



Processes and Procedures for Face to Face Learning at Haynes Elementary

First Day of School:

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

The campus is mailing you a brightly colored sticker/nametag for your student to wear on the first day of face to face instruction. Please make sure your student is wearing this sticker upon arrival so that staff can help them to the right location once in the building.

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 been mailed to you for you to complete. Please return the completed form as soon as possible or you may come to the school to complete the form. **ALL other bus** information can be found at killeenisd.org.

What can I expect during morning arrival?

Please see the attached map for arrival locations. Arrival Procedures (coming in front door): Parents and students will be encouraged to use social distancing while waiting for the front door to open. Spots will be marked on the sidewalk 6 feet apart. Students will enter the building in small groups of no more than 15 at a time. They must have masks on to enter the building.

Arrival Procedures (coming in back doors): Students will exit the bus and line up to enter the building standing on marked spots. Students will enter the building in small groups of no more than 15 at a time.

They must have masks on to enter the building. The students that are eating breakfast will enter the cafeteria and the other students will go through the gym and straight to their classroom.

Staff members will be located throughout the building to ensure social distancing and directing students. 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?

Students will enter the cafeteria and be directed to a serving line. They will stand behind the blue line and as they enter the serving line, they will stand on the blue Xs. The food will be pre-packaged, so students will grab their food and scan their barcode before walking to their table and sit in a chair that has yellow tape on the top. This is so that we can ensure students are spaced apart.

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

Students that don't eat breakfast, will go directly to their classroom.

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. 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 and upon 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 into the restroom, ensuring that the number of students 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. The Haynes Traffic Map has also been developed to ensure that students move throughout the building in a manner to increase social distancing.

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?**

Please see the attached map for dismissal locations. Dismissal Transition will begin at 3:30. All students will be packed up and ready to leave the classroom at that time. Beginning at 3:35, an Administrator will direct grade levels to move to their dismissal areas. Groups will move to their dismissal locations following the Haynes Traffic Map as they are called in the following order:

3:40- Daycare / YMCA

3:45- PK, K, 1 Parent Pick Up

3:50- 2, 5 Parent Pick Up

3:55- 3, 4 Parent Pick Up Bus (as buses arrive)

3:55- Walkers

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. PK students will need to bring a towel for naptime. PK, Kinder, and 1st grade students need to send a change of clothes in case of an emergency (bathroom accident, lunch spill, etc.)