



Welcome Students

Glad to
have you
back

Covid 19

Opening
Procedures

Parks Middle COVID-19 Opening of School Procedures Agenda

- I. Daily Operational Processes
 - A. Morning Duty Procedures
 - 1. Bus and car arrival
 - 2. Student breakfast
 - 3. Homeroom/1st hour
 - 4. Transitioning
 - 5. **Videos:** handwashing, social distancing, proper mask wearing
 - 6. 1st, 2nd, 3rd, 4th, 5th, 6th hours procedures
 - B. Afternoon Duty Procedures
 - 1. Bus and car departure
 - 2. Major cleaning of school---custodians
- II. Daily Instructional Schedule
- III. Schedules:
 - a. Admin duty schedule
 - b. Faculty duty schedule
 - c. handwashing schedule
 - d. PLC/Planning period schedule
- IV. COVID-19 Cheat sheet
- V. Faculty mock run
- VI. Lunch
- VI. Teachers work in rooms

Morning Duty Procedures

7:00 - 7:15 Bus and car rider arrival

- Duty staff member and Mrs. Lopez will be stationed at bus stop to make sure students are wearing a mask and practicing social distancing while directing students to the cafeteria for breakfast
- Coach Notto will be stationed in front of gym doors at the back intersection between east and west buildings directing students to cafeteria using main sidewalk giving reminders to students to social distance and wear mask
- Dr. Phillips will be stationed at the intersection of east, west, and main buildings directing students to cafeteria for breakfast with reminders of social distancing and wearing of mask

Morning Duty Procedures cont'd

7:00 - 7:15 Bus and car rider arrival

- Mrs. Kately will be stationed at side entrance of main building to direct students' entrance and exit from cafeteria monitoring students for social distancing and wearing of mask
- Mrs. Breaux will be stationed in the hallway of the main building monitoring students' entrance and exit into the cafeteria making sure students are social distancing and wearing their mask
- Ms. Simon will be stationed by the cafeteria monitoring students washing their hands and entering the cafeteria. The cafeteria staff will monitor students as they select their grab and go breakfast
- Students will report to homeroom with their breakfast

Morning Duty Procedures cont'd

7:15 - 7:50 Breakfast Procedures:

- All staff members are to report to classrooms and assist with breakfast procedures in classrooms
- Teachers will give students a squirt of hand sanitizer or allow them to wash their hands one at a time before they begin eating
- Teachers will ensure students will stay socially distanced and remain in seats during breakfast
- Teachers must instruct students to place their mask in their empty breakfast bag for sanitary reasons and put mask back on after they have completed breakfast
- All trash is thrown in trash cans and custodians will empty before class begins

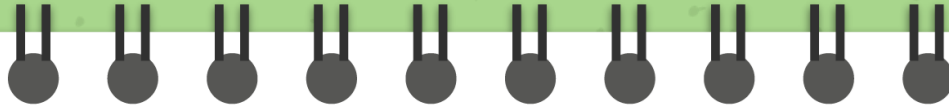
Let's Reflect

Think about how morning procedures will look.

What are possible obstacles that could take place?

Hand washing video





Let's Reflect

**What are possible obstacles
as regards to handwashing?**

Homeroom Procedure

7:50 - 8:10

- Admin team (Dr. Phillips, Ms. Lopez, Ms. Breaux, and Nurse Jill) will conduct temperature checks.
- Students with temperature over 100.4 will be escorted by Mr. Horace and a teacher assistant to the isolation room in Building D with Ms. Tracy monitoring these students
- Nurse Jill will report to the isolation room and monitor these students after temperature checks are complete
- Ms. Kortni will call home for parents to pick up their child
- Custodians will conduct a complete sanitizing of school touch points and restrooms after morning procedures.

Procedures for Every Hour

- Teacher will give student sanitizer or allow student to wash hands upon arrival to class
- At end of class, students will transition to next class and receive a squirt of hand sanitizer (only upon arrival)
- Student's desk will be cleaned before and after each student's use (even and odd desks)
- Students will be provided additional time for transitioning

Let's reflect

Think about how hourly procedures will look.

What are possible obstacles that could take place?

Hourly Instructional Schedule

7:50 - 8:10	Homeroom/First hour
8:10 - 9:10	First hour
9:10 - 9:20	Transition
9:20 - 10:20	Second hour
10:20 - 10:30	Transition
10:30 - 11:30	Third hour
11:30 - 11:55	Lunch
11:55 - 12:05	Transition
12:05 - 1:05	Fourth hour
1:05 - 1:10	Transition
1:10 - 2:10	Fifth hour
2:10 - 2:20	Transition
2:20 - 3:20	Sixth hour

Lunch Procedures

11:10 - 11:30 Admin team will conduct temperature check before lunch

11:30 - 11:55 Lunch

- Lunch will consist of grab and go lunch bags
- Admin team and custodians will give students hand sanitizer
- Cafeteria staff will give lunch bags to students at these locations:

11:30 - 5th grade will walk to new hall corridor

11:30 - 7th grade will walk to East building exit door

11:40 - 6th grade will walk to new hall corridor

11:40 - 8th grade will walk to West building

Teachers must ensure students practice social distancing.

Teachers have option of eating in class or designated outdoor areas

Let's reflect

Think about how lunch procedures will look.

What are possible obstacles that could take place?

Afternoon Duty Procedures

3:20 - 4:30

- Duty staff member and Mrs. Lopez will be stationed at the bus stop monitoring student departure
- Dr. Phillips and custodians will assist monitoring student for social distancing from classrooms to bus area for dismissal
- Students will remain in sixth hour until teacher is notified over walkie talkie to dismiss students according to bus number (a list of student's bus numbers will be provided to each teacher)
- All car riders will be placed in gym socially distanced and supervised by non-homeroom duty teachers
- Administrators will be at bus stop to call both bus and car riders for departure at end of day

Let's reflect

Think about how afternoon procedures will look.

What are possible obstacles that could take place?

After COVID-19 Duty Schedule

Day of Week	Bus Area Commons	Building D 5/6th grades	East Building 7th grade	West Building 8th grade
Monday	Admin/Custodians	K. Wiltz Hernandez	Clark	Fontnette
Tuesday	Landry/Custodians	Theriot Broussard	Tielkmeir	JB
Thursday	Admin/Custodians	Patin Charif	Kately	Neuville
Friday	E. Wiltz/Custodians	Tullier Notto	Cuneo	Guilbeaux

All staff members must arrive 7:00 a.m. for duty and remain until all students have departed on bus.

Duty Schedule cont'd

Bus loading: Lopez

Commons area: Dr. Phillips

Cafeteria/Building B: Breaux

SPED room: Kelt/paras

- Hand washing Schedule: Every two hours students are to wash hands in class or restrooms
- Hand washing times:
 - 8:00 a.m.
 - 10:00 a.m.
 - 12:00 p.m.
 - 2:00 p.m.
 - 3:00 p.m.

PLC Meetings (Virtual-Group Meet)

Planning Period Schedule:

1st: P.E.

2nd: Math

3rd: ELA

4th: Science

5th: French

6th: Social Studies

Instructional Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A Day	B Day	No students PLCs	A Day	B Day