


## Sundown Students Returning to Campus

As students are returning to campus we want to ensure all families are aware of our newest procedures, protocols, expectations, and recommendations. These are meant to keep everyone safe and healthy so ideally no students, staff, or family members get sick and we are not having to close down the school or cohorts to distance learning. Please read these carefully so you can understand everything that is going to occur as students return.

**\*All of these are subject to change- Families will be notified if they are changed\***

Daily Schedule	<p>Each teacher will maintain their own instructional schedules and guidelines for the asynchronous time completed at home. This is the general campus schedule.</p> <p><b>Monday through Thursday</b></p> <p>AM Session  7:40- Gates open, students go immediately to their classrooms.  7:45- Class starts, arrival continues  7:55- Gates close, students are marked tardy after this time.  10:15- Dismissal</p> <p>PM Session  11:25- Gates open, students go immediately to their classrooms  11:30- Class starts, arrival continues  11:40- Gates close, students are marked tardy after this time.  2:00- Dismissal</p> <p>Monday-Thursday MINIMUM DAY- Closest one is March 18th. Each in-person session is shortened by 30 minutes and the lunch time is moved up.  AM Session- 7:45-9:45  Lunch- 9:45-11:00  PM session- 11:00-1:00</p> <p><b>Fridays</b>  7:45-10:45- Online Live Instruction Whole Class or independent asynchronous time.  11:00-12:00- Lunch  12:00- Minimum day! Enjoy your Friday!</p>
Before school each day	<ul style="list-style-type: none"> <li>Families will complete screening through the STOPit SafeScreen system at home each day. You can see more information about this app on the <a href="#">district website</a>.</li> <li>Register an account with the <a href="#">STOPit SafeScreen</a> here- only for the students starting on campus now. If you have more than one student you need to register them with 2 separate usernames. Our current families have found it helpful to make the username be the student's name. If you include your phone number, it will send you a daily text and email reminder to complete the screener.</li> <li>Use this <a href="#">link to complete the daily screener</a>. Bookmark this website so you have easy access to it each day.</li> </ul>

	<ul style="list-style-type: none"> <li>• iPhone tip- you can add the bookmark to the daily screener on your homescreen. Press the  button, and select “Add to Home Screen.” This makes it easier to find and complete each day.</li> <li>• Send students to school ONLY if no symptoms are present and screening is cleared (Green).</li> <li>• If any symptoms are present (Red), contact school to report absence. <u>Do not come to campus.</u></li> <li>• Even if the student is going to be absent for any reason, please complete the screener every day.</li> </ul>
Arrival Locations	<p>See yellow stars on included map below</p> <ul style="list-style-type: none"> <li>• SDC drive up- Hill/Holmes- 62nd street; Zopelis- 214 Gate</li> <li>• TK/K- “Blue Gate” from J-8 parking lot</li> <li>• 1st &amp; 2nd- line up along 62nd street, cars will enter the “bus gate” area once all buses are gone.</li> <li>• 3rd-6th- 214 Gate. There are 3 lanes total in the main parking lot. Please use the outer 2 lanes for traffic to be in the drop-off line, and keep the middle lane clear for through traffic.</li> </ul> <p>Families with multiple students-</p> <ul style="list-style-type: none"> <li>• You can drop off students at the separate gates by grade level OR Go to the arrival gate of your youngest student if they are in 1st or 2nd grade. Kindergarten will still have to be dropped off separately.</li> </ul> <p>We are still waiting on confirmation and information related to bus transportation. As soon as we have information we will share it with our families.</p>
Arrival Procedures- Drive Up	<ul style="list-style-type: none"> <li>• Staff will check screening from phone/device shown by adult.</li> <li>• Temperature will be taken by staff in the car.</li> <li>• Parents- Please do not get out of the car. We recommend having students placed on the passenger side of the car so they can exit the car immediately onto the sidewalk.</li> <li>• The student will be directed to the classroom if cleared.</li> </ul>
Arrival Procedures- Walking	<ul style="list-style-type: none"> <li>• Ideally students will be walked with an adult.</li> <li>• Crossing guards will be at the major intersections</li> <li>• There will be two walk-up stations located at the bus gate and 214 gate areas. An administrator will check the student in and clear them to come on campus.</li> <li>• If a student needs to walk on their own, and they have their own device, they can show the completed screener to the administrator.</li> <li>• If a student needs to walk on their own, and they do not have their own device, then the administrator at the check-in station will check that the screener was completed and clear. If they do not have the completed screener, then they will be sent to return home.</li> </ul>
Dismissal Locations	<p>As a family, discuss and decide the best pick up location and method. See map below for visual of dismissal locations.</p> <ul style="list-style-type: none"> <li>• Blue Gate- Kinder only- Walk up and Drive up</li> <li>• 214 Gate- Main parking lot on J-8- Drive Up Only</li> <li>• Walker Gate- Walking home students and families</li> <li>• Bike Gate- Walking home students and families</li> <li>• Bus Gate- Eventually used for bus students ONLY- No walk-ups or drive ups</li> </ul>

