



**SCHOOL DAILY PROCEDURES
FOR COVID19
2020-2021**

Section 6: School-Wide Routine is Royal- Covid19

Student and Staff Facial Covering Procedures



Students and staff need to adhere to the following procedures on facial coverings while at the building per CDC recommendations.

- Students and staff must wear a mask when entering the building
- Students and staff must wear a mask when in the main office
- Students and staff must wear a mask while in the hallways, atrium, or any common area
- When transitioning anywhere inside and outside of the classroom students and staff must wear a mask
- When in close proximity to others, students and staff must wear a mask, examples include small groups, reviewing student work, circulating, playing outside, etc.
- Students and staff must wear a mask in the restroom
- Students must wear a mask on the bus per district/bus company regulations

Exemptions to wearing a facial covering:

- While students are at their individual seats/desks (which are 2ft apart), they may remove their facial covering as long as they are seated (students sharing 1 table are required to keep masks on)
- While eating breakfast and lunch at their desks, students may remove their facial coverings as long as they are seated
- While outside and maintaining social distancing students and staff may remove their facial coverings, until it is time to line up. This applies to recess and outdoor class activities
- Staff may remove facial covering if instructing at the front of the room
- Staff may remove masks when alone in classroom or office

Arrival/Breakfast/Morning Meeting Routines and Procedures

Core Values

We are Safe	We are Responsible	We are Respectful	We are Leaders
<ul style="list-style-type: none"> Walk during transitions Safe actions and words during breakfast 	<ul style="list-style-type: none"> Be in uniform Help with cleanup Bring a book 	<ul style="list-style-type: none"> Respect breakfast staff Support classmates with clean-up 	<ul style="list-style-type: none"> Model expectations Support others to make good choices

It is important that we have a strong hallway presence in the morning to ensure a positive start to the day. This will help us **maximize learning time** and minimize behaviors that distract from learning. We want to model core values for students by **being respectful** and greeting each student as they walk in the building and at the classroom door for morning meetings.

Routine	Description
Arrival	<p>Students arrive either on foot, car or bus.</p> <p>Early drop off</p> <p>At 7:00 am, the gym doors will be opened by staff members and the student's temperature will be taken before entering. This option is by parent sign-up only. The doors will be closed and students sent to class at 7:30am.</p> <p>Bus/Walkers</p> <p>At 7:30 am, the school doors open and all students who have arrived by bus must line up in the grade level appropriate line.</p> <ul style="list-style-type: none"> K-2 students will enter stairwell A door and report to their classrooms

	<ul style="list-style-type: none"> ● 3-5 students will enter stairwell B door and walk upstairs to their classrooms ● 6-8 students will enter the atrium doors- 6th graders will walk to stairwell C and report to their classrooms, and 7/8th grade students will report to the cafeteria ● Walkers will enter the atrium doors and report to their classrooms <p>While in line, students should place all electronic devices in their backpack and check uniforms. Students should be in full uniform, with a face covering, staff will also check students temperatures as they walk in the door.</p> <ul style="list-style-type: none"> ● Belts on ● Hoods/Hats off/Coats off ● Shirts Tucked in ● Temperatures 98.6 and below <p>All students are personally greeted by a school leader.</p> <p>Parent Drop Offs</p> <p>Students are dropped off in the back parking lot beginning at 7:30am. Two staff members will monitor students' arrival. One staff member will check temperatures at the stairwell C entry point for k-6 students and the other staff member will monitor and check temperatures at the cafeteria entry point for 7-8 students .</p> <p>K-2 students will be directed to the atrium and use K-2 hallway entry points</p> <p>3-6 grade students will go up the stairs and report to classrooms. 7-8 grade students will enter into the cafeteria for breakfast. 6th grade students will go down the MS hallway and 3-5 will cross the bridge and go to their hallway.</p> <p>Students assigned to NYU will meet in the cafeteria and sit at a cafeteria table, waiting for their instructor.</p> <p>After 8:01 all drop offs must enter the school building through the main office with a parent signing them into school, receiving a tardy pass from DLA staff, and have their temperature taken.</p>
K-6 Breakfast	Kindergarten- 6th grade students will report directly to their classrooms from arrival .Teachers should be standing at the door greeting students.

