**Arrival and Breakfast Procedure for Hybrid/Online Model**

Transportation arrives within 10 minutes of the school start time.

Students may not arrive before 8:15am.

No parents, visitors, or volunteers will enter the building; no congregating in groups while waiting. All will remain in the cafeteria area. Late students will enter the front of the building and proceed to the cafeteria or designated cohort area.

Students will enter through the gate by the basketball court and the bus bay gate. They will go immediately to the main front entrance to the school. There will a person assigned to the front entrance, assessing wellness prior to students entering. Students will be directed to the cafeteria and will grab breakfast and sit 6 feet apart on the cafeteria tables. Students who do not want to eat will wait in the cafeteria courtyard with their assigned cohort. A monitor/proctor will be placed in the middle of the cafeteria to control movement. Two monitors/proctors will be in the courtyard.

---

**SCHOOL PROFILE**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Grade Levels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utterback Middle School</td>
<td>6&lt;sup&gt;th&lt;/sup&gt;, 7&lt;sup&gt;th&lt;/sup&gt; and 8&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Students:</th>
<th>Number of Classroom Teachers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>255</td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Classified Staff (TAs, Paraprofessionals, monitors):</th>
<th>Total Number of classroom spaces at your site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>36</td>
</tr>
</tbody>
</table>

**RE-ENTRY PLAN SAFETY/OPERATIONAL LOGISTICS**

Utilizing the guidance document as an outline, your team will create a re-entry plan that encompasses an student’s day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.
Custodian will remove breakfast from the students’ area- students will not throw away their food and custodian will disinfect tables and eating space. Upon completion of eating, monitor/proctor will provide hand sanitizer.

Classroom Environment

Rooms 405 and 701 will be used as the classroom space students will be broken into two groups (6th graders will be in Rm 701 and 7th and 8th graders will be in Rm. 405. Students in rm. 701 will utilize the bathroom/water in near the 600/700 hallway. Students located in the cohort in Rm. 405 will utilize the bathroom/water in the 400 hallway. Individual desks will be used spaced 6 feet apart. For the bathroom, one student at a time, regardless of gender. Student will raise hand, proctor will approve.

Individual learning aides/textbooks a will be assigned as needed.

Within each section learning lab 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.

We will have Student Kits available for each student which will include the following: Consumable materials per teacher/district recommendations.

Hand washing/ sanitizing standard routines taught and implemented
Hand washing/ sanitizing to occur every two hours, before/after eating, after using the bathroom.
Students will keep all possessions with them- backpacks will be placed underneath their seat/table.

In the event group size increases (and teachers return), smaller cohorts will be created and located in more classrooms.

Admin/proctors/monitors will supervise this process.

---

**Transitions**

Transitions will be very limited and controlled by designated staff. Administration will be visiting and supervising learning center classrooms. Students will transition to and from lunch and the field. Students will walk 6 feet apart from each other and follow the directional signs when in the main building.

Proctors/monitors will supervise the cafeteria and field areas reminding students to stay 6 feet apart. School administration will be roving throughout the campus to ensure Covid-19 protocols are being followed.

Health Zone: Health Assist/Nurse will refer students as needed after wellness check. Health Assist/Nurse will escort student to Health Zone located in Rm. 102. If personal belongings are still at their learning space a monitor or proctor will retrieve it for them.
Recess/ Healthy Play Requirements

Cohorts will have assigned times outside and marked/assigned areas for play.
Menu of socially distant activities will be available (within their designated play areas)
No use of playground structures, caution tape
Any equipment used must be disinfected afterward. Sanitizer station on playground.
Proctors/monitors will supervise this process.

Lunch Procedure for Hybrid Model
Cohorts will have staggered lunch times. Lunch will take place in the courtyard (when weather permits) otherwise it will take place in the cohort’s designated class space (i.e. gym or classroom).

Handwashing/sanitizing routine will be before and after eating. Proctor will bring sanitizer to student.

Custodian will remove lunch from the students’ area- students will not throw away their food and disinfect learning space

Proctors/monitors will supervise this process.

Dismissal Process / Requirements:

Dismissal will be at staggered times by cohort. Regular school dismissal time is at 3:50 PM or 2:50 PM on Wednesdays. Dismissal cohorts will begin at 3:45 PM. The 6th grade cohort will exit Rm. 701 and enter the cafeteria area through the front office area. They will then enter the cafeteria and wait for their bus if they are bus riders. Students that are parent pick-up will be directed to exit the front of the school where there will be a proctor supervising. The Rm. 405 cohort will enter the cafeteria from the 400 hallway, passed the office area the primary hallway and into the cafeteria and wait in the rear of the cafeteria. Proctors/monitors will supervise this process. Students will remain in cafeteria area space until proctor is radioed that family/bus/ has arrived. Valet system with parents remaining in cars, utilizing monitors/proctor. Students that walk home will walk off campus to their homes. With proctor supervision, students riding the bus will walk to the bus bay remaining 6 feet apart at all times. Students will wait in separately marked spaces based on what bus route they ride. No parents, visitors, or volunteers to enter the building; no congregating in groups while waiting.