Dismissal Procedures	<p>Please make sure to communicate your preferred pick-up location to their teacher and if you give permission for them to walk home alone.</p> <p>If there are siblings, the older sibling should go to the younger sibling first so they can leave together as a family. *With the exception of kindergarten students*</p> <p>Please be on time- Dismissal will begin at scheduled time (10:15/11:05/2:00). If later than 15 minutes from dismissal time, student will be brought to the office and a parent will have to come in to sign them out. If late pick up happens more than once, the student will be returned to distance learning.</p> <p>214 Gate</p> <ul style="list-style-type: none"> <li>• Ideally for students in 3rd-6th Grade. Okay for other grades</li> <li>• Students will line up along the sidewalk and in other designated areas.</li> <li>• Parents will wait in line in the two traffic lanes.</li> <li>• Staff will ask for names of the students and call students to the car. It will be helpful to staff to have a sheet of paper with the student's name and grade level displayed in the dashboard or passenger side window of the car.</li> </ul> <p>Walker Gate</p> <ul style="list-style-type: none"> <li>• Walking students and families only. Ideally for students in 1st &amp; 2nd Grade.</li> <li>• Students will line up along the row of classrooms in their distanced spots.</li> <li>• Parents will line up along the sidewalk.</li> <li>• Staff will ask for the names of the students, and then call for the student(s) out of line and to go with their parent.</li> <li>• If students are permitted to walk home alone, they will be dismissed from this gate or the bike gate.</li> </ul> <p>Bus Gate</p> <ul style="list-style-type: none"> <li>• Bus students ONLY. No walk-ups will be permitted from this area. Students will line up and then board the bus according to the AVSTA protocols.</li> </ul> <p>Kindergarten Blue Gate</p> <ul style="list-style-type: none"> <li>• Parents may drive up or walk up to the designated location at the gate. Give aide the students' name and they will call for them to be brought out from the room.</li> </ul> <p>Bike Gate</p> <ul style="list-style-type: none"> <li>• Students will line up at the gate in designated spots.</li> <li>• Parents will line up along the sidewalk Parents will be directed to socially distance from one another and not congregate.</li> <li>• Staff will ask for the names of the students, and then call for the student(s) out of line and to go with their parent.</li> </ul>
While on campus	<ul style="list-style-type: none"> <li>• Students will wash and sanitize their hands regularly</li> <li>• All water fountains are covered or turned off. Students will need to bring water bottles to keep with them.</li> <li>• All classrooms have been provided with cleaning solution, gloves, and paper towels.</li> <li>• Classrooms all have hand sanitizer.</li> <li>• Classrooms with students returning all have one desk shield per student returning.</li> </ul>

