



John Jacobs Return to Learn Plan
Fall 2020

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I. **Arrival**

Process: Bus students arrive and dismount one bus at a time. Bus students enter the campus through the front gate (near the office). Car riders/walkers enter at the parking lot gate. Duty personnel check for masks and IDs as students dismount the bus/cars.

Students report directly to their classroom. There is no morning recess at this time. Temperature is taken at the door of the classroom by classroom teachers. Masks (and IDs) are part of the dress code. Students will obtain a mask upon arrival from the office if they forgot it at home.

Tardy students will have their temperature checked at the front gate (near the circle drive) and given a tardy slip. All students are routed to the front gate when the tardy bell rings.

Considerations: All teachers need to be in their rooms at 7:10. Students will eat breakfast prior to the tardy bell. Parents not allowed beyond the office at arrival. Requests for parent conferences should be made via email or phone. Student restrooms are closed during arrival. Morning duty covered by non-homeroom personnel. (Specials, Support, Classified, Administration, Office). Afternoon duty covered by all classroom teachers every day.

II. **Chromebooks**

Process: K-2nd grade students will keep their chromebooks at home. This will be reviewed and updated/communicated monthly during the 2nd quarter. 3rd-6th grade students will bring their chromebooks w/ a charger each day that they participate in “in-person” learning at school. This will be reviewed and updated/communicated monthly during the 2nd quarter.

Considerations: Students may need their chromebook at home for the hybrid model or rolling closures.

III. **Cafeteria**

Process: Students will eat breakfast in the classroom and lunch in the cafeteria. The lunch schedule has been adjusted to allow for one class to enter at a time to avoid large groups of students outside the kitchen. Please see the new schedule below. Tables are rearranged so that students are facing forward toward the stage. Students will sit on marked x's on the benches to allow for social distancing. Each teacher must escort students all the way through the line and depart when the last student is seated at the table. Once seated, students may remove their mask and clip it to their lanyard. All students will wear their lanyards around their neck throughout the day from now on (no

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more ID tubs). After eating, students will be advised to prepare for line-up by applying their mask and placing trash on their tray. The garbage cans will be brought to the end of each table. Students will dump trash and line up at the exit door (west side of cafe) and sanitize as they depart to walk out for recess. Students will exit and walk with the monitor to the playground spaced 3-6 ft apart. The second monitor and custodian will sanitize as each table departs from the cafeteria.

Considerations: Teachers need to be on time every day. Students need to have their ID and their mask. We need all hands on deck in the cafeteria. Teachers are encouraged to eat with their class from time to time to monitor the procedures.

Class	Students begin to Enter Cafe	Eating time	Students begin to line up for Recess	Teachers Pick up from Recess	Cafeteria Supervision	Recess Supervision
Myers	10:35	20 min	10:55	11:10	Isabel	Diane
Jones	10:40	20 min	11:00	11:15	Annie	Robert
Sanitize Tables						
Garcia	10:50	20 min	11:10	11:25	Isabel	Diane
Law	10:55	20 min	11:15	11:30	Annie	Robert
Sanitize Tables						
Parker	11:10	15 min	11:25	11:45	Selmo	Diane
Gonzalez	11:15	15 min	11:30	11:50	Margo	Robert
Sanitize Tables						
Berretta	11:25	15 min	11:40	12:00	Selmo	Diane
Martinez	11:30	15 min	11:45	12:05	Margo	Robert
Sanitize Tables						
Aceves	11:40	15 min	11:55	12:15	Selmo	Diane
Judy	11:45	15 min	12:00	12:20	Blanca	Robert
Dykes (A+)	11:50	30 min	n/a	n/a		Gary*
Sanitize Tables						
Lester	11:55	15 min	12:10	12:30	Selmo	Diane
Medley	12:00	15 min	12:15	12:35	Blanca	Robert
Werdy (A+)	12:05	30 min	n/a	n/a		Gary*
Sanitize Tables						
Baumener	12:10	15 min	12:25	12:45	Carrie	Diane
Dehart	12:15	15 min	12:30	12:50	Pam	Robert
Sanitize Tables						
						Gary*

