**\*\*Revised April 2021**

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| **Daily Procedures**  |
| * **Arrival:**
	+ **Students may be dropped off from 7:25 - 7:40 a.m.**
		- **Car Riders** will be dropped off on the west side of the K-8 building in the car line and enter through the double doors of the kindergarten hallway. After exiting the vehicle, it will be highly encouraged that students (K-4) **wear a face covering** before they proceed on campus.
			* **The front entrance is for students that are tardy only.**
		- **Bus riders** will be dropped off at the cafeteria doors and it will be highly encouraged that students (K-4) continue to **wear a face covering** as they proceed on campus.
	+ Students will go directly to their classrooms. Students eating breakfast will report to the cafeteria. Physical distancing will be maintained to the greatest extent possible in all areas. If physical distancing cannot occur, it will be highly encouraged that students (K-4) will **wear a face covering.**
	+ Tardy bell rings at 7:45 a.m.
		- Students arriving after 7:45 a.m., should enter through the office. Classes will begin instruction at 7:40 a.m.
* **Attendance**
	+ Attendance will be taken each morning. Parents of **on-site blended learning** students who are **NOT** in attendance should contact the school office by phone (479-641- 7085) or email their child’s teacher to report their child’s absence from school.
	+ **Off-site virtual learners’** attendance is based on the completion of his/her daily assignments.
* **Lunch:**
	+ It will be highly encouraged that students **wear face coverings** while students are in line and when transitioning back to class or recess.
	+ Students will be seated *allowing for space between each student*. Once seated, students may remove their face covering to eat their lunch.
	+ Students may bring in lunches from home.
	+ Food bars will not be available for students.
	+ For the health and safety of our office personnel, parents are requested to limit food deliveries at this time.
* **Dismissal:**

**STAGGERED DISMISSAL TIMES TO ALLOW FOR physical distancing:****Bus riders:*** + Bus riders will be dismissed by grade level in order to limit the number of students exiting the back entrance of the building at one time.
	+ **Masks will be highly encouraged for all bus riders (K-12)**

**Car riders:*** + Car riders will be dismissed to their designated area at 3:00 p.m. Staff will direct parents that are picking up their child to designated areas.
		- * **4th grade** will dismiss out of the 4th grade doors and will remain in the pod for parent pick-up
			* **3rd grade** will dismiss out of double doors by the 3rd hallway and social distance under the awning for parent pickup
			* **2nd grade** will dismiss out of the 2nd grade doors and will remain in the 2nd grade pod for parent pick-up
			* **1st grade** will dismiss out of the 2nd grade doors and will remain in the 1st grade pod or hallway for parent pick-up
			* **Kindergarten** will dismiss out of the kindergarten doors and will remain outside or hallway socially distancing until parent pickup
			* Siblings may be picked up in one location
		- **Bus Riders**
			* Students will be dismissed at staggering intervals
		- **Walkers**
			* Students will be dismissed from Mrs. Cates’ room
		- The front parking area is only for parents who are entering the building to check out a student or picking up student walkers.

**Walkers:*** + Students will be dismissed at 3:00 p.m. or shortly after the buses have left the campus from Mrs. Cates’ classroom. Parents may pick up car riders from the double doors located to the right of the front office.
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| **Academics** |
| **The Atkins School District will provide two options for any child in grades K-12.** * **Onsite Blended Learning:** Blended learning is the new “traditional school” where students report to school daily (Monday through Friday) for a regular school day, but will be prepared for virtual learning in the event of a school closure.
* **Virtual Learning:** Virtual learning means the child will learn new content remotely from a state provided digital platform and/or Google Classroom on a full-time basis.
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| **Classroom Expectations**  |
| * Physical distancing will be implemented to the greatest extent possible. This includes spreading out desks, location of materials, restricting unnecessary movement within the classroom, and students facing the same direction.
* **It will be highly encouraged that teachers wear face coverings any time physical distancing is not practiced or possible.**
* **It will be highly encouraged for students K - 4 to wear face coverings any time physical distancing is not practiced or possible.**
	+ PTO will provide lanyards for students (K-4) to clip on their masks.
* Assigned seating charts will be used in all classes.
* 3rd and 4th grade students will stay in their homeroom throughout the day for instruction. Teachers will rotate to the students.
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| **Sanitation** |
| * **Sanitizing stations will be located outside each classroom and students may use hand sanitizer** prior to entering and when exiting the classroom. Students may also use their own.
* **Students may assist staff members in disinfecting materials and desks** with which they have come into contact before transitioning to a new area.
* Staff will frequently disinfect touched areas such as door handles, faucets, desk, and tables.
* Staff will disinfect with the spray between student rotations.
* Mist systems will be used by the custodial staff on a regular basis.
* Students may assist staff members in disinfecting materials and desks with which they have come in contact with.
* Teachers will be incorporating lessons on handwashing and social distancing in all classrooms.