	<ul style="list-style-type: none"> <li>Classrooms have received an ionizer that is designed to reduce airborne contaminants.</li> <li>Our campus has two electrostatic backpack sprayers and 55 gallon drum of disinfectant to be used after each cohort. If disinfectant is sprayed and sits for 3 minutes it sanitizes the area sprayed.</li> <li>Our campus has multiple infrared thermometers to help with student drop off.</li> <li>If you are worried about your student potentially having an accident while on campus, you can send a Ziploc bag labeled with their name and class, and we will store it in the office.</li> <li>Classroom supplies will be kept in individual containers so there is no sharing between students.</li> <li>We are ensuring students have all supplies needed while they are on campus so there is not much of a need to bring a backpack. Check with the teacher to see if there is a need for a backpack. Students are not permitted to bring a lunch pail or snack.</li> </ul>
If your student becomes injured or ill	<ul style="list-style-type: none"> <li>A determination will be made of potential COVID symptoms (ex. Coughing or fever) or other symptoms (Losing a tooth or vomiting). Student would then be sent to the nurse or quarantine area based on symptoms.</li> <li>School nurse will make a determination on treatment and contact family to notify of next steps.</li> </ul>
If we have a suspected case of COVID	<ul style="list-style-type: none"> <li>Student will be sent home with information regarding testing and isolation.</li> </ul>
If we have a confirmed case of COVID-19 among staff or students	<ul style="list-style-type: none"> <li>Exposed cohort will be notified and return to distance learning for required time- likely 10 calendar days.</li> <li>Isolation instructions will be provided to cohort</li> <li>District and County Department of Public Health are notified</li> </ul>
If we have 3 or more confirmed cases of COVID-19 within 14 days	<ul style="list-style-type: none"> <li>All students at school will return to distance learning for required time- 10 calendar days.</li> <li>District and County Department of Public Health are notified</li> </ul>
“Close Contact” Definition	<ul style="list-style-type: none"> <li>An individual who was within 6 feet of the infected person for more than 15 minutes over a 24-hour period, even if a non-medical face covering was worn</li> <li>An individual who had unprotected contact with the infected person’s body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.</li> <li>Persons who were present in a cohort or classroom with an infected person during their infectious period (2 days before symptoms to clearance from isolation)</li> </ul>
Masks	<ul style="list-style-type: none"> <li>Students and staff must wear masks at all times</li> <li>We have a supply of masks if needed for students in each classroom. These can be used if one is forgotten, or if their mask becomes unwearable for</li> </ul>

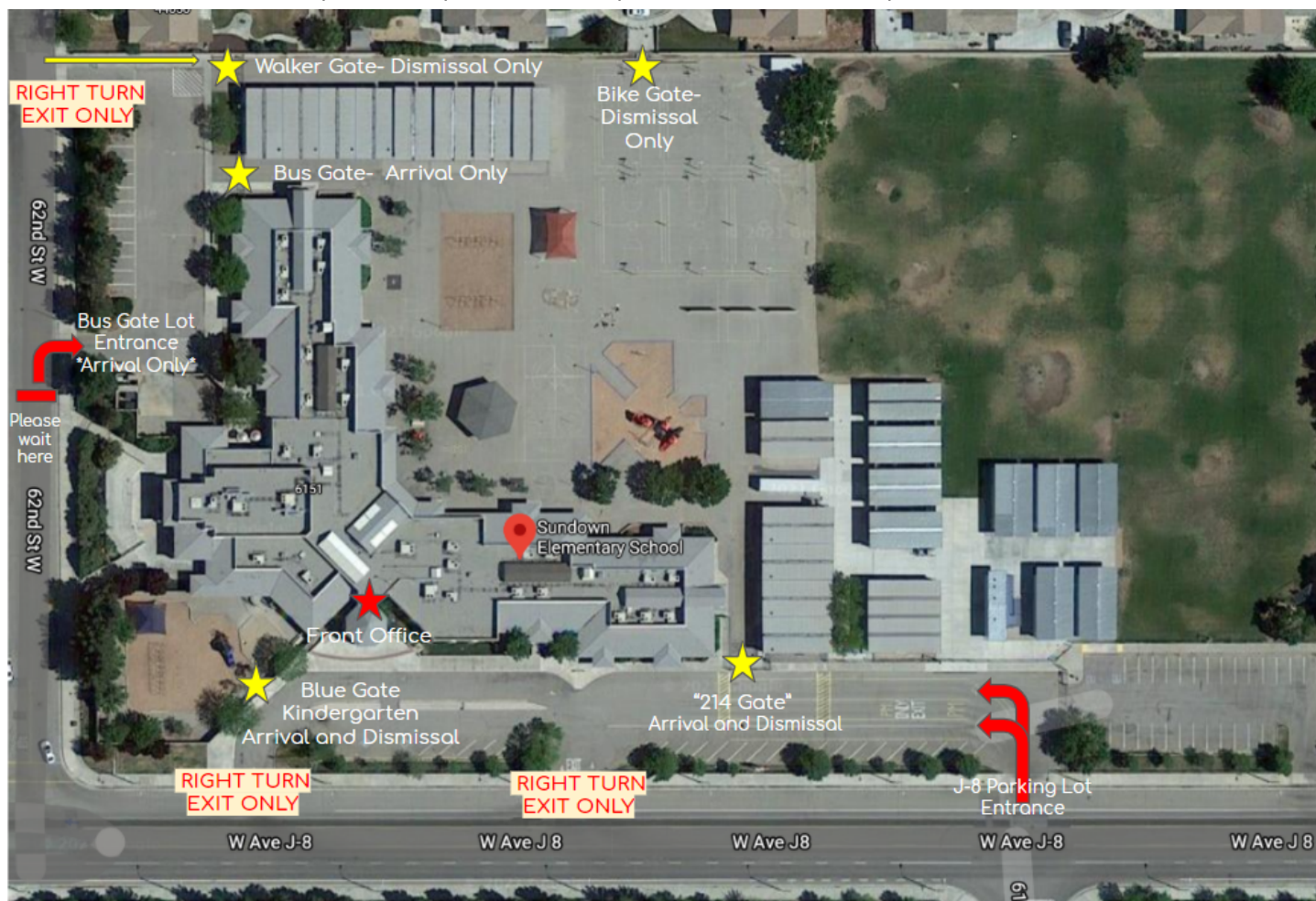
	<p>some reason.</p> <ul style="list-style-type: none"> <li>• If a student refuses to wear a mask, then they will be expected to return to and remain on distance learning</li> </ul>
Please do not send	<ul style="list-style-type: none"> <li>• Lunchpails, or other materials from home. We want to minimize supplies and materials brought between campus and home. A personal water bottle is permitted to bring. The necessity for backpacks is a decision being made on a teacher by teacher basis.</li> </ul>
Behaviors	<ul style="list-style-type: none"> <li>• We expect typical student misbehaviors (ex. needing prompting to follow directions, raise their hands, and staying in their seat) and teachers will utilize their classroom management techniques to prevent and address them.</li> <li>• If more significant behaviors are regularly occurring or are severe enough that they pose a safety risk to staff or students, then the student will be expected to return to and remain on distance learning.</li> <li>• Students should be able to stay in a designated area such as at their desk, and follow directions and prompts from any adult on campus.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Contact information MUST be kept up to date. Please make sure the best contact numbers are on the PowerSchool account for your student so we can easily reach a family member if needed.</li> <li>• Please make sure you have an emergency contact who can pick up your student within 15-20 minutes if needed.</li> </ul>

