**Harman School Re-Entry Plan (Fall 2020)**

**Start of Day**

**7:30 Students Arrival**

**7:40 Period 1 for Secondary Students**

* Parent drop off at side doors of school by the library. Parents can park in the library parking lot and turn around there. This eliminates parents being in the back parking lot causing excess traffic and leaves only student drivers and teachers. Student drivers will enter through side door by library as well. Temperature checks will be done by one staff while the other acts as a crossing guard getting students safely across from the library parking lot to side door while making sure student drivers stop.

Side door duty…Mr. Nestor, Miss Cassie, Miss Melinda, Miss Kristin (first two weeks), Miss Melanie (first two weeks)

Front door duty…Hawkins, Haddix, and will need to pull from side door staff on some days

* Front doors will have one bus at a time entering, and they wait for admin signal before letting their students off the bus
* We will use both sets of front doors with Mr. Haddix checking kid’s temps at one set of doors and Ms. Hawkins checking kid’s temps at other doors
* Elementary students will report directly to their classrooms and secondary students will report directly to their first period classes after going to their lockers. Elementary teachers can dismiss students to their lockers a few at a time after they arrive. Teachers need to be in hallways herding students to first period with no lingering in the hallways. Every teacher needs to be standing at his/her door while watching their classroom from 7:30-7:40 (start of first period), elementary will probably get settled quicker than secondary. Secondary students should not linger in the halls and after visiting locker they need to go straight to first period. I need the teachers to enforce this as I will be busy taking temperatures.
* All students are masked entering the building and while in hallways
* Mrs. Mullennex will help Miss Terry with elementary grab and go (breakfast) and delivering it to the classrooms. They will get the total number eating from each elementary teacher, and this will be recorded on a breakfast sheet by the secretary (Ms. Gerot). We do not have to enter WVEIS numbers in the POS computer but instead just record the number of students eating. POS computer is hooked up out in shop out of the way at present.

\*Note: Pre-K students are not required to wear masks as per Pre-K universal guidelines.

Note: All students except Pre-K will wear masks on the buses

**Grab and Go (Secondary) 8:21-8:36**

* 9-12 grades go straight from 1st period to Grab and Go and 6th-8th will go during start of 2nd period when radioed by Mrs. Mullennex (note: We have a designated grab and go time after 2nd built into our schedule and will just be going to 2nd period rather than homerooms as that time was originally designated for.) Mrs. Mullennex will record the number of secondary grab and gos (breakfast) and take this list to the secretary to record. We still need to figure out how to do attendance if we are not going to homeroom, any ideas would help?
* Only doing homeroom when there is an advisory lesson, no regular homeroom meetings. We have designated 2nd period as secondary homeroom. Secondary teachers will be responsible for disseminating information and going over things with students such school handbook, school policy review, COVID procedures, etc.

**Lunch**

 Vo-Tech Lunch (10:30-10:50)

* All Vo-Tech students eat in the cafeteria. Wait for bus in gym or outside of school doors.

Secondary Lunch (10:45-11:15)

* 6-8 eat in cafeteria at the 20 desks that are set up. 9-12 eat in gym on bleachers.
* Students that eat in gym will exit through outside corridor to get to gym so there is only traffic flow from one direction into cafeteria. (weather permitting)
* Must be 6 feet apart
* Secondary can go outside and eat, weather permitting and up to discretion of lunch duty staff (Ms. Hawkins, Mrs. Mullennex, Mr. Nestor, Mr. Haddix (at times)

Elementary Lunch (11:15-11:45)

* K-2 eat in cafeteria at the 20 desks that are set up. 3-5 eat in gym on bleachers. Bleachers are marked so students will sit on marked spots that are 6 feet apart. One teacher in cafeteria and one teacher in gym.
* Lunch Duty…Mrs. Armentrout and Mrs. Atkins

**Afternoon Lunch Locker Schedule 6-12 grade**

* All students 6-12 go to lockers after lunch
* 6th grade go after lunch and after 6th period
* 7th grade go after lunch and after 6th period
* 8th grade go after lunch and after 7th period
* 9th grade go after lunch and after 7th period
* 10th grade go after lunch and after 8th period
* 11th grade go after lunch and end of 6th period
* 12th grade go after lunch and end of 6th period

**Secondary Lockers**

* Upon arrival may go to lockers and then straight to first period which begins at 7:40 am
* 6th/7th/8th grade one locker trip at beginning of morning (1 book required)
* 9th grade one locker trip at beginning of morning (2 books required)
* 10th grade first thing in morning and end of 2nd period at dismissal

\*10th grade lockers are switched to ones across from Mr. Armentrout’s room

* 11th grade first thing in morning, end of 2nd period at dismissal (Mr. Aunkst send at bell)
* 12th grade first thing in morning, 2nd period (Mrs. Kelly Teter dismisses them a couple minutes early)

\*Mr. Kelley will assume responsibility for making sure his classes get their gym shoes.

