

## West Central Continue to Learn Details

All students and staff are expected to follow the guidance in this document. Modifications for students with disabilities will be determined by the IEP or 504 team. Questions may be directed to building principals.

Protocol	Green	Yellow	Red
<b>Lunch</b>	<ul style="list-style-type: none"> <li>* Same lunch practices as 2020-2021 school year.</li> <li>* Social distance tables</li> <li>* Enhanced cleaning between classes (lunchroom supervisors and custodial staff)</li> <li>* Minimize wait time in line</li> </ul>	<ul style="list-style-type: none"> <li>* Social distanced tables</li> <li>* Enhanced cleaning between classes (lunchroom supervisors and custodial staff)</li> <li>* Minimize wait time in line</li> </ul>	<p>* If the district moves to the Red Model, student materials will be distributed through the following avenues per building to receive instruction and materials:</p> <p style="text-align: center;">Elementary: Class Dojo</p> <p style="text-align: center;">Middle School: Google Classroom</p> <p style="text-align: center;">High School: Google Classroom</p> <p>* Specific instructional expectations will be delivered by building principals.</p> <p>* School buildings are closed to students; staff are expected to report to work to their designated areas.</p> <p>* Food services will continue to be provided to students.</p>
<b>Communal school supplies</b>	<ul style="list-style-type: none"> <li>* Students will use their own school supplies in the classroom.</li> <li>* Teachers are able to intermix manipulatives and classroom materials when needed.</li> </ul>	<ul style="list-style-type: none"> <li>* Students will use their own school supplies in the classroom.</li> </ul>	
<b>Orientation of classroom seating</b>	<ul style="list-style-type: none"> <li>* Teachers are permitted to have pod/table seating.</li> <li>* Flexible, spacious seating is still highly encouraged.</li> <li>* Teachers should be able to move to Yellow Model seating with ease and with no exchanging or movement of additional heavy furniture into the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>* Social distancing at tables, desks, and work spaces in classrooms and specials.</li> <li>* No pod or group seating.</li> <li>* Communal/Flexible seating practices may be utilized if it increases social distancing opportunities and provides a sanitary environment for the student.</li> <li>* Please discuss your seating idea with your building principal for approval.</li> </ul>	
<b>Hallway</b>	<ul style="list-style-type: none"> <li>* Students are asked to walk on one side of the hallway.</li> <li>* We encourage minimal hallway passing/ interaction, when possible.                             <ul style="list-style-type: none"> <li>- Use professional judgement to not overload or crowd hallway areas.</li> </ul> </li> <li>* Emphasize hands to self and spacing when in the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk on one side of the hallway.</li> <li>* Encourage minimal hallway passing/interaction.</li> <li>* Use professional judgement to not overload or crowd hallway areas.</li> <li>* Emphasize hands to self and extra spacing when in the hallways.</li> </ul>	
<b>Bathroom Use</b>	<ul style="list-style-type: none"> <li>* Use professional judgement when sending individual students to the restrooms in order to avoid large amounts of students in one area.</li> </ul>	<ul style="list-style-type: none"> <li>* Use professional judgement when sending individual students to the restrooms.</li> <li>* Enhanced cleaning measures (custodial staff)</li> </ul>	
<b>Specials / Electives</b>	<ul style="list-style-type: none"> <li>* Specials/Elective classes may choose to continue with extra sanitization practices. Students are asked to sanitize between special/elective classes due to the increase of communal supplies.</li> </ul>	<ul style="list-style-type: none"> <li>* Specials/Elective classes will take enhanced precautions specific to individual content areas.</li> </ul>	
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>* Field trip opportunities will be determined on a case by case basis, taking into consideration the destination, the restrictions, and the benefit it would provide for our students to attend.</li> </ul>	<ul style="list-style-type: none"> <li>* All field trips will be suspended until further notice. Students will stay on school property throughout the school day.</li> </ul>	
<b>Arrival / Departure Times</b>	<p><b>Hartford Elementary:</b>                      -- Arrival: Breakfast will begin at 7:45am in the cafeteria. Shuttle bus students will report to the gym to wait for their bus. Outside supervision will begin at 8:00am. All grade levels will be on the playground for recess. The bell will ring at 8:25am to bring students into the building.                      -- Departure: Students who are going to Kare, walking, or being picked up will be dismissed at 3:25pm out the lunchroom doors. Students who are riding the bus will be dismissed at 3:30pm to the playground.</p> <p><b>Humboldt Elementary:</b>                      -- Arrival: Breakfast begins at 7:55am in the cafeteria. The first bell rings at 8:19am to bring students from the playground into the building. Students arriving off the shuttle bus go directly into the building to either breakfast or the classroom.                      -- Departure: Shuttle bus students dismiss at 3:25pm bell. All other students dismiss at 3:30pm bell.</p> <p><b>Middle School:</b> Breakfast students to multi-purpose room to eat and then to respective grade-level area, 6th grade to multi-purpose room, 7th to 7th hallway, 8th to 8th grade hallway</p> <p><b>High School:</b> Students should be in their first period classes before school starts at 8:30. Breakfast is served in the commons prior to school.</p>		