	<p>Breakfast will be served and eaten in the classroom. Breakfast should be finished by 7:50 am for all students.</p> <p>Students are expected to use the time to focus on eating breakfast and completing morning work. Students may not get out of their seats without permission.</p> <p>Breakfast Procedures:</p> <ul style="list-style-type: none"> ● Teacher instructs students to keep all items of food on their tray ● When complete they will close their milk and dump their tray into the food labeled trash can ● Teacher or student assigned pulls the “food only” trash can outside of the classroom by the door. ● Teacher then sprays desks and students wipe down desks with a paper towel. ● Teachers and students sanitize their hands in order to prepare for morning meetings.
<p>7-8 Breakfast</p>	<p>7-8 Students will eat breakfast in the cafeteria following social distancing requirements. Tables will be marked by homerooms and seats will be marked as well. A teacher will stand by the cafeteria line with hand sanitizer for 7-8 students before grabbing a tray.</p> <p>At 7:45am Breakfast staff verbally remind students of clean-up expectations. Students should place all garbage on their tray, dump tray and then exit through the assigned door. Breakfast should be completed by 7:45am.</p> <p>7:45am HR teachers dismiss students by table groups and transition them to Specials class.</p> <p>Dismissal from Cafeteria:</p> <p>Gym class: Students exit using gym class door</p> <p>Art class: Students exit using south door</p> <p>Music Class: Students exit 1st using north door</p> <p>Leadership class: Students exit 2nd using the north door.</p>
<p>Late Breakfast</p>	<p>If students enter at 8:01am, students report to their classroom and breakfast will be provided in the classroom, while the class is holding morning meeting. After 8:30am students will be issued a breakfast and eat in the office.</p>

Duty Posts at 7:30 (see duty schedule)

- Bus line monitors

- K-2 Greeter- at stairwell A
- 3-5 Greeter- at stairwell B
- 6-8 Greeter- front entrance
- Drop-off Greeters- stairwell C
- Atrium posts- 1 in the middle to direct traffic
- Hallway monitors- to direct traffic
- Cafeteria Breakfast Monitors (7/8 staff)

Morning Duty Responsibilities:

Purpose:

- Greet students and let them know how happy you are to see them at school and on time
- Check temperatures at points of entry
- Reinforce routines and procedures for arrival and breakfast
- Set goals and address important data points with students
- Reinforce uniform and cell phone policy
- Direct students to their classroom (or cafeteria for 7/8 grade students)

Lunch and Recess Routines and Procedures

Core Values

We are Safe	We are Responsible	We are Respectful	We are Leaders
<ul style="list-style-type: none"> ● Walk during transitions ● Safe actions and words during lunch 	<ul style="list-style-type: none"> ● Be in uniform ● Help with cleanup 	<ul style="list-style-type: none"> ● Respect lunchroom staff ● Support classmates with clean-up 	<ul style="list-style-type: none"> ● Model expectations ● Support others to make good choices

Routine/Procedure	Description
Lunch in Classrooms	<p>Staff members assigned to lunch duty in the classrooms report 5 minutes before the beginning of lunch with lunch trays and materials. HR teachers may leave to eat their lunch at this time. Students will be given a lunch tray and follow similar procedures from breakfast.</p> <p>Lunch Procedures:</p> <ul style="list-style-type: none"> ● Teacher instructs students to keep all items of food on their tray ● When complete they will close their milk and dump their tray into the food labeled trash can ● Teacher or student assigned pulls the “food only” trash can outside of the classroom by the door ● Teacher then sprays desks and students wipe down desks with a paper towel

	<ul style="list-style-type: none"> ● Teachers and students sanitize their hands in order to prepare for morning meetings <p>Lunch duty staff will help sanitize the classroom after cleanup and once the class leaves for recess.</p> <p>Once the lunch period is over, teachers return to the classroom promptly, collect their students, and transition the class to recess.</p> <p>If a teacher wants to eat lunch with a group of students they can:</p> <ul style="list-style-type: none"> ● Eat in the cafeteria at certain tables ● Eat in the back field on picnic tables ● Eat outside on a blanket ● Eat in the atrium on benches
Exiting Lunch to Recess	<ul style="list-style-type: none"> ● Students line up in double rows and remain 3ft apart while walking to their assigned area for the day outside ● Teacher is responsible for monitoring and supervising their own students ● Teachers should follow recess procedures below ● One additional staff member will be on duty to assist and security will be monitoring the premises

Lunch Duty Expectations

- Staff should always be standing while on duty to make sure that they are a presence and foresee potential conflicts in the classroom
- Staff should be positive and reward students who are modeling core values with Thunderpoints
- Staff should award Thunderbucks to HRs who follow proper procedures
- Staff should encourage clean-up, remind students of responsibilities and use language such as “We leave places better than we found them.”
- Lunch duty staff should help sanitize the area once clean up is complete

