

2020-2021 First Day Procedures 8/17/2020 and 8/20/2020

Parents and students,

As a result of the pandemic and in an effort to keep students social distanced, we have some changes to our daily school routines. Please review the following updates and help us by reminding your students on a daily basis to follow our school protocols.

- 1. 7:00-7:23am** Students report to school, acquire breakfast from the cafeteria cart closest to their designated area, then report to their designated area until the first bell. Their designated area is based on their grade level. The “Breakfast Zone” map on the website denotes their area. This map will also be distributed to teachers in case a student is unsure or needs help. Students will also be given a paper copy of this map on the first day. **Students are not allowed in hallways before 7:23am.**
- 2. 7:23-7:30am** Students will find their way to their Homeroom. Homeroom lists are also posted on the web page and around campus. Administration will be in the courtyard to assist students. Students will receive their schedule, maps, lunch schedules and other important documents.
7:45-8:20am-Students will follow one way traffic flow(**see #3**) to their first period class. There they will receive ID’s and any other important school related information.
8:25-10:10 Students will report to periods 2 and 3 following one way traffic flow(**see below**).
- 3. One-way hallways, stairwells and courtyard.** Every hallway, stairway and the courtyard has a one way traffic design. 5A for example, hallway 516-523 is one way **IN** from the courtyard, students will **exit out the back** of the building. The same is true for the hallway directly above it. The staircase in front of those hallways is one way **UP** and the staircase in the back of the building is one way **DOWN**. Hallway 503-510 and the one above it are one way **OUT** into the courtyard. Students will enter those halls from the back of the buildings. The back staircase will be one way **UP** and the hallway in front will be one way **DOWN**. All the buildings will have the same type of traffic flow. All teachers and students will be provided a map. The courtyard will flow in a counterclockwise direction and the area behind buildings will flow in the opposite direction. Signs will be posted around the campus to help guide students and maps will be available as needed. Administration will also be out at all exchanges to assist students. The traffic flow map is also on the web site. **Students are not to congregate in the hallways and must report directly to their next class.**
- 4. Bell Exchanges:** In an effort to keep students as distanced as possible during bell exchanges we have made some significant changes.

Students will be released by announcements, not by a bell. Teachers will receive three announcements for each period to dismiss students.

- The first will be to release 1/3 of your class.
- 30 seconds later, an announcement to release the next 1/3 of the class

c. 30 seconds later, announcement to release the final 1/3 of your class
The Tardy bell will ring signifying class to begin. (We may make an announcement the first few days rather than a Tardy bell as students are learning where their classes are and learning new traffic routes.)

5. Lunches: Period 4. Please report to your 4th period teacher to see what lunch you have and to receive further instruction.

We have 4 rolling lunches beginning at 10:15.

A Lunch students must report to class before going to lunch areas for attendance purposes. Students will be dismissed 1/3 at a time with thirty seconds between each group (**We will make announcements on when to release each 1/3 of the students**). During lunch dismissals all students should exit out towards the courtyard regardless of what direction the hallway is used for during class exchanges. We will release students from lunch in sections to socially distance their return. Admin will usher students into buildings.

B and C Lunch students will be dismissed in thirds by announcements (30 seconds between each group. **D lunch** also dismisses by thirds by announcements. (30 seconds between each group. Students should bring their belongings to lunch as they will be dismissed from lunch to their next period. Students will have three different places to eat lunch, inside the cafeteria, outside café seating and a section of the courtyard. There will be designated locations within each area depending on what lunch you have. Administration will assist you in locating those areas.

6. Period 5, 6, 7- Students will report to their classes following social distance protocols.

7. Masks and Social distancing in class

Masks are required by MCSD. Students are to wear a mask at all times on campus (except while they are eating breakfast or lunch). All masks should be school appropriate. Try to social distance as much as possible and do not group together in class, hallways, courtyards or restrooms.

8. Dismissal

We will dismiss students by announcement rather than a bell. There will be an announcement at 2:25pm to dismiss bus riders. 30 seconds later, we will announce to dismiss student drivers. 30 seconds later, Car riders and walkers. Bus riders will exit campus toward the cafeteria. Car riders will exit campus between buildings 1 & 2 or between building 1 and Media center. Student drivers and walkers will exit campus between building 6 & 7.

Our goal is to keep everyone as safe as possible. It will take us all working together on a daily basis to ensure a safe and healthy campus.

Go Mustangs!!!!!!