**Elementary Lockers**

* Students need their own lockers (4th and 5th assigned lockers and if there are enough 3rd grade also gets lockers)
* They will be dismissed a few at a time by teachers while eating grab and go to put stuff in their lockers

**Recess**

* Split playground up with different grades using different areas
* 4/5 will be up at seesaws and hard top
* 2/3 will be on middle playground up from Prek-K playground
* K and 1st splitting lower playground in half
* Pre-K has their own playground

\*Can switch things up from week to week to give students variety but only older grades can use the seesaws

**Hallways**

* Must wear masks
* Elementary only use lower gym door closest to their classrooms to enter and exit the gym
* Secondary only use upper gym doors closest to office to enter and exit the gym

**Secondary Class Change**

* Change classes as normal while wearing masks

**Bathrooms**

* 4th/5th grade DO NOT use bathrooms during secondary class change
* Lunch time teachers must try not to send students from class but only ones in lunch to bathroom.
* Terry and Jerry will have an hourly schedule that they must initial at each bathroom indicating it was cleaned, similar to what you see in restaurant bath rooms. Terry and Jerry’s schedules will overlap some so that we have adequate custodial staff when people are in the building.
* Terry 5:00am – 1:00pm Jerry 10:30am-6:30pm

**Main Bathrooms/Staff Bathrooms**

**Cleaning Schedule**

**Terry: 5:00am-1:00pm**

**Jerry: 10:30am-6:30pm**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Initials** |
|  | **9:00 (Terry)** |  |
|  | **10:30 (Jerry)** |  |
|  | **11:15 (Jerry)** |  |
|  | **12:30 (Terry)** |  |
|  | **2:00 (Jerry)** |  |
|  | **3:30 (Jerry)** |  |

**Elementary Bathroom Cleaning Schedule**

**Terry: 5:00am-1:00pm**

**Jerry: 10:30am-6:30pm**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Initials** |
|  | **9:30 (Terry)** |  |
|  | **10:45 (Jerry)** |  |
|  | **12:30 (Jerry)** |  |
|  | **4:30 (Jerry)** |  |

**Quarantine/Sick Room**

* We have a cot and an air purifier
* We will use the boys and girls locker rooms so the sick kids have bathrooms. Must be 6 feet apart and a staff member must watch the room when students are in it. Staff assigned to quarantine room...Ms.Hawkins, Mr. Haddix, Miss Melinda, Miss Kristin & Miss Melanie (until they have Pre-K students on Sept. 28th).
* If a student or staff tests positive for COVID we call the county office, the county office calls the Health Department, and the Health Department determines the school’s course of action.

**Student Drivers/Bus Dismissal**

* 2:50 student drivers dismissed
* 2:55 buses depart
* All students stay in classrooms until their buses are called
* Dismiss one bus at a time at the elementary end doors. Randy Long said all buses will be outside and ready at 2:50.
* Bus dismissal order to exit school and load bus. This is not pull out time for buses but just the order that we are sending them out to board. This will give Mike Bennett time to clean his bus after the Vo-Tech kids unload and before his other kids board.

Dana 2:52 (Middle Mt./Sully/Lambert Rd./Downtown Harman)

Jerry 2:53 (Whitmer/Dry Fork)

Alan 2:54 (Esten Cooper Rd./Bonner Mt./Canaan Crossing)

Mike 2:55 (Allegheny, High Mt., Pennington Rd., John Anderson Bridge)

* 2:55 parent pick-up students to the gym

**Parent Pick-Up at Dismissal**

* Keep kids in gym spaced out on marked spots on bleachers
* Parents will get letter sent home with beginning of school stuff that explains they must have notes for change in transportation and that no change in transportation will happen via phone call. This change needs to happen regardless of COVID or not because it is too busy at end of day to take time to call parents and switch transportation at last minute, not happening any more.
* There will be a checklist with kids’ names and Miss Kristen and Miss Ryan will check names off and sign at bottom of sheet

**\*\*With any parent pick up secretary must write student’s name** **down, time, and initial afterwards. NO parents come into school to pick up students!**