Recess Expectations

- Staff should only take students to recess at the designated time on the recess schedule. If HRs earn extra recess, teachers must first let an administrator know prior to taking students outside
- Staff should have eyes on the students and not be on cell phones

Recess Procedures:

- Call security to accompany class to recess.
- Transition to recess in a silent line.
- Review “We are Safe” expectations prior to starting recess.
- Utilize the logical consequences of timeouts for students who do not meet expectations.
- Identify a signal to end recess. When students hear a signal, they should stop, put equipment away and line up. While in line, students should tuck in shirts and be silent.

Hallway Procedures

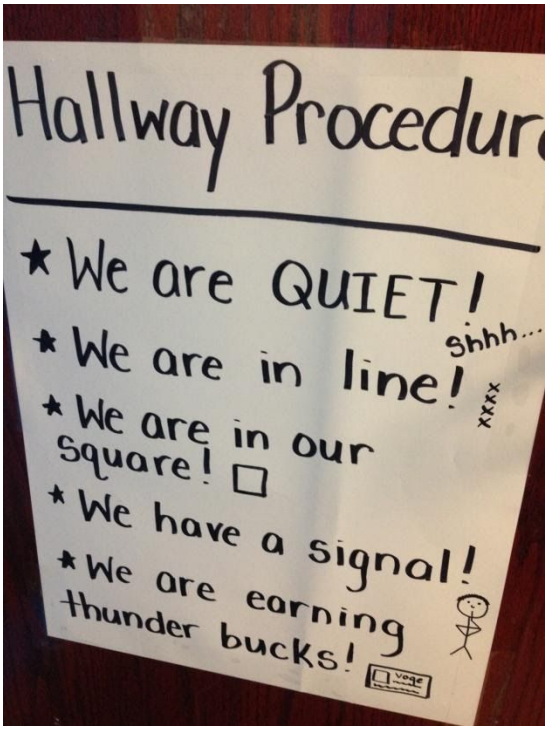
Core Values

We are Safe	We are Responsible	We are Respectful	We are Leaders
<ul style="list-style-type: none"> Walk during transitions Safe actions and words while walking in line 	<ul style="list-style-type: none"> Be in uniform Bring a book Model expectations 	<ul style="list-style-type: none"> Respect classmates and teacher 	<ul style="list-style-type: none"> Model expectations Support others to make good choices

Students in K-5 are silent when walking in the hall. Teachers can use HR procedures to teach this skill. Teachers and other staff should incentivize proper hallway procedures and silent lines with Thunderbucks.

Students in 6th-8th grades must be silent when transitioning out of the cafeteria or when walking in hallways with students in K-5 grades. While in the middle school hallways students should transition using a voice level 1.

Procedure	Description
Walking in the Hall: K-5	<ul style="list-style-type: none"> Students are silent Students are in double lines starting at the first white square from the green on both sides of the hallway (width) Students stand 2ft apart or 2 squares between (length) Grade levels with designated signals will use signals for all transitions Check your eyes, check your mouth, check your hands, check your feet Students and staff must wear masks when in the hallway

	
Grades 6 - 8	<ul style="list-style-type: none"> • Students are in double lines starting at the first white square from the green on both sides of the hallway (width) • Students stand 2ft apart or 2 squares between (length) • Students must keep their body in their personal space to maintain social distancing • Students and staff must wear masks in the hallway • <i>See Middle School Model Guide</i>

Stairwell Procedures

Students and staff will follow the following procedures when in a stairwell.

- Keep hands to self
- Stay one step apart
- Do not touch railings (if possible walk in the of the stairs to stay away from the rails)
- Do not touch door handle with hands (elbows and hips are great for opening the door via the push bar)
- Classes move into one line when on the stairway and move off the stairway as quickly as possible

Bathroom Procedures

Core Values

We are Safe	We are Responsible	We are Respectful	We are Leaders
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<ul style="list-style-type: none"> ● Walk during transitions ● Safe actions and words during tutoring and on bus 	<ul style="list-style-type: none"> ● Be in uniform ● Get on bus ● Stay engaged during tutoring 	<ul style="list-style-type: none"> ● Respect bus drivers and tutors 	<ul style="list-style-type: none"> ● Model expectations ● Support others to make good choices
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Teachers will take classes to a whole group bathroom break twice a day (once in the morning and once in the afternoon) based on the schedule created within the house team.