<b>Visitors</b>	<ul style="list-style-type: none"> <li>* At this time, we will be allowing visitors (parents, grandparents, volunteers, presenters, etc.) into the school building. However, we are still restricting lunchroom visitors due to the limited ability to socially distance classes in different grade levels.</li> <li>* Pick up and drop off of students and/or materials will take place in each building office.</li> </ul>	<ul style="list-style-type: none"> <li>* At this time, we will not be allowing visitors (parents, grandparents, volunteers, presenters, etc.) into the school building. This includes lunch and classroom visits. If picking up or dropping off a child from school, parents should call ahead to notify the building office and wait outside of the building.</li> <li>* If dropping off materials at school, there will be a drop off spot in the front entrance with sticky notes. Parents should label the material with who it is for and the item(s) will be delivered to the student.</li> </ul>	
<b>Masks</b>	<ul style="list-style-type: none"> <li>* Per district plan, masks will be optional in the Green Model. Students and/or staff will be encouraged to wear masks when social distancing is not possible, however, it is not mandatory.</li> <li>* Masks will be available in the office for any student or staff member who would like to use one.</li> <li>* Signage for correct mask wearing practices will be displayed in each building.</li> </ul>	<ul style="list-style-type: none"> <li>* All students and staff will be required to wear masks when closer than 3 feet to another person in the building. The only exception to this will be during recess, lunch, P.E., and band.</li> <li>* Signage for correct mask wearing practices will be displayed in each building.</li> </ul>	
<b>Sanitation</b>	<ul style="list-style-type: none"> <li>* Teachers will be asked to enhance cleaning efforts throughout the day (wipe down surfaces, additional handwashing, etc.). Teachers will be asked to wipe down desks twice a day (AM and PM), and custodial services will wipe down surfaces once a day.</li> <li>* Hand sanitizer stations will be available in classrooms and throughout the hallways. Students and staff are encouraged to be diligent in their hand sanitizing throughout the day.</li> <li>* Students and staff are encouraged to wash their hands throughout the day. Signage for effective hand washing and respiratory etiquette will be present in each building.</li> </ul>	<ul style="list-style-type: none"> <li>* Teachers will be asked to enhance cleaning efforts throughout the day (wipe down surfaces, additional handwashing, etc.).</li> <li>* Use professional judgement as to social distancing in common staffing areas (i.e. lounge, conf. rooms, office, etc.)</li> <li>* Hand sanitizer stations will be available in classrooms and throughout the hallways. Students and staff are encouraged to be diligent in their hand sanitizing throughout the day.</li> <li>* Students and staff are encouraged to wash their hands throughout the day. Signage for effective hand washing and respiratory etiquette will be present in each building.</li> </ul>	
<p style="text-align: center;">Additional staff will be available for interventions and academic support.  Additional resources to assist students and staff with mental health needs will be available.  Professional development will be provided to teachers to address disrupted learning and mental health needs for students.</p>			

Public Input: 8/10/2021		
Board Approval: 8/10/2021, 12/13/2021		
Required Review Dates: 12/21, 6/22, 12/22, and 6/23		