



**2020-2021**

# **Face to Face Campus Procedures**

Life School Lancaster Elementary

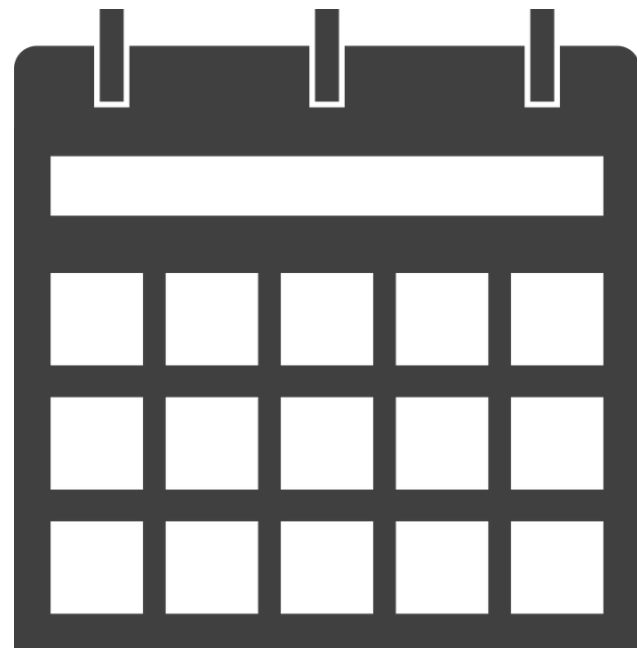




# Life School Lancaster Face to Face Campus Procedures

Welcome Back,  
BEARS!





## **First Day of Face to Face Learning**

**Monday  
September 14th**

**Arrival: Doors open at 7:25 a.m.**

**Breakfast: Available 7:25 a.m. - 7:45  
a.m.**

**School Day Begins: 7:50am**

**School Day Ends: 3:15pm**

**Dismissal/student pick-up:**

**3:15pm –3:45pm**



# **Student Daily Requirements**

- **Parents must ensure they do not send their child to school if they exhibit any COVID-19 symptoms or have lab confirmed results with COVID-19**
- **All students are required to complete a daily self-screening for symptoms prior to arriving to school**
- **All students will be provided daily guidance on proper hand washing, how to wear masks/face shields, how to cough/sneeze/blow nose, and social distancing practices**



# COVID -19 Symptoms

- In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them?
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting



## **Response to a student with a COVID-19 symptom**

### **Response to a student with a COVID-19 symptom**

- The campus will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian
- The campus will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible
- Students who report feeling feverish will be sent to the nurse for an immediate temperature check to determine if they are symptomatic for COVID-19



## **Student Daily Requirements - Continued**

- **All students, grades 4th through 12th, are required to wear a face covering while in classrooms, hallways, and common spaces**
- **All students, grades K through 3rd, are strongly encouraged to wear a face covering while in classrooms, hallways, and common spaces**
- **All facial coverings should cover the nose and mouth and may be solid color or patterned.**
- **Student will continue to have daily outdoor recess, weather permitting. They will be required to wash hands or use hand sanitizer before and after recess.**



# Student Daily Requirements - Continued

- **When would a Grade 4-12 student not have to wear a mask?**
  - It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. **Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields.** However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing
- **What do we do if a student does not have a mask or face shield?**
  - Student will be provided a disposable mask
  - Repeated failure to have a mask will be considered a dress code violation
  - Refusal to wear a mask will be considered insubordination





# Student Daily Requirements - Continued

- All students must be in compliance with state-required immunizations whether remote or face to face
- All students are encouraged to use hand sanitizer from the many school locations or their personal supplies
- All students are seated with as much separation as is feasible during the instructional day
- Students are **strongly encouraged to bring their own water bottle each day**; water fountains will be designated for bottle refill only



## **Student Daily Requirements - Continued**

- **Students will not be allowed to bring any outside toys, balls, etc. on campus.**
- **Students will need to bring their own headphones or earbuds to be used during computer time.**
- **Student supplies will be used only by the student whenever feasible; community/shared supplies required will be sanitized after use.**

