Highland Lakes Return to Campus Information and Procedures

Prior to Student Arrival to School
- If your child is exhibiting any COVID-19 symptoms, keep them home. This includes, but is not limited to, a fever of 100.4 or above, new onset or worsening cough, sore throat, shortness of breath (not attributable to underlying cause i.e. asthma), diarrhea, vomiting, chills, congestion or runny nose, headache, muscle or body aches, nausea, new loss of taste or smell.
- Students are not allowed to bring any personal items to school beyond a lunchbox (please use disposable lunch bags if possible), labeled water bottle and backpack.
- Be sure to send a labeled water bottle with your child(ren) every day. Water fountains are not currently in use for drinking. However, water bottles can be refilled in the fountains.
- Face-covering to be worn as required (no neck gaiters, bandanas, or vented/valve masks).

Prior to Staff Arrival to School
- Social distance upon arrival.
- Face-covering to be worn as required.
- Wash/sanitize hands.
- Duties and student supervision will require social distancing among peers.
- Duty schedules will be modified to allow for social distancing among students (staggered arrival/dismissal).
- Due to students reporting to classrooms, staff not assigned to a class will be required to perform duties to assist students as they arrive and dismiss.

Student Arrival
- We are utilizing 5 entrance points for student arrival at this time.
  - Entrance Point #1-(Kinder Gate) leading to the Kindergarten playground: Kinder Entrance Only.
- **Entrance Point #2**: (Gate) near the administration building and Flag pole that is located between the 100 and 500 building: **First Grade entrance only.**

- **Entrance Point #3**: (Gate) is located near the North end of the 500 building in between Kindergarten and the elementary bike rack: **Second and Third Grade Entrance Only.**

- **Entrance Point #4**: (Gate) is located South of the 200 building by the bike rack: **Fourth, Fifth, and Sixth Grade Entrance Only.**

- **Entrance Point #5**: (Gate) is located between the 100 and 200 building near the front office: **7th and 8th grade Entrance Only.**
Entrance points will be opened for student arrivals at 8:30 am. This does not apply to students enrolled in Bear’s Den Before Care Program.

We encourage all families who are able to have a child(ren) walk or ride a bike to do so. This will help to alleviate congestion in the front parking lot.

In the front parking lot, it will be **DRIVE THROUGH DROP-OFF ONLY**. Parents will remain in vehicles. Staff members will assist, as needed, with getting kids out of vehicles.

Until further notice, Kindergarten parents (one parent per child) will be allowed to walk their children to the Kindergarten gate.

Busses will maintain regular routing.

Upon arrival to campus, students and adults are expected to wear their face-coverings. If they do not have one due to a forgetful moment, one will be provided.

Students will report directly to their homeroom or 1st period classrooms, not the playground until further notice; teachers are to be stationed at their door to supervise the classroom and flow of students. Staff will be on duty to assist students in locating their classrooms, and maintain the flow of student traffic through the campus.

- If a student requires breakfast, they are to visit the cafeteria and upon arrival; eat in the cafeteria and arrive at their classroom by the 8:45 bell.
- Duty teachers include anyone with a 1st hour preparation period, anyone who does not have a class last period such as special education teachers/paraprofessionals, Sage teachers, Librarian, etc. Teachers should be at the door to monitor quads as well.

Students who attend the Bear’s Den, will report to their classroom at 8:30 am.

Late student drop-off and early student pick-up will go through the office. *Please be sure to bring ID when checking out a student.

Students may sanitize hands upon arrival to their classroom.

Staff will monitor students for any symptoms and listen to children if they state they are not feeling well. Our Health Office will be informed of students exhibiting symptoms, and students will be sent to the Health Office.

Teachers have been made aware of students’ chronic illnesses, in order to understand symptoms of asthma or allergies.