### Recommendations for Success

Clothing	<ul style="list-style-type: none"> <li>• Shoes that students can tie independently or velcro/slip-on</li> <li>• Bottoms that students can independently unfasten and fasten</li> <li>• Jackets that can be zipped up on their own</li> </ul>
Practice	<ul style="list-style-type: none"> <li>• Washing hands</li> <li>• Taking off and putting on their mask, and wearing the mask for extended periods of time</li> <li>• Kindergarten-Raising their hands, and sitting in a chair for extended periods</li> <li>• Waiting in line with 6 foot intervals</li> </ul>
Talk About	<ul style="list-style-type: none"> <li>• What will happen when they get to school and what their day will be like.</li> <li>• These protocols so they understand the need to follow directions.</li> <li>• That the adults on campus will be wearing masks and potentially face shields, so we might sound and look a little funny to them. Students can always ask us to repeat something if they don't understand what staff are saying.</li> </ul>
Stay up-to-date	<ul style="list-style-type: none"> <li>• Superintendent Rossall shares a weekly update with families found on the blog on the <a href="#">District Website</a>.</li> <li>• The <a href="#">school website</a> is regularly updated with announcements and important information. You can also click on the <a href="#">COVID-19</a></li> </ul>

	<p><a href="#">tab</a> for additional information.</p> <ul style="list-style-type: none"> <li>We will continue our regular communication of Sunday emails and phone messages, along with a weekly announcement video for the students.</li> </ul>
Visit campus before the first day	<ul style="list-style-type: none"> <li>Drive by the campus the week or weekend before school. Make sure you know the drop off and pick up point for your student. A map is included so you can know the point for your student and their teacher.</li> <li>Bring your student with you so they know what the campus looks like and where they can expect to be dropped off and picked up.</li> </ul>

## Campus Map with Drop Off and Pick-Up Locations



We can't wait to see you!

♥ Ms. Brouwer and Mrs. Giffin, Sundown Elementary Co-Principals  
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