# Technology and Materials Check-In





## **First Day of School - Technology Check-In**

- **Students who have chosen to attend face to face learning and received a Life School computer, computer charger, and/or hot spot will be required to turn them in to the campus on the first day of school.**
- **Parents, please put your child's first and last name on a piece of paper and attach to the computer for easy and quick check-in.**



# First Day of School - Materials Check-In

- All face to face students are **required to bring their Go-Bags on the first day** of school to be checked in with all materials still included (books, manipulatives, etc.) These were the large Ziploc bags that were handed out by each teacher when the school year began.
- All face to face students need to **bring their journals and any other school supplies** that they have been using while in remote learning

# Arrival & Dismissal Procedures





# Arrival

- **Doors open at 7:25 a.m.** (drop-off in the back or the front)
- **Students are not allowed to be dropped off before 7:25 a.m.**
- **Students will go directly to their classrooms or to the cafeteria for breakfast (served 7:25-7:45 a.m.).**
- **Parents are not allowed to enter the building and/or walk students to class. Parents must use the car line and remain in their vehicle.**
- **Students will be welcomed by staff members who will show them the location of their classroom.**





## Arrival - Continued

- **Students who choose to eat breakfast will go directly to the cafeteria.**
- **Breakfast closes at 7:45 a.m.**
- **Staff members will make sure social distancing is being followed during breakfast and lunch.**







# Arrival - Continued

- **Classes begin at 7:50 a.m. Students arriving after 7:50 a.m. are considered tardy.**
- **Face to Face students need to be on campus at school everyday.**
- **If a student is absent, the parent needs to send in a doctor's note. Parent notes do not count as excused absences. For questions about attendance, please contact Mrs. Williams,  
[monetta.williams@lifeschools.net](mailto:monetta.williams@lifeschools.net).**



# Dismissal



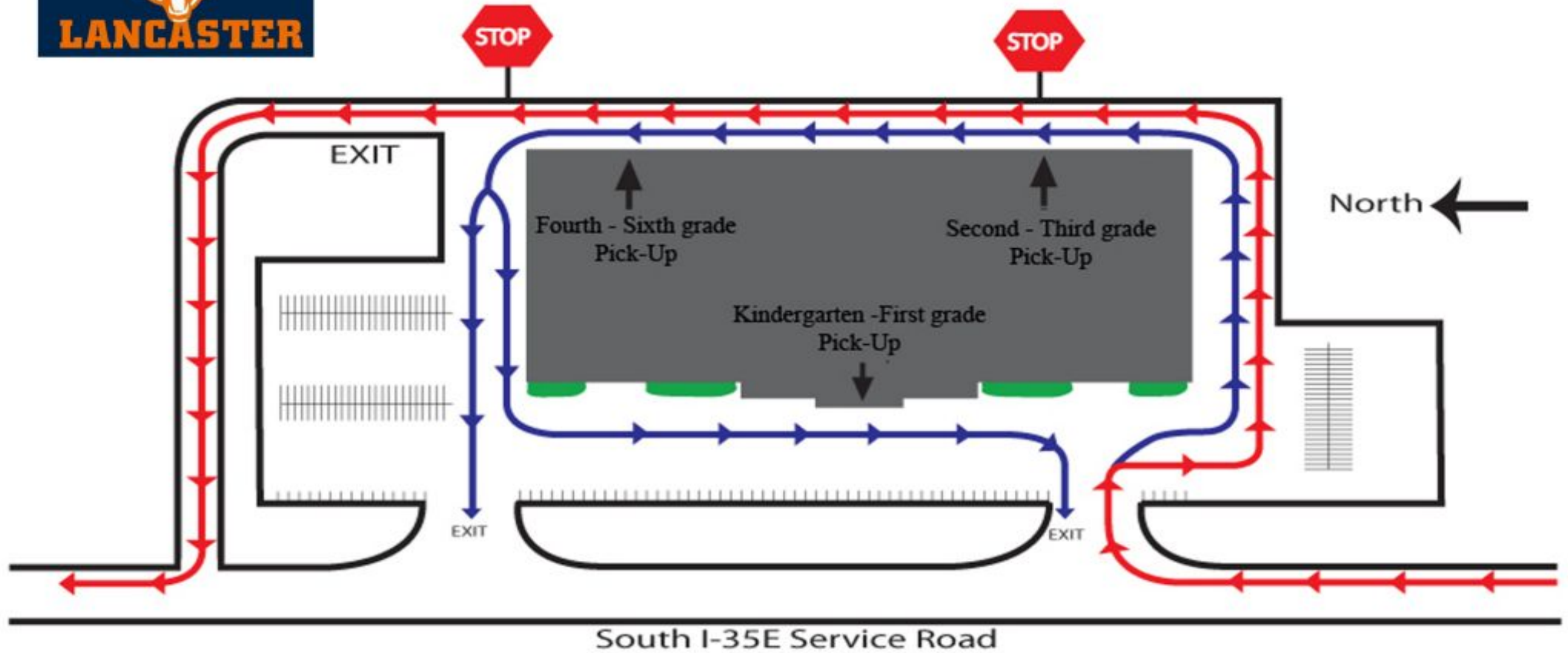
- Hang tags are mandatory to pick up your child everyday.
- Parents, **please click the hangtag link below and complete this form ASAP** to obtain a [hangtag](#) to be given the first day of F2F learning.
- All parents must use the carline and remain in their vehicle to pick up their child due to Covid-19 health and safety protocols. **No parent walk-ups will be accepted.**
- **If a student has a doctor's appointment, the parent will go to the front desk receptionist to check out the child. No child should be checked out for doctor or early release after 2:45 p.m. due to dismissal procedures and traffic. Please make all appointments prior to 2:45 p.m.**
- Siblings dismiss together at the youngest sibling's dismissal spot (see traffic flow map).



