

The Lancer Way

Part One: In-Person

MASKS

- Masks are required for all students and staff when on school property and while riding on a school bus.
- Exceptions to where masks will not be worn are the following:
 - ◆ PE
 - ◆ Recess
 - ◆ Breakfast
 - ◆ Lunch
- Students will be expected to keep their mask with them throughout the day. It is recommended that students use an ID clip to hold their mask to their body when not in use at any of the four exception locations.
- For reusable masks, student names will be written on the mask.

BEGINNING OF SCHOOL DAY

- Students will enter the building wearing a mask.
- Students will be given the option for eating breakfast. When eating breakfast, students will have all of their personal belongings with them.
- After breakfast or if a student does not elect to eat breakfast, students will proceed to their lockers to drop off their personal belongings and gather materials for the classroom.
- Classroom is the final stop for students. Once a child enters the classroom, they are not to be leaving unless the teacher provides permission.

SEATING CHARTS & LINES

- Students will have assigned seats in the classroom and at specials.
- Students will line up alphabetically when walking through hallways and traveling to and from classrooms.
- At lunch, students will have an assigned seat that follows their alphabetical line order.

HALLWAYS

- Students will walk on the right side of the hallway. Yellow vinyl tape will separate the hallway in two halves.
- Classes will line up in a single file.

- Hands by your side, keeping personal space.
- Quiet body, quiet mouth.

WATER

- Students will be encouraged to bring their own reusable water bottle to school each day.
- Any students who do not provide their own reusable water bottle will be provided a reusable water bottle.
- Water fountains will be used for water bottle filling stations only. No direct drinking from fountains.
- Student names will be written on reusable water bottles.

HAND SANITIZER & HAND WASHING

- All classrooms will have soap dispensers and paper towel dispensers installed for use with sinks.
- Hand sanitizer stations will be provided at classroom thresholds.
- All students will be required to wash their hands when directly going to lunch.
- All students will be required to use hand sanitizer when transitioning from different settings in the school.

SCHOOL MATERIALS

- All students will be encouraged to purchase individual school supplies.
- Community use of school supplies will be minimized and cleaned after use.
- Students will respect the personal space of their peers, learning environment, and belongings.
- “Art Boxes” will allow for students to bring to art materials for the student’s individual use. Whole class supplies will be cleaned after each class.
- Music materials will be 1:1 and kept in ziploc bags for the individual student’s use only.
- PE equipment will be 1:1 as much as possible during class and cleaned after each class.
- Library books that are returned after use will be quarantined for 14 days then put back into circulation.
- Recess equipment will be only used with students in the same “Home” setting out on the playground.

CAFETERIA

- Breakfast and lunch will be served in the cafeteria

- Students will have to wash their hands prior to entering the cafeteria for breakfast and lunch.
- Students will have the option of a hot or cold meal for breakfast. Choices will be limited.
- Students will have one option for lunch. Choices will be limited.
- All food will be served on a compostable tray with all food prepared.
- Students will be lined up alphabetically to assist staff with student numbers for purchasing food.
- Students will walk up to the cashier and receive food outside the kitchen area.
- Students who pack will go directly to a seat in their grade level section.
- Students will sit by grade level in a predetermined seating area.
- Seating will be every other seat and diagonally across from one another (zigzag).
- Stage will be used to expand seating to increase spacing of students.
- Students will not wear a mask when eating.
- Trash bins will be wheeled up to students to throw away their trash from their seats.
- Students will be required to use hand sanitizer as they leave the cafeteria.

RECESS

- Students will be required to use hand sanitizer as they transition to the playground.
- Students will attend recess with other students from their grade level and wing. However, one grade level will be on the playground equipment while the other is on the blacktop. Grade levels will switch recess locations every other day.
- Grade level balls and equipment will be separate from other grade levels. This equipment will only be used on blacktop area.
- Frequently touched surfaces on the playground equipment will be cleaned in between “Home” groups.
- Recess equipment from home will not be permitted.
- Students will be required to use hand sanitizer as they transition from the playground.
 - ◆ *If going to lunch, students will be required to wash their hands.

CLEANING

- A cleaning schedule will be created around the academic master schedule for the building.
- All adults responsible for cleaning will be provided gloves and disinfectant supplies consistent with the district’s plan.

- School staff will be responsible for disinfecting.
- Students will be responsible for picking up after themselves, maintaining a clean learning environment, and participating in classroom responsibilities.
- Areas that will be cleaned often throughout the day are the following:
 - ◆ Specials classrooms
 - ◆ Playground equipment
 - ◆ Cafeteria table and chairs
- Master schedule has built in 10-minute blocks between classes that are not from the same grade level; such as specials, recess, and lunch.

VISITORS

- No visitors will be permitted past the office unless by appointment (such as IEP meetings).
- No parties, lunch visits, or other occasions will be permitted.
- Students leaving early for the day or arriving late will have to enter and exit through the office.

END OF SCHOOL DAY

- Students will leave the school wearing a mask.
- Students will begin transitioning for home at 2:50pm by packing up and staggering dismissals of buses and crosswalk students.
- Bus numbers and grade levels will be called over the announcements.
- Each teacher will have a duty - either host their partner teacher's students until dismissal or supervise/assist at bus location or crosswalk.

Part Two: Virtual

The HOW

- Learning Management System (LMS)
 - ◆ Kindergarten & 1st grade will use Seesaw.
 - ◆ 2nd, 3rd, 4th, & 5th grades will use Google Classroom.
 - ◆ 6th grade will use Canvas.
- Whole class instruction or mini-lessons will be provided either by recording the lesson in real-time or at another time at the teacher's convenience.
- Virtual learning will be organized with a similar framework to in-person instruction. (For example: "I do, we do, you do")
- Teachers and staff will be provided time during morning professional development, daily common prep time, and opportunities leading up to the school year for training and preparation for providing virtual learning.

The WHAT

- Primary resources (Pearson & IReady) will be used for instruction as our guaranteed and viable curriculum.
- Virtual learning will be the same for the entire grade level with objectives, format, and pacing.
- All subjects taught during in-person learning will be provided during virtual learning.
- Grade level teams will need to share content responsibility so that collectively all subjects are taught.
- Grade level teams will need to divide up subjects and share instruction done in-person so that the same virtual learning instruction is provided to all students in that grade.
- Differentiation and accommodations will be accomplished with support from special education, Title I, and gifted and talented resources.

The WHO

- Grade level teams will work together to provide virtual learning for students.
- Teams will share the responsibility of content by collaborating, sharing, and supporting one another.
- Support staff, teachers, and administrators will have roles and responsibilities to help and assist with small groups, interventions, answering questions, and providing overall support.

The WHEN

- Virtual learning will be happening in step with in-person learning.
- The format will be in anticipation of 180-days of virtual learning.
- Support will be provided to students during non instructional in-person times.