IV. Dismissal

Process: Homeroom teachers should prepare for dismissal by stopping instruction, packing up early enough to **START** to move toward dismissal locations at the following times:

K/1st 2:24/12:54

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2nd/3rd/4th 2:25/12:55

5th 2:27/12:57

6th 2:29/12:59

*All staff are expected to escort their class to all areas of dismissal (bus, car riders, walk gate). Students should not be at dismissal without an adult. All homeroom teachers should check for IDs/masks prior to leaving the classroom to dismissal locations.

Considerations: All staff will remain at dismissal until all students are dismissed via bus or parent pick-up. All staff have afternoon duty. Parents (who walk) need to be educated to remain at the shade trees or beyond and to social distance while waiting to pick up students. Parents (in cars) need to stay in their car. Staff should prepare for multiple bus runs.

V. Field Trips

Field trips are currently suspended until further notice.

VI. Masks

Process: All staff and students must wear a mask. Face shields are considered an extra precaution above the mask. Mask exemptions are obtained according to district protocols.

Considerations: Obtain medical advice if a student is experiencing breathing difficulties.

VII. On-Site Support Staffing

Process: On-Site Support during a hybrid model will continue in the Student Support Center with Mr. Thompson and/or Ms. Angeli covering as needed.

Considerations: Be aware that discipline support is limited with On-Site Support demands in a hybrid model. The 2nd quarter should be spent teaching PBIS expectations to all students.

VIII. Recess

Process: Students must sanitize their hands prior to going to recess (both lunch and classroom). Students must wear a mask to recess. Students must bring their own water bottle to recess. Students must use specified zones for various activities (i.e. soccer area, jump rope, four square, etc.). If a student decides to switch activities, he/she must sanitize hands between activities. Socialization at recess is encouraged but students should practice social distancing. Students should line up at designated areas when the whistle is blown. K-2nd grade students use the primary playground. 3rd - 6th grade students use the intermediate playground. Equipment will be rotated and sprayed off daily.

Considerations: Teachers need to physically show students sanitation areas, where to return equipment, expectations regarding the water bottles, and where to line up at the end of recess. Teachers should take students to the restroom to wash their hands prior to returning to class.

IX. Special Populations

Process: IEP/504 case managers and the health tech will review records to identify any special considerations that are needed with regard to students' health and disabilities and communicate needs to the administration. This should be an ongoing process moving forward.

Considerations: Information shall be obtained immediately upon intake or enrollment for new students.

X. Traffic patterns

Process: One way traffic in the courtyard area (counterclockwise). Avoid the north parking lot as much as possible for student safety. Two-way traffic is allowed in most areas except (courtyard sidewalks).

For lunch: Enter the kitchen door after washing hands/sanitizing, use floor/ground markers to guide social distancing. One way traffic leaving the cafeteria to the playground (follow red/blue paw prints). Classes will dismiss one at a time.

100 Building Hallway: There is a split in the hallway (103-104-105-106 use the north doors & 101-102-107-108-109 use the south doors) for exit/entry.

Enter/Exit Music Room: Use cafeteria door for music class.

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classroom and ensure the areas they touched are disinfected prior to changing to a new classroom. This will be reviewed each quarter moving forward.

Considerations: Teachers need to coordinate and keep an eye on the time and be conscious of each other's specials and lunch times.

Special Areas: All students will travel to their specials (art, music, PE) classroom. Students should sanitize prior to leaving the homeroom classroom. Teachers shall remain with the class until the specials' teacher has completed the sanitation process from the previous session.

Considerations: Teachers need to arrive on time to drop off/pick up students.

Support Services: This includes advanced math, gifted services, walk to read, speech, resource, OT, social worker, psychologist. Students will be picked up by the service provider and supervised for social distancing during transitions. Students will sanitize before and after each session.

Considerations: Providers should be mindful of the students' classroom schedules and use intervention time or other preferred times for services.