- Teachers will allow 2 boys into the restroom at a time and 2 girls into the restroom at a time to maintain distance
- Teachers will monitor students while in the bathroom to ensure students use proper handwashing technique
- All classes will follow hallway procedures during restroom breaks

K- 5 staff can send students individually to the restroom with a hall pass during the independent practice portion of a lesson. 6-8 students will be able to use the restroom 15 minutes after class begins and 15 minutes before it ends.

Students and staff must wear masks in the restrooms and sanitize as they re-enter the classroom.

Room Sanitizing & Hand Sanitizing Procedures



Room Sanitizing

Teachers and students will work to sanitize personal spaces throughout the day. Goodwill will have a

Hand Sanitizing

Staff and students will sanitize their hands multiple times a day.

Examples:

- When entering the classroom- at arrival (while greeted by teacher), and any other time students enter
- Before and after eating
- Before and after specials
- When lining up from recess (sanitize before entering the building)
- During transitions in the classroom

Dismissal Procedures

Core Values

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<ul style="list-style-type: none"> • Walk during transitions • Safe actions and words during tutoring and on bus 	<ul style="list-style-type: none"> • Be in uniform • Get on bus • Stay engaged during tutoring 	<ul style="list-style-type: none"> • Respect bus drivers and tutors 	<ul style="list-style-type: none"> • Model expectations • Support others to make good choices

All staff report to duty posts by 3:05. Please reference the duty schedule.

Routine/Procedure	Description
Pack-up	<ul style="list-style-type: none"> • Varies by HR/class/grade, but should include putting homework and maroon folders in backpacks, cleaning up the classroom, sweeping the floor, and stacking chairs against the wall or on desks. Sanitizing should also take place at this time, wiping down desks and chairs. Sanitizing and spraying down materials. • Continue to practice social distancing during • dismissal procedures. <p>6-8 Procedure - <i>see Middle School Model</i></p>
Closing Circle	<p>The closing circle routine is a manageable way to peacefully wrap up the day and send students off feeling a sense of accomplishment and belonging. Like Morning Meeting at the beginning of the day, closing circle brings a sense of calm, safety, and community to students and teachers. The routine also helps students practice reflecting on what's meaningful to them about their schoolwork, their classmates, and themselves. After a five-to ten-minute closing circle, students leave school feeling excited about their accomplishments and looking forward to the next day's possibilities.</p>

<p>Pick-up Students</p>	<p>K-3</p> <ul style="list-style-type: none"> ● Students who are pickups, line up with masks on and all their materials in the pick-up line in the classroom. A staff member comes to the classroom and escorts the students to the cafeteria where they will sit at an assigned seat 2-3 feet apart. ● Student's name will be called by a staff member on the microphone to indicate when he/she should come to the back parking lot. ● Students must remain in the cafeteria at their assigned seats for pick up. <p>Staff members on duty must supervise students, listen for names to be called, and call for on the radio who are not present.</p> <p>4-8:</p> <ul style="list-style-type: none"> ● Students who are pickups, line up in the pick-up line in and a staff member will pick them up and escort them to the gym where they will sit at an assigned seat ● Student's name will be called by a staff member on the microphone to indicate when they are dismissed ● Students will be seated in an assigned area, and are not to use any equipment while in the gym. <p>Staff members on duty must supervise students, listen for names to be called, and call for on the radio who are not present.</p>
<p>Bus Riders</p>	<p>Students riding a bus will stay in the homeroom with the teacher until the bus is called. Students must stay seated at their desks and be ready to walk out the door when called. Masks need to be on when walking to the bus and while on the bus. Teachers should be standing in the doorway, monitoring students inside the classroom and in the hallway.</p> <p>K-2</p> <ul style="list-style-type: none"> ● K-2 students will be called first to go to the bus. When their bus number is called on the radio, students need to quickly exit the classroom and walk to the stairwell A exit. <p>3-5</p> <ul style="list-style-type: none"> ● 3-5 students will be called second to go to the bus. When their bus number is called on the radio, students need to quickly exit the classroom and walk to the stairwell B exit.

	<p>6-8</p> <ul style="list-style-type: none">• 6-8 students will be called last to go to the bus. When their bus number is called on the radio, students need to quickly exit the classroom, walk across the bridge, and to the stairwell A exit. <p>Nurse Jodi will call buses by grade level bands and bus number.</p>
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