

SAFE SCHOOLS Building Procedures for Students

Entering the Building only if Covid restrictions are in place.

- **IMPORTANT!** All parents and/or guardians **MUST** self-certify their child before they leave for school. Procedures are found on the Student Self-Certification page located in the registration packet. Students who have not completed this process will be denied entry to the building.
- All SAFE students will enter the building through the MAIN entrance to the building. Parents will drop students off at the main entrance sidewalk. Busses will drop off at the South sidewalk between 8:00 and 8:25 am each day.
- Upon entering the building, students must follow COVID - 19 guidelines. No exceptions! This includes properly wearing an approved mask (at all times), practicing social distancing, and washing hands at appropriate times. See COVID-19 Guidelines page for more information.
- Students will not be allowed in the office.
- Book bags are not allowed when entering the building.
- Upon arrival students will go immediately through the Commons area,, pick up breakfast, and go up the North stairs to their 1st hour class.

Upon Entering the Classroom

- Once students arrive in their classroom, they are to remain seated unless they have permission to go elsewhere.
- Students will be required to wear an approved face mask, appropriately.
- Students will not be allowed outside the alternative education wing of the building under any circumstances. Students will be required to clean their work area upon arriving and leaving the classroom.
- Students will also be asked to use hand sanitizer each time they re-enter the classroom.

Leaving the Building

- Students leaving the building for the day must exit through the main doors of the building. Upon leaving for the day, students may not re-enter the building.

COVID - 19 Rules and Requirements for Safe Schools In-Person Learners

Due to the nature of COVID - 19, in person learners will be required to abide by the following requirements while in attendance.

Face Masks - Students must wear face masks at all times while in the building. Masks must cover both the mouth and nose. Students should provide their own mask.

Social Distancing - Students will maintain a social distance of six feet or more while in hallways, lunchroom and classrooms.

Sanitizing - Students will be asked to use hand sanitizer upon entering and exiting classrooms. Students will also be required to clean their desks or work areas upon entering and leaving work space. All cleaning supplies will be provided.

Assigned Seating - Students will be asked to remain in their assigned seat the entire period. Moving about the room without permission will be prohibited. Students will not be allowed to move desks or chairs. Sleeping will not be allowed.

Restrooms - Students will be allowed to use the restrooms one person at a time. They will be asked to use hand sanitizer upon exiting and re-entering the classroom.

Office - Students are not allowed in the office.

Classroom Rules - Students attending in person must agree to abide by any and all classroom rules established to maintain a safe learning environment. Failure to do so will result in transfer to remote learning placement.

Parents are asked to contact the Safe Schools office ASAP if their child is exposed to COVID and subject to quarantine at any time during the school year.

In the event Safe School students are required to return to remote learning, students will be required to work from home each school day during the hours of 8:30 am - 2:30 pm.

Lunches, Breaks, and Restrooms

- Until further notice, all students both in person and remote will be on full days.
- All student breaks will take place in the alternative education wing and outside (when possible).
- All students will use the restrooms located in the alternative education wing.

Expectations:

- Each student needs to have access to wifi in order to participate in the SAFE SCHOOLS Program.
- Each student will be assigned a chromebook to work on their classes.
- Google Classroom will be used during these days.
- Students will be expected to log in and participate in the virtual classroom with whatever platform the teacher is using (Google Meets) A student will be marked absent and will be required to make up missed work if they do not participate.
- Virtual classes will be approximately 45 minutes long each.
- If students do not participate in Remote Learning days they will be subject to the Regional Office of Education being notified and a formal truancy paperwork will be filled out.
- In the case of a long-term crisis, students will be expected and responsible for setting up a meeting each week to meet virtually with each of their teachers one on one.
- Attendance will be kept.

ADMINISTRATIVE AUTHORITY

The administration reserves the right to make or change any rules that are necessary and proper to ensure order and to protect the health, life and safety of the faculty, staff and student body. Should it become necessary to make additions to this handbook, the additions will be properly displayed in an officially designated area near the office. These rules will become effective immediately upon their posting, after an announcement has been made to the school.