

Sample Intermediate Campus Procedures

CLASSES	SPECIALS	LUNCH
<ul style="list-style-type: none"> ·The first teacher will move her class into the hallway (assign standing spots to promote social distancing) while the second and third teachers move their classes. <u>ONLY</u> one class in the hall at a time. ·<u>ONLY</u> one LC transition per hallway(please check with your hallway LC members to ensure you do not overlap) ·Use alarm or timer to ensure class is ready to transition at designated time. ·Have personal items collected and in hand. ·Leave room quietly ·Line up per teacher instructions ·Follow teacher's directions ·Walk quietly and give space to student in front and behind you -Practice walking in hallway. Make it fun, but establish that there are expectations for behavior and noise level (single file, second tile etc.) -Practice waiting in hallway to switch classes (great time to practice noise levels) <p>*Take short tour*</p>	<ul style="list-style-type: none"> -A teacher will lead(5th grade hallway) Band, choir, and orchestra down the fine arts hallway. Please stay until all students have entered their classrooms -A teacher will lead Art students to each of the art rooms and ensure that all students have entered their classrooms ·Follow the fine arts teachers' instruction ·Form a social distancing line outside of your fine arts room -Fine Arts teacher will greet you at the door and give instructions upon entering the class. -PE will enter the gym (5th Grade hallway) and follow the teacher's instruction. While waiting to enter class lines should be socially distanced as much as possible. -Students will be picked up in the gym (per grade level hallways). PE teachers will dismiss students to their teachers <p>*Take short tour</p>	<ul style="list-style-type: none"> Take kids to cafeteria entrance. Discuss respect for Mrs. Nancy, Mr. Miguel, and Ms. Karen who are a part of our family and are the hardest workers. ·Sit at assigned table and "paw" spot ·Wait for Lunch Monitor to release tables to go to the lunch line (one side will be released at a time) ·Follow Teacher and Cafeteria Monitors directions ·Sharing food is not allowed ·Discuss table manners ·Stay seated ·Use hand signals for utensils(hold up number 1 finger), to get up for water(3 fingers up like a W) and restroom (crossed fingers like an R) ·Clean up lunch area when finished eating and throw trash away ·Walk to the playground · Practice sitting in a line on the 6th grade black-top. Show students where you will pick them up after recess. <p>*Take short tour</p>

Transitions (Class to Class)

- As an LC determine which teacher will always move first, second then third (same order every transition)
- The first teacher will move his/her class into the hallway while the second and third teachers move their classes. ONLY one class in the hall at a time.
- Teachers will need to communicate and coordinate with adjoining LC to prevent two classes from being in close proximity if rotating at the same time
- Students must maintain social distancing and mask usage during transitions
 - o Teacher may need to modify/reduce instruction time to ensure safe (and possibly slow) transitions take place

Cleaning Protocols after class

- Teachers responsible for wiping down desks after 1st and 2nd blocks
- How teachers accomplish this is up to each teacher
- Teachers will need to adjust their instructional tie to allow for cleaning and transitioning
- An example:
 - o Students can be lined up around the perimeter of the room playing a game or doing an activity (Like poison number or around the world for math classes)
 - o Teacher then sprays and wipes down desks as students are playing the game
 - o Students may **NOT** use QUAT-256, or come in contact with the chemical by wiping down desks, etc. This is the teacher's responsibility.
 - o Gloves are HIGHLY recommended when using QUAT-256

- While gloves SHOULD be getting replenished through district, we are unsure how many/when this will happen. Gloves should be used sparingly.
- Adjoining LC's need to coordinate their transition times and positions

Lunch/Recess Procedures

- Students will sit, socially distanced, on paws located on table benches. One student per paw, 6 students per cafeteria table
- One lunch in cafeteria per lunch period (vs. two like last year)
 - Each class will be assigned a set of tables for your class. Tables will be labeled with a sign. Your class will sit at these assigned tables every day for lunch.
 - This is different than last year
 - It is not a first come- first to tables set up like last year
 - You enter the cafeteria with your students, and they will sit at their assigned table.
- See lunch duty schedule for times and starting locations
- Basically, one lunch starts in cafeteria, and the next lunch starts at recess, then they swap
 - Lunch students will head out of back (bus ramp doors) and through the side gate for recess
 - Students who start at recess will come through the blacktop doors and file into the cafeteria for lunch
- Lunch buckets
 - Students who start in cafeteria will bring lunch buckets and transition them outside to recess blacktop like normal.
 - Students who START at recess will need to designate students to bring the lunch buckets to the stage so the heat outside doesn't spoil lunches. Once they file into cafeteria from outside, those same students can grab buckets off the stage and place next to their table
- Important that teachers drop off and pick up students on time from recess/lunch
- Lunch duty and recess monitors will need to spread out and ensure they are enforcing social distancing by students, especially in lunch line and lining up for recess
- No equipment at recess
- Masks may be removed while student is eating, and during recess if they are running/playing
 - Students are required to keep track of their masks (place on wrist, pull below chin, etc.)

