

JCEP Procedures
Primary/Middle/ High School Plan

Arrival in the morning

Who will be on duty and when?

- a. **Campus arrival usually begins at 7:20 am (bus), 7:30 walkers and car riders and ends at 2:45 pm**
- b. **AM- Teachers and Assistant principal**
- c. **PM- Teachers and Behavior Interventionist**

How will students be taken off the bus and where will they go?

- a. **Students will be escorted to the back gate entrance and then escorted to the gymnasium. They will wash hands, eat breakfast and will be searched in this area.**

How will students be taken from parent pickup and where will they go?

- a. **Students will transition from the parking lot into the back gate. The student will enter the gym and have a seat in the assigned area. They will wash hands, eat breakfast and will be searched in this area.**

How will breakfast be served?

- a. **Breakfast will be served in the gymnasium. These students will wash their hands in the setting as well.**

Where is the isolation room?

- a. **The isolation room is within the gym. If the incident occurs after morning transition the student will be taken to an assigned area with the CO-Vid contact designee.**

Who will contact parents and the Health Centers?

- a. **The CO-Vid contact designee will make contact with the Health Center.**

In the classroom how will students be spaced in the classroom?

- a. **The tables will be positioned horizontally/vertically in the classroom depending on the spacing from the wall on each side. The students will be positioned at least one seat apart behind the plexiglass barrier.**

Will there be an overflow of students that need to be placed elsewhere?

- a. **At the current time there is no overflow of students**

How will they go to the restroom and wash their hands?

- a. **The students will continue to go to the restroom through escort and monitoring. They will wash their hands during restroom usage and in the classroom for group transitions if any. Since the high school classroom is not equipped with a hand washing sink, students will use hand sanitizer during allocated times within the schedule.**

How will they go to recess?

- a. **No recess on campus.**

How will they go to lunch, wash hands and return to class?

- a. **Lunch and hand washing will occur in the K-8 setting through soap and water. In the high school setting, hand sanitizer will be used. All students will wash hands through restroom transitions, twice daily.**

How will hand sanitizer be dispensed to the students during the day?

- a. **Hand sanitizer will be dispersed in the high school room primarily. The other rooms will utilize the hand washing facility.**

What will your procedure be for wearing masks?

- a. **Masks will be worn in all classrooms.**

How will students who chose to participate in a virtual manner be addressed?

- a. **Communication will be through the Edgenuity messenger platform with a daily or weekly report sent to the parent via email from the Edgenuity platform (computer generated). This is based on parent**

choice chosen at intake. Also, an email/phone call will be sent to the parents if grades are falling.

Employees

Division of labor for teachers and aides

- a. Teacher(s) will be accountable for their classroom sanitation and monitoring**
- b. The Behavior interventionist will be accountable for the gym and transitional sanitation and monitoring.**

Custodial requirements for cleaning restrooms and sanitizing the campus

Schedule for cleaning restrooms

Sanitizing rooms daily

Cleaning and sanitizing public spaces

Dismissal

How will students go to the bus loading area?

- a. Students will be dismissed per classroom based on the mode of transportation.**

How will students go to the parent pick-up area?

- a. They will transition in phases: Bus riders, car riders and then walkers. In sequence of Elementary-Middle and then High School.**