

Harmony Science Academy Learning Centers/In-Person Learning Guidelines

<u>School Arrival Procedures</u> <i>HPS Playbook pg. 25</i>	<u>Breakfast and Lunch Procedures</u> <i>HPS Playbook pg. 28</i>	<u>Classroom Procedures</u> <i>HPS Playbook pg. 23-24</i>	<u>Hallway/ Restroom/ Water Bottle Filling Procedures</u> <i>HPS Playbook pg. 27& 29</i>	<u>Dismissal Procedures</u> <i>HPS Playbook pg.26</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Regular drop off schedule (7:40 am - 8 am) <input type="checkbox"/> Curbside drop off map to be shared with parents <input type="checkbox"/> Parents should remain in their vehicle when dropping off students <input type="checkbox"/> Temperature check at cars prior students exiting the vehicle (Parent should not leave before student is admitted to school building) <input type="checkbox"/> M <input type="checkbox"/> High School entrances will be used <input type="checkbox"/> 2nd temperature check at kiosk (if necessary) <input type="checkbox"/> Hand sanitizing prior to entering the building <input type="checkbox"/> Masks on at all times <input type="checkbox"/> Students report to High School Cafeteria and Gym <input type="checkbox"/> 2 Substitute Teachers per section. 	<ul style="list-style-type: none"> <input type="checkbox"/> Breakfast and Lunch served in Learning Centers <input type="checkbox"/> Meal distribution schedules: Breakfast 7:40-8:05 am Lunch 12-12:50 pm <input type="checkbox"/> Trash bags available in each Learning Center <input type="checkbox"/> Janitor will collect trash from Learning Centers <input type="checkbox"/> Sanitize or wash hands prior to eating <input type="checkbox"/> microwaves will not be available for students that bring home lunch <input type="checkbox"/> Parents will not be permitted to visit students during lunch, nor will they be allowed to drop off lunch for students (students that forget their lunch will be provided a school meal) 	<ul style="list-style-type: none"> <input type="checkbox"/> Substitute Teachers assigned per Learning Center <input type="checkbox"/> Student assigned seating chart in each classroom <input type="checkbox"/> Teachers and students should clean and sanitize work area throughout the day <input type="checkbox"/> No lockers, cubbies or desk cubbies will be used by students (Student items remain by their desk and are taken home daily) <input type="checkbox"/> Chromebooks taken home by students at the end of the day (Students should charge at home for the following day) 	<ul style="list-style-type: none"> <input type="checkbox"/> Staff duty roster to monitor /restrooms/water stations <input type="checkbox"/> Only ONE student allowed to be out of the Learning Station for restroom/water break at a time <input type="checkbox"/> Only ONE student in the restroom at a time <input type="checkbox"/> Students will be allowed to fill water bottles at filling stations <input type="checkbox"/> Remind students to take clear water bottle home for cleaning and bring it FILLED to school everyday <input type="checkbox"/> Students will follow visual markers in hallways to maintain social distancing 	<ul style="list-style-type: none"> <input type="checkbox"/> Set dismissal time: 3pm Middle School 3:50pm High School <input type="checkbox"/> Students will use the High School entrance to exit the school. <input type="checkbox"/> Students will wait in Learning Centers until they are called <input type="checkbox"/> Front Office personnel will call students from Learning Center to dismissal area (use Harmony Student Pickup App) <input type="checkbox"/> Parents should remain in their vehicle when picking up students during dismissal <input type="checkbox"/> Students are not allowed to remain on campus unsupervised after designated dismissal times (Loitering)

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