



AJ Elementary Hybrid Handbook

March 3-June 24, 2021

Students returning to school through the hybrid program will have added expectations to ensure safety at school. These expectations or new Student Code of Conduct requirements will be enforced in addition to our current school guidelines. Please refer to the District Web page for additional District Safety information and general school information <https://www.auburn.wednet.edu/Domain/4935>

Safety

1. Masks must be worn at all times anywhere on school grounds or in the building. “Cover your Beak!” mighty Thunderbirds. This is required at all times, in lines, classrooms, hallways, and sidewalks. The only exception is during supervised break time on the playground. Masks can be removed when 6 feet distances are maintained outside.
2. Maintain a six-foot distance at all times anywhere on the school grounds. “Thunderbird Wingspan” between all people, at all times in lines, classrooms, hallways, sidewalks, and playground.
3. Hands must be washed prior to coming to school, in the classroom when entering, and washed again prior to leaving.
4. Hand sanitizer or washing any time entering a classroom or exiting the classroom, just like a hospital room.
5. Students will only use their assigned desk and chair.
6. Students will not share any school supplies. Instructional materials may only be used when cleaned/sanitized by the teacher.
7. Students will walk on the right side, in one direction, facing forward in hallways and on stairs. Students going to the portables will use one-way halls following directional arrows.
8. Students will follow all safety signs, such as one-way, six-foot spacing, masks etc.

Pre-Arrival

1. The **Wellness Check is required** and to be completed by the parent prior to coming to school. Students arriving to school that have not completed the Wellness Check will be sent to a designated area for screening.
2. In order to provide the safest environment for students and staff, only AJ students and staff will be allowed past the front office. Parents and visitors are only allowed to go to the office. Parents are to remain in the car during drop off and pick up. Parents will not be allowed to walk students to their classroom doors, through bus area sidewalks or playground areas.
3. Students must wash their hands at home before arriving at school.
4. Water bottles may be brought to school and must be filled at home. Students will carry them to and from school daily. Water bottles must be kept in backpacks until students arrive in the classroom.
5. Personal school supplies must be made available for home and school. Divide your supplies if needed. Teachers will share what items are needed at school from the 2020-2021 Supply List.
6. Doors open at 8:50am for morning instruction and 1:20pm for afternoon instruction. Parents may drop-off 5 minutes before class begins. Students will need a wellness check to exit the car. An adult staff member will meet each car to verify the Wellness Check is completed.

Bus

1. Students will follow all bus rules in the Auburn School District Student Code of Conduct pamphlet and from the Transportation web site <https://www.auburn.wednet.edu/Page/22565>.
2. Before getting on the bus, the student Wellness Check must be completed by the family.
3. Masks are required on the bus.
4. All kindergarten students must wear the district provided ID tag (handed out to students on the first day of school).

Lines to the Building/Classrooms

1. Students will go directly from the busses/drop-off area to their classroom in the morning.
2. Student will maintain a 6-foot distance between other students and staff to and from busses.
3. Students who are late to school will need to report to the office.

Restroom Use

1. Students may use the restrooms. A limited number of students are allowed in the restroom at one time. Students may enter if a 6-foot marker on the floor is open.
2. Wash hands with soap and water after restroom use.

Health Room

1. Teachers will send students to the health room using a pass.

Desks

1. Students will only use their own desk and chair.
2. Students will clean their own desk and chair before leaving at the end of the day using provided approved cleaner and their own micro-fiber towel. Towels are discarded and cleaned daily.

Outdoor Break

1. Teachers may take their class out for fresh air during the designated time only.
2. No recess equipment to be used (Big toys, play equipment, etc.).
3. Masks and 6-foot distance required on the playground.
4. Students should wear appropriate clothing for outdoors - umbrellas are encouraged.

Emergency Preparedness

1. Evacuation class lines are set for every other line 6-foot apart and 6-feet between students.

Computers

1. Students will follow all District requirements for use and care of the District's property.
2. No student or staff member is to use someone else's computer.
3. Students will carry their Chromebook to and from school daily in the case. It must stay in the backpack on the bus.
4. The charging cord is to always stay in the case with the computer.
5. Students will be required to charge their computers daily and have a full charge ready for school and for home use.

6. Problems with computers will follow District Protocol for guidance and repair. At school, it will be reported to the teacher to resolve.
7. Each night, Chromebooks are required to be powered down for updates.

Food Service

1. Breakfast/Lunch bags will be served before exiting each day. Two grab-and-go stations will be set up, one on the main level, and the other by the 2nd level exit doors.
2. Meals will be eaten at home.

Dismissal

1. Teachers will lead students to busses. Students will peel off from the line as they walk by their bus. No stopping as the line goes by.
2. Parent pick-up will take place in designated areas for ECE, K-2, and 3-5. Students will load cars and while waiting will maintain 6-foot distances. The grass areas in front will be used for spacing if necessary.