# Dismissal cont.



- Dismissal begins at 3:15 pm and ends at 3:45 p.m.
- There is a \$10 charge per child if picked up after 3:45 p.m. Authorities may be contacted if your child has not been picked up by 4:00 p.m.
- You are required to come to the main lobby door to pick up your child after 3:45 p.m. You must wear a mask or face covering and self-screen before entering the building.
- If you do not have the assigned hangtag, you will be required to show your driver's license at the front desk to pick up your child.

# Traffic Flow Map



-  4th - 6th Grade Outer lane
-  K - 3rd Grade Inner lane

**Life School Lancaster**  
**Pick-up Diagram** School Releases at 3:15

Siblings will dismiss together at the younger siblings dismissal spot.



# Things to Know

## Parent/Family Access

- **Parent visitors and in-person meetings are restricted at this time**
  - **No breakfast or lunch visits**
  - **No classroom observations**
  - **No walking students to class**
  - **No Birthday Friday guests**
  - **No outside food deliveries**
- **Phone calls, emails, and virtual meetings are encouraged**
- **We will miss our Bear Families but as soon as it is determined to be safe, we will welcome you back to Bear Country!**





# Breakfast & Lunch

## Face to Face - Guidelines

- Breakfast 7:25-7:45
- Full Priced Breakfast \$1.65, Reduced .30
- Full Price lunch \$3.20, Reduced .40
- Parents will need to add funds to their child's account using [myschoolbucks.com](https://myschoolbucks.com)
- Parents will not be allowed in the building to pay in the cafeteria.
- Lunch Application <https://www.nlappscloud.com/>
- This may allow you to receive free or reduced meal prices (for those who qualify)
- **If your child forgets to bring a lunch, they will be offered a school lunch and their account will be charged. Parents will be notified of the charge.**

For more information regarding food services, please visit the Life School website <https://lifeschool.net/> and click on the Parent tab and Food Services.

## Remote - Guidelines

- **Grab & Go pick-up for Remote:**

**8:00 am - 10:00 am**

- Remote families may pick-up breakfast & lunch each day
- **Important Note: Meals will be served from the double glass doors on the north side of the school building beginning Sept. 14th. Please turn right onto Breezewood Ln. (the street passed the school) and then right into the parking lot.**



**We have missed our Bears!**

We look forward to seeing you on Monday, 9/14!