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| **Transitions** |
| * **Students will be allowed to carry backpacks.**
* **It is highly encouraged that students (K-4) wear face coverings** in the hallways and while moving outside of the classroom when physical distancing cannot be maintained.
* Students will keep to their right when walking in the hallway. All faculty will monitor and supervise hallway traffic in order to maintain physical distancing.
* **Limited access to restrooms** will be conducted during transition times.
	+ Flexibility for individual students can be discussed when needed.
* **Water Dispensers** will be available for students to fill water bottles.
	+ PTO will provide each elementary student a water bottle.
	+ Students wanting to bring their own will need a re-sealable water bottle/container.
	+ Water bottles/containers need to have clear liquids only.
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| **Special Classes** |
| * Special classes will be held in the classroom as needed.
	+ Music will utilize the outdoor classroom when possible.
	+ PE may utilize the gym and the playground/car drop-off loop.
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| **Recess** |
| * It will be highly encouraged for teachers/staff to wear a mask unless social distancing can be acheived.
* Classes will be separated into zones.
* Grade levels will be assigned two recess times (40 minutes total) in which the classroom teachers/staff will be responsible for monitoring students on a rotational basis.
* Grade levels will be separated into either the North or South playground.
* Grades will rotate which area their class is assigned to each day.
* Cones may be used to designate zones.
* Playground equipment will be disinfected on a regular basis.
* Time will be spent the first week of school teaching playground safety and rules.
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| **Health & Safety**  |
| * **Screening**
	+ Staff and students (parents) are responsible for self-screening each day.
	+ Entry into the building will be denied if screening requirements are not met. Staff, students, and visitors must answer “NO” to the following questions:
		- Have you had a fever of 100.4 within the last 14 days?
		- Have you taken a fever reducer (Tylenol, Ibuprofen, etc,) in the last 4-8 hours?
		- Have you had a cough or shortness of breath?
		- Have you recently been diagnosed with Pneumonia/Flu?
		- Have you traveled out of the country in the last 14 days or US states with community spread?
	+ Students that arrive on a bus with symptoms will be placed in the isolation area located in the nurse's office until parents can arrive.
* **Routine Care**
	+ Students will go to the nurse’s office for routine health care needs.
	+ Non-emergency needs will be taken care of in the classroom as much as possible in order to limit hallway traffic.
* **Students/Staff that are ill**
	+ Staff will notify the office to report the staff member/student that is on the way to the nurse’s office and why.
	+ The nurse will tend to any students/staff exhibiting symptoms in the isolation room located in the back of the nurse’s office.
	+ The nurse will contact parents/guardians in the event that a student needs to be picked up.
	+ The nurse or principal will escort the student from the isolation room to the foyer when the parents/guardians arrive.
	+ **Students and staff must be fever free for 48 hours prior to returning on campus.**
	+ Atkins School District will follow ADH protocol to report any possible COVID-19 exposure.
* **Social/Emotional Support**
	+ Our school counselor, Mrs. Lewis, will be onsite daily to ensure students feel safe and happy at AES and will be available to provide support when needed.
* **Visitors**
	+ Visitors will not be permitted beyond the lobby/foyer area except for extenuating purposes approved by the principal or his/her designee.
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| **Communication**  |
| * Communication is always very important and valued at Atkins Elementary School. We will continue to communicate updates from the Arkansas Department of Health (ADH) and other important information through social media, our website, and call out system.
	+ Atkins Elementary School Facebook page: @redcarpetkids
	+ Atkins School District website: atkinsschools.org
	+ Atkins Elementary School Twitter: @AtkinsElem
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Please know that procedures may change as new information becomes available from ADH. Many things have changed due to COVID-19, but one thing remains the same:  **RED DEVIL PRIDE!!!**

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