Arrival and Breakfast Procedure for Hybrid/Online Model

- A specific set schedule for staff to be placed at each entry point possessing face masks
- No courtyard time before school or after school
- Morning Meeting with all monitors and Admin Team members to prepare for the day
- Assigned school personnel at designated entry/exit places
- Upon arrival, students are to go directly to outside classrooms from the bus bay
- Students will be assigned classrooms previously and will be assisted to get to the identified learning environments by school personnel
- Students will eat breakfast in the classroom
  **If students must go to cafeteria for breakfast, they will be escorted by an adult and then will be seated. Identified tables and appropriate seating will be provided.
- Students will wash/sanitize hands after breakfast
- Parents/Visitors will not enter building. Parents will sign in students at outside locations.
- Students will be picked up/dropped off in the front of the school.
- There will be a sign-in area for the parents-out front or side cafeteria door
  Parents will call school office when outside

**Communication:**
- *Weekly/Biweekly Parent Links
- *Updated website
- *Updated monthly Parent Letter
- *Marquee
### Classroom Environment

- Students are assigned to an identified learning space and will follow the site’s schedule.
- Proper arrangement of desks-6 feet distance expectations
- Students will have individual desks or tables
- Removal of excess furniture
- No backpacks will be allowed on campus, all supplies and devices will be provided and kept on campus each day
- Students will be given pencil pouches for storage of personal items-no backpacks
- An assigned laptop for each student
- Students may be seated at tables against the wall, if needed
- Hand washing/sanitizing will be taught and reinforced: after meals and bathroom times
- End of day students will wipe down their keyboards and mice, desk top/tables and chairs.
- Students will have individual hand sanitizer
- Video of specific directions and expectations will be made by admin team
- Procedures will be sent home to parents/Parent link

### Transitions

- Students will arrive and will go in one direction to their outside classroom
- District directional posters are located in designated locations
- Students are to use assigned bathroom passes-each learning space is assigned different bathroom locations
- Scheduled bathroom breaks
- All classroom movement is assigned: Staggered lunch and breaks
- Staff formulates and utilizes a checklist/rubric to assess procedures
- Monitors and adult supervision to be provided during all transitional time
- Daily security meeting with all monitors to reinforce supervision expectations
- Counselor, MTSS and RPF will formulate a referral system for in-person and online assistance
- Formulate specific forms-accountability and tracking
- Counselors, MTSS and RPF will have scheduled “office hours” Counselor will utilize a larger classroom/room/outdoors for any in person appointments. Students have email- they will be able to email the counselor for an appt.

### Recess/ Healthy Play Requirements
- Mask requirements
- Limited movement/areas
- Classes can take stretch walk breaks- students will be in lines-distance between each student
- Adults will supervise and escort all students to the intended location
- Outside trivial games to be played outside: students stand in specified areas to answer questions for break time
- Student outside stretch and small movement break time - identified areas for classes and individual student assigned places.

### Lunch Procedure for Hybrid Model

- Specific streamline practice-all students have working ids for quick scanning
- Creating multiple separate and distinct “eating areas” for each grade level to use including the cafeteria, outside tables, theater stage, band room and possible individual classrooms
- Open partition between Band room and cafeteria. (Make sure office and instruments are locked up)
- Entry/Exit are separate locations
- District identified posters
- Sanitation stations at both the entrance and exit for each eating area.
- Students will line up and stay in line according to class
- Students will stay seated until scheduled eating time is over, then they will all leave socially distanced as a class through the exit doors dropping off their trash as they exit.
- Designate specific classrooms to follow lunch time schedules
- One class per day may have to eat lunch in their classroom
- Monitors and additional support staff will be out and present
- Counselor can assist monitor as well

### Dismissal Process / Requirements:

- Entry and Exit ways will be clearly marked
- Students will be trained how to maneuver in these areas: 6 feet apart, no touching
- Created checklist that monitors specific procedures
- Drop off and Bus pickup times will stagger
- Students will be dismissed by bus- Bus 1-3, 4-6 etc. Parent Pick up/drop off students will move in one direction-to the left. Bus riders will go to the right
- All students to move in the same direction around the building and in the parent pickup area
• Students will walk on the outside of the building to the designated location.
  outside of the building to the designated location.
• Monitoring by a checklist
• No parents or visitors allowed in the building
• Communication to parents for dismissal procedures:
  - Information located on webpage, parent letter
• Staff will create a video of the expected procedures for students and families to view.
• Procedures listed in student/teacher handbook (paper and on-line versions available)