

Processes and Procedures for Face to Face Learning at Skipcha Elementary

First Day of in-person instruction:

How will school staff assist my student with getting to the correct classroom on the first day of school?

Enclosed, is a colored sticker for your student to wear on the first day of face to face instruction. Please make sure your student is wearing this sticker so that staff can help them get to the right location once in the building. Colors represent the student's grade-level. Please write the child's name, teacher name and parent contact number on the sticker. Extra stickers are included for PK-1 students so the child can wear one the first four days of school.

How can I complete bus information for PK & K students?

All PK and K students riding a bus MUST have a completed **Transportation Release Authorization Form** BEFORE riding a bus. Blank forms have already been e-mailed to PK/K parents for completion. Please return the completed form as soon as possible or come to the school to complete a form. **ALL other bus** information can be found at killeenisd.org.

What can I expect during morning arrival?

Morning Drop off – Please be patient with our staff and each other.

- There are **two places to drop off students** from your vehicle. Beginning at 7:00, you can drop off in the loop at the side of the building off Raincloud Tr. **After buses depart (about 7:10), you can also drop off in the rear bus loop on Cowhand Dr. (orange cones will be up until buses depart).** Loops are “no parking” area. Fire codes do not permit parking in these areas. Please remain in your car and keep the traffic moving. Be careful as students are exiting other cars too. **Please follow directions from our staff on duty in the parking lots. The staff is there to protect you and your student.**
- **If you want to park and walk your child to the door**, please park and walk them to the front door. Parents are not permitted in the building. Staff members are on duty for the protection of the students and to provide help getting to class safely when needed. Use caution at all times in parking lots. Adults and children are expected to use our crosswalks at all times to model safety for the students. Please follow directions from our staff on duty in the parking lots. They are there to protect you and your student. Parents are not permitted to use the back parking lot. This area is for staff parking and no staff members are on duty to assist with safety.
- **Bus riders** begin their arrival at 7:00. Buses drop off students on the north side of the building (Cowhand Dr.). They will enter the café to eat breakfast or continue through the gym doors to their classrooms.
- **Daycare buses** may deliver students to the front of the building (Prospector Dr.) beginning at 7:00. Students may proceed to breakfast or their classrooms.
- **Students walking or riding bikes** should enter at the front of the building and proceed to breakfast or their classrooms.

The tardy bell rings at 7:30 am. We will give grace for tardy students at the start of the school year while we all work to learn arrival procedures. Please remember that KISD schools are currently closed campuses for visitors. Please make an appointment if you need to meet with campus staff.

What if my student needs to eat breakfast?

Free and reduced lunch applications can be found online at the KISD website. Contact the KISD nutrition department to check on approval. For those eligible, law requires a new free/reduced lunch application to be

completed each year. You may have to pack a lunch or purchase a tray until the application is approved. Your child's teacher can tell you their lunch time. Students will be separated as much as possible.

Where will my student go if he/she doesn't eat breakfast?

Students will go to their classrooms.

Social Distancing:

What will my student do when walking to and from place-to-place in hallways? How will classes stay separated?

Teachers will be mindful of the need to practice social distancing in the hallways. Students in the same class will maintain proper separation. Teachers will also work together to keep their class properly spaced from other classes in the hallway.

How will my student practice social distancing in the classroom?

Students will remain spread out in the classroom to the greatest extent possible. Teachers will consistently remind students to stay socially distanced and plan instruction accordingly.

What will recess look like for my student?

Students will participate in recess outside as much as the weather permits. While outside, students will remain properly distanced as much as possible. Students will be allowed to use playground equipment and will be required to wear their masks. Students will participate in hand washing as soon as recess is over after re-entering the building.

What will my student do when the class goes to the restroom? How will the school keep classes from being in the hallways together, etc.?

Younger students will use the restroom in their classrooms, one at a time. Older students will use the hallway restroom during class visits and/or as needed. When visiting as a class, the teacher will monitor students as they enter into the restroom, ensuring that the number of students in the restroom allows for adequate social distancing. Teachers will monitor bathroom usage so that they are not using that bathroom when another class is also using that bathroom.

Sanitizing and P.P.E.s:

Where and how often will my child wash hands?

Students will have designated hand-washing breaks using the sinks in the classroom as well as the bathrooms in the hallway throughout the day. Teachers will make sure students are properly spaced when handwashing. In addition, hand sanitizer will also be used regularly in the classroom.

How will the school sanitize desks and tables in the classroom?

The district will thoroughly clean furniture and classrooms daily when students leave. Teachers will have materials to disinfect areas of the classroom as needed throughout the day.

What are the procedures for lunch? How will my child sit socially distanced in the cafeteria?

Students will remain spread out in the cafeteria to the greatest extent possible. Students will need to keep their masks on except for when they are actively eating. Cafeteria staff will help monitor students.

When/How can my student get a mask?

Students are expected to come to school each day in a mask provided from home. In the event that they do not come in a mask or something happens to their mask making it unusable, students will be directed to the clinic to get a disposable mask.

Dismissal:

Where will walkers, bus riders, parent drops go for dismissal? How will we keep them socially distanced?

- **Students riding buses** will be dismissed by announcement for grades 2-5. Staff will escort students in PK-1 to the cafe then safely to buses in the main bus loop (north side of the building by the cafeteria). Bus riders may not change the way they are going home unless the teacher has a written note from a parent or guardian. Students may only ride the bus they are assigned to ride. **Cars are not permitted in the bus loop in the afternoon at all.**
- **Students riding daycare buses** must have the daycare listed on their emergency card in the office. Daycare students will be called to the library. Daycare buses will pick up students from the library in the front of the school. After attendance is taken, students will be escorted out by daycare staff. Daycare staff should be in the library before 3pm to meet their students.
- **Students who ride home with parents** may be picked up outside from the west side of the building (Rain Cloud) at the designated spot (look for your teacher's sign). For the health and safety of our students and parents, classes dismissing will be spread out as much as possible – some parents will have to walk into the grassy area to meet their child's class. Students in PK and Kinder will be escorted out at 2:55 PM. Students in other grades will be escorted out at 3:00 PM. We ask adults to distance themselves as much as possible while waiting for their child(ren). Please be prepared to show identification when picking up your student at any time. In order to keep students safe, we advise all teachers, substitute teachers and staff that could be dismissing students to check ID before releasing a student to an adult. It is important for you to be patient and allow the teacher to dismiss children in an orderly fashion. Please do not call your child to come to you until the teacher dismisses him/her.

Additional Information:

How will my student get their school supplies?

The classroom teacher will issue all school supplies for students in their class upon arrival at school. Items will remain with that student (no sharing of supplies) at school. Students will need to bring a backpack and school supply box. PK3, PK4, and Kinder students will need to bring a towel or nap mat for naptime. PK3, PK4, Kinder, and 1st grade students need to send a change of clothes in case of an emergency (bathroom accident, lunch spill, etc.)

Student Handbook –

Do you need more information about Skipcha? A copy of the Student Handbook is available online at www.killeenisd.org After going to the website, click on schools, then Skipcha Elementary, then parents.

Other –

Do you Facebook? So do we! Please like us on Facebook at <https://www.facebook.com/Skipcha/>.