parents must pick up at front doors
  - six foot markings utilized on exterior sidewalk
  - parent will use doorbell/camera system, show ID, student will be dismissed

Early Pick Up
- Parents requested to pick up by 2:15 or wait until dismissal due to lack of staff
- Parent will use buzzer system, show ID, office personnel will document, student will be released through front door

Note: As the number of students on campus increases, a staggered dismissal will have to be initiated