



Aux Sable Middle School Building Procedures

General Expectations:

- All students MUST have a face mask on upon boarding the bus, exiting their car, entering school grounds, entering the building, and throughout the entire day.
- All students MUST come to school with their laptop computer fully charged. There will NOT be locations in the classrooms to plug in computers safely and still maintain social distancing. The students will have one opportunity to charge their laptops throughout the school day and that will be during their PE class.
- All students will be required to wear a lanyard and school ID (provided) throughout the entire school day. If a student loses their ID and/or lanyard, they will be required to purchase a new one.
- All students MUST sit in the assigned seat the bus driver assigns them to maintain social distancing and, if need be, assist with contact tracing if a positive case were to happen.
- If your student attends school in-person on the wrong day, they will be sent to work in an alternative location for the day with remote learning. Parents/guardians will be notified, and repeated offenses could lead to removal of in-person instruction. Note: Group 1 and Group 2 students were arranged so Social Distancing protocols could be ensured in classroom.
- Any student who does not follow these expectations or procedures may no longer be allowed to attend in-person instruction and will be required to go back to full remote learning.

Student Arrival/Self-Certification Procedures:

All students and staff are required to complete a COVID-19 self-screening checklist **prior** to entering the building. Please see [District Student Self-Certification Document](#) for instructions on how to self-certify your student.

Student Self-Certification QR Codes will be on the back of the student ID's for convenience. A mailing label will also be provided for student to place on their laptop computer with the link to Self-Certify. **The self-certification must be completed by 7:15 AM each morning that your student will be in the building.**

The building doors will not be open for students to arrive early. They must wait outside for the student check-in process to begin (7:40AM).

Bus Riders

Upon arrival, students will be released from their bus by an administrator, one at a time to stagger the students' entrance. 6th Grade Bus Riders will enter Door H. 7th Grade Bus Riders will enter Door J. 8th Grade Bus Riders will enter Door I. As students approach their designated door, there will be a staff member to check the students' self-certification. Students will display their green confirmation screen on their cell phone or have a printed confirmation from home to show the staff member that they have completed the self-certification process and are cleared to enter the building. Students that have self-certified must proceed immediately to their 1st period classroom.

If a student believes they or their parent self-certified for them, but they do not have evidence of self-certification, they will proceed to a designated area until self-certification can be proven. Staff will cross reference our spreadsheet of submitted self-certification to verify a student is cleared to go to class. If it has been completed, they will be dismissed to go directly to their 1st period classroom. If they have not completed the self-certification, they will remain in the designated area to complete the self-certification with appropriate staff.

The staff member will take the student's name, ID number, ask them the self-certification questions, and take the student's temperature. Once complete and if not exhibiting any symptoms, the student may proceed to their 1st period classroom. Any student exhibiting any symptoms or unable to self-certify will be escorted to our Isolation Room until they can be picked up by a parent/guardian.

Car Riders

When parents/guardians pull in the car loop, students are NOT allowed to leave their vehicle until a staff member can verify that the student self-certified. The parent/guardian or student will display their green confirmation screen on their cell phone or provide a printed confirmation from home to show the staff member that they have completed the self-certification process. At this point, the student will be allowed to exit the vehicle and enter the main building entrance in Door A. The student will proceed immediately to their 1st period classroom. Students are to remain in their vehicle until a staff member has received evidence of self-certification and allowed the student to enter the building. Students should not exit the vehicle without staff member approval.

If a parent/guardian or student does not have evidence of completion of self-certification, they will be asked to pull into a parking spot until they can complete the self-certification on their cell phone. If a cell phone is not available, the parent/guardian will communicate with the staff member on duty to complete the self-certification process once in the parking spot and the line of cars is empty. Upon completing the self-certification, the student will be allowed to exit the vehicle, and enter the building, proceeding directly to their 1st period classroom.