**Lunches**

- No visitors will be permitted for lunch at this time.
- We are discouraging parents from dropping off lunches for our students. If forgotten, students will be permitted to get a school lunch.
- We encourage students to bring lunch. Students who bring their lunch are encouraged to use a disposable bag/container.
- Students will wash/sanitize their hands prior to being dismissed to the cafeteria.
- Students will be socially distanced in the cafeteria.
- All students will face forward in our cafeteria
- Students (K-6) will have assigned seats/tables in the cafeteria.
Students will not be required to wear face-covering while eating/drinking.
Students will be released to the playground by table.
Monitors will be paired to supervise both inside the cafeteria and at recess.
Teachers will pick students up from recess (designated line spot).
Students should wash or sanitize their hands upon arrival to class.
K-6 Students will be provided a break away lanyard to use at lunch to hang their mask when not in use.

Recess
- Lunch recess will occur after students eat lunch.
- Grade-levels will have rotating designated playing zones, as to distance students.
- Activities for lunch recess, class recess/brain-break/mask-break will practice social distancing.
- If social distancing cannot be consistently ensured, face-covering is required.
- Playground structures may be utilized, and sanitation processes are established.
- Each grade-level will have a set of playground equipment to transport to and from recess; sanitation processes established.
- Hop-scotch and 4 square areas are available.
- Students may not bring personal playground equipment at this time.
- During recess, students will wear a mask if they are NOT engaged in a physical activity (ex- if they are in a group socializing, masks are required, but if they are playing 4 square or on the equipment they may remove their face covering).

Classroom Set-Up
- Student space is to be maximized, and 3ft distancing when possible or seated as “pods”.

![Classroom Set-Up Images]
- Unnecessary furniture pieces removed.
- Hand sanitizer available.
- Students have access to wash their hands.
- Movement within the classroom will be limited.
- Student materials individualized, when possible.
- Canvas may be used to reduce the number of paper assignments.

**Student Transitions (Specials/Lunch/Recess/Restrooms, etc.)**
- All transitions will be organized and supervised by staff.
- Directional arrows in major locations will be marked: Library, MPR, Front Office, classroom halls.

- Restroom: classroom teachers may organize the entire class for a bathroom break (students will be distanced during this time).

- Students must wear a mask during all transitions.

**Student Dismissal**
- A staggered procedure will be used for dismissal.
  - 3:20-Kindergarten students and any students who walk or bike home
  - 3:25 Parent Pick up and Bear’s Den
  - 3:30 Busser and Day Care Vans
- Students who live in the neighborhood are highly encouraged to walk (can meet parents/guardians) or take the bus to limit parking lot traffic.
- Parents may not wait by the gates or on sidewalks (can meet students at off campus location).
Only Kindergarten parents (one parent per child) may walk to the Kindergarten gate to pick up their Kindergarten Student.
Students must wear masks during dismissal including while waiting for bus or parent pick up.
As with morning drop-off, parents are to remain in cars at all times. The front parking lot is for DRIVE THROUGH PICK-UP ONLY.*
HL Staff will promptly disperse the students from campus.
Staff on duty will work to spread students out while waiting for pick up.
    PM Duty- includes any teacher with a last hour preparation period, anyone who does not have a class last period such as special education teachers/paraprofessionals, Sage teachers, Librarian, etc. Teachers should be at the door to monitor dismissal.

Nurse
Students will enter and exit through the marked doors.
Barriers established between the "well" area and "sick".
Teachers will handle minor injuries, loose teeth, change of clothes, etc. to the best of their ability.
The nurse will notify administration immediately with reports of positive COVID tests and/or students sent home with presumed COVID symptoms. Teachers will monitor students for signs of illness and complete a contact tracing form.

Field Trips/Assemblies/Celebrations/Sports/Visitors
All items suspended at this time.

Miscellaneous Pieces of Information
For additional information, COVID-19 reporting, and frequently asked questions please visit: https://www.dvusd.org/returntoschool
We have staggered Custodial staff to provide cleaning throughout the day. In addition, teachers have been provided with sanitizing cleaner and microfiber towels in every classroom to allow for periodic, touch-point cleaning.

Please know that even with all the changes, we are beyond excited to welcome the kids back to campus. They have been missed! Our top priority is safety. We will do our best to continue consistent communications, but as with everything else we are all currently experiencing, flexibility and kindness is absolutely essential.