Rainy Day Recess/Procedures

- Rainy day procedures will be the same as above except for recess
- Instead of starting/ transitioning to blacktop for recess, students will transition to pre-determined large classrooms to watch a movie during recess
 - o These rooms include library, both art rooms, band halls, choir and orchestra rooms
 - o Each table will have a location to transition to/from rainy day recess (movie room)
 - o We will let teachers know where your classes are supposed to go, and where you will be picking them up from
 - Example:
 - The Roar LC students start in cafeteria for lunch
 - Their “rainy day recess” location are in Mrs. R’s art room and Library
 - Students will be sent to those rooms when they are finished with their lunch in the cafeteria
 - Students will watch a movie during recess
 - Teachers would need to coordinate to pick up their kids from rainy day recess at those room locations and transition back to class
- These locations will be set for the school year
- An announcement will be made when we are doing rainy day recess procedures so teachers know where to pick up their students
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Mask Usage/Enforcement

- Masks are required for students in the classroom, but do not let absolute rigid mask enforcement drive your day and occupy all your time
- Masks usage will start as a Level 1 behavior
 - o Refer to the Level 1 (green) behavior sheet for corrective actions/ideas
 - o If mask usage becomes a reoccurring problem with a student, contact parents and document
 - o This will need to be predominantly handled in class by teachers
- We **CAN NOT** have an ISS room FULL of students during lunch/recess or other times because of mask issues only
 - o Punitive discipline for mask issues will only be assigned if the issue is a regular occurrence, and every avenue has been attempted to rectify the situation by the teacher in the classroom
 - This can include documented and successful parent contacts and communication

- Demonstration of the teacher's policies and consequences/reinforcements in the classroom
 - Repeated documentation of specific instances of the student refusing to wear a mask or documentation of repeated attempts to redirect or assign consequences to the student at the classroom level
 - Examples given by teacher of what Level 1 corrections and responses have been attempted
- It is recommended teachers incentivize or offer rewards/positive reinforcement for proper mask usage



Restroom Procedures:

- **Arrival:** Students **MUST** go to classroom **FIRST** and sign out to go to restroom
 - Hall monitors will monitor restroom traffic and hallway distancing
- **During Class:** **ONLY** 1 student (In each class) allowed to restroom at a time
 - 1 in, 1 out
 - Teachers **MUST** keep a log including student name **AND** time of all students who use the restroom
 - Students sign out, then sign in with time leaving and time returning

- This is for distancing, limiting number of students in the restroom, and contact tracing purposes
- No more than 2 students in restroom at a time
 - Example:
 - Boys restroom has 2 stalls and two urinals
 - One stall and one urinal may be used at a time
- Obviously, emergencies should be handled differently
 - We should never DENY a student use of the restroom
 - Important that you note and medical concerns or student specific restroom needs
- Teachers can incentivize the total time spent in restroom for the day, etc.
 - If we have less than 20 minutes combined per block, kids get a prize or earn a letter in “popcorn”, etc.

ROAR ARRIVAL ENTER

- Building opens at 8:15 am
- Maintain social distance in hallway
- Head straight to your homebase *unless* you are putting away an instrument or eating breakfast
- Follow teacher instructions in class
- No restroom until you check in with homebase teacher



Tour Dismissal Areas

ROAR DISMISSAL EXIT

- Know ahead of dismissal time -the way you are going home
- Quietly wait in classroom, reading or working on homework
- Listen for you dismissal call (walker, car-rider, bus #)
- If you are a bus rider, keep an eye on *Bus Hub* that is posted for your bus number
- Quickly, quietly and efficiently get to your dismissal area with backpacks facing forward and dismissal tag out
- Only 6th Grade will get instruments when their dismissal mode is called.
- Maintain social distance in hallway

Arrival

- Doors will open at 8:15
- Car rider arrivals will come through front door and head straight to their classroom
 - If a student needs breakfast, they may go to the cafeteria
 - Students will eat breakfast (socially distanced) in cafeteria, and then be released to their classroom
- Bus arrivals will enter through cafeteria.
 - If a student needs breakfast, they may stay in the cafeteria

- Students will eat breakfast (socially distanced) in cafeteria, and then be released to their classroom
- Monitors will be stationed throughout hall to ensure social distancing and mask usage
- Students need to be encouraged to utilize the vinyl markers on floor to maintain distancing
- Remember, single file, second tile, spaced. Students should never be walking side by side
- Teachers will need to have an activity planned for their early arrivals starting at 8:15
 - Please keep in mind technology could be limited initially as we await for Chromebook returns

Dismissal Students

- 5th grade students will take instruments back to class starting 4th block
 - Teachers will need to find a place to store instruments in classroom
 - Keep in mind it will be a smaller group of students
 - Exceptions for very large/heavy instruments can be made and communicated with the band/orchestra teachers
- 6th graders (only) will need to retrieve instruments before getting on bus or going to car rider line at dismissal
 - 6th graders cannot be released to go get their instrument until their specific mode of transportation is called (Bus number and or car rider announcement)

Bus Riders

- 4pm, buses start getting called as they come in (No waiting for a whole first load, second load, etc.)
- Bus hub is MANDATORY for all teachers to use (Updated on iPad as they come in)
- Scanners stand at the bus doors and scan students as they board bus
 - Scanners will have a binder with:
 - Each bus numbers bar code
 - Route roster/student bar codes of those students to scan those who don't have their dismissal tag
- Buses are released to leave after we get the all clear. Last call very important!
- Teachers need have a roster of how their students are getting home, and ensure kids are leaving when they need to.
- Hallways clearing halls during last call
- Last few buses students may be released to cafeteria and socially distanced

Car Riders

- Car riders will sit in the front foyer, socially distanced.
- Car riders will be spread out from the front entry doors to the first 5th grade hallway on one side and the first 6th grade hallway on the other
- Car rider procedures and calling of names will be the same as last year