Walkers

When students who are walkers/bike riders, reach the front of the building, a staff member will be waiting by Door A. The student will approach the staff member and must display their green confirmation screen on their cell phone or provide a printed confirmation from home to show the staff member that they have completed the self-certification process. At this point, the student will be allowed to enter the building through Door A. The student will proceed immediately to their 1st period classroom.

If a student believes they or their parent self-certified for them, but they do not have evidence of self-certification, they will proceed to the cafeteria until self-certification can be proven. Staff will cross reference our spreadsheet of submitted self-certification to verify a student is cleared to go to class. If it has been completed, they will be dismissed to go directly to their 1st period classroom. If they have not completed the self-certification, they will remain in the cafeteria (socially distanced on floor decals) to complete the self-certification with appropriate staff. Here, staff members will take the student's name, ID number, ask them the self-certification questions, and take the student's temperature. Once complete and if not exhibiting any symptoms, the student may proceed to their 1st period classroom. Any student exhibiting any symptoms or unable to self-certify will be escorted to our Isolation Room until they can be picked up by a parent/guardian. Follow the isolation room procedures.

Morning/In-Building Procedures:

Once you have entered the building, you will proceed following the directional arrows on the floor. If a student follows the one-directional arrows and the social distancing decals on the floor, they will be in the correct path. There is one main one-directional loop around the main office, main stairwell, and media center hallway. Each grade level hallway has one-way sides that must be followed to assist with social distancing.

When students first enter the building, they will proceed DIRECTLY to their first period class, following the directional arrows. Students will NOT be allowed to stop in the halls and talk with peers. There will be no lockers assigned to students because they will be required to bring everything with them to each class (this includes backpack, laptop, laptop charger, coat, and any other materials needed for class).

At the end of each class, students will proceed immediately to their next class following the directional arrows, even if that class is located right next to the prior class but in the wrong direction. During this time, teachers will spray all student desks used that hour to sanitize, and the incoming group will be seated in a different set of desks that are color-coded either Black or Green.

Drinking Fountains:

All drinking fountain spickets are shut off, however, the bottle refill stations are on and available. If in line, please stand on the appropriately labeled floor decals to maintain social distancing. Students may remove their face covering only when drinking from their water bottle. It must be immediately put back on when drinking is completed.

Food/Snacks/Water in the Room:

- Breakfast will not be served, and the vending machines will not be available.
- Snacks or food of any kind will NOT be allowed. Students may only have water.

Restroom Usage:

If a student needs to use the restroom, we are encouraging students to do so during passing periods. In between classes, we would advise students to proceed to their next class, drop off their items, and then go to the restroom. Proper handwashing instructions and reminders are posted in the bathrooms. If there are two people already in the restroom, please return to the doorway on the appropriately marked floor decal and wait outside until someone exits the restroom. No more than two individuals may be in a bathroom at any given time.

Out of respect for classroom instructional time, if a student needs to use the restroom during class, the teacher will have the student sign out with a time stamp. The student will then proceed to the nearest restroom, disregarding directional arrows. Upon returning to class, the student will sign-in with a time stamp.

End of Day Dismissal Procedures:**Bus Riders**

At the end of the day, students will be released from their class one bus at a time as each arrive. The bus numbers will be called over the intercom, and when your student's bus number is called, they will exit their class, following the directional arrows and proceed to the bus loop, exiting the same door as during arrival. Students are not allowed to have their phones out until they get on their bus. This will assist with ensuring students are aware of spacing between themselves and other students. Students may not linger in the halls or outside on the sidewalk, they must report immediately to their bus, and locate their assigned seat.

Car Riders & Walkers

Once all the bus riders have been dismissed to their buses, the last period teachers will escort the rest of their class to the front of the building, following the one-directional arrows. Once they reach the front of the building, any student who is a walker or bike rider, will leave the building premises immediately, still adhering to social distancing guidelines. The car rider students will stand outside, socially distanced in an assigned location.

Students should be watching for their parent's/guardian's car and begin to walk towards their spot in the loop. Once the first wave of cars is full and exits the parking lot, the next wave will be allowed to enter, and this process will continue until every student gets in their car.