

# EASTSIDE CONNECTIONS SCHOOL 2020-2021 SCHOOL REOPENING PLANS

\*Eastside Connections School and Niles Community Schools will continue to adjust to any new state mandate provided by the governing bodies including, but not limited to, the MDHHS and MHSAA. Below is a broad comparison chart to assist families in comparing the nature of each phase's learning plan at Eastside Connections School.



## Eastside Connections School Phase Four: Fall 2020 Reopening Plan *In Person Learning Daily With Stringent Safety Protocols* **Masks Required for Staff and Students (during specified times)**

*If your child has a special health condition that prevents them from wearing a mask at required times, medical documentation must be submitted to the office prior to the start of school.*

*\*Revised on 2/24/21*

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*Whenever new Orders, Rules or legislation are executed, Niles Community Schools will review practices, procedures and policies to ensure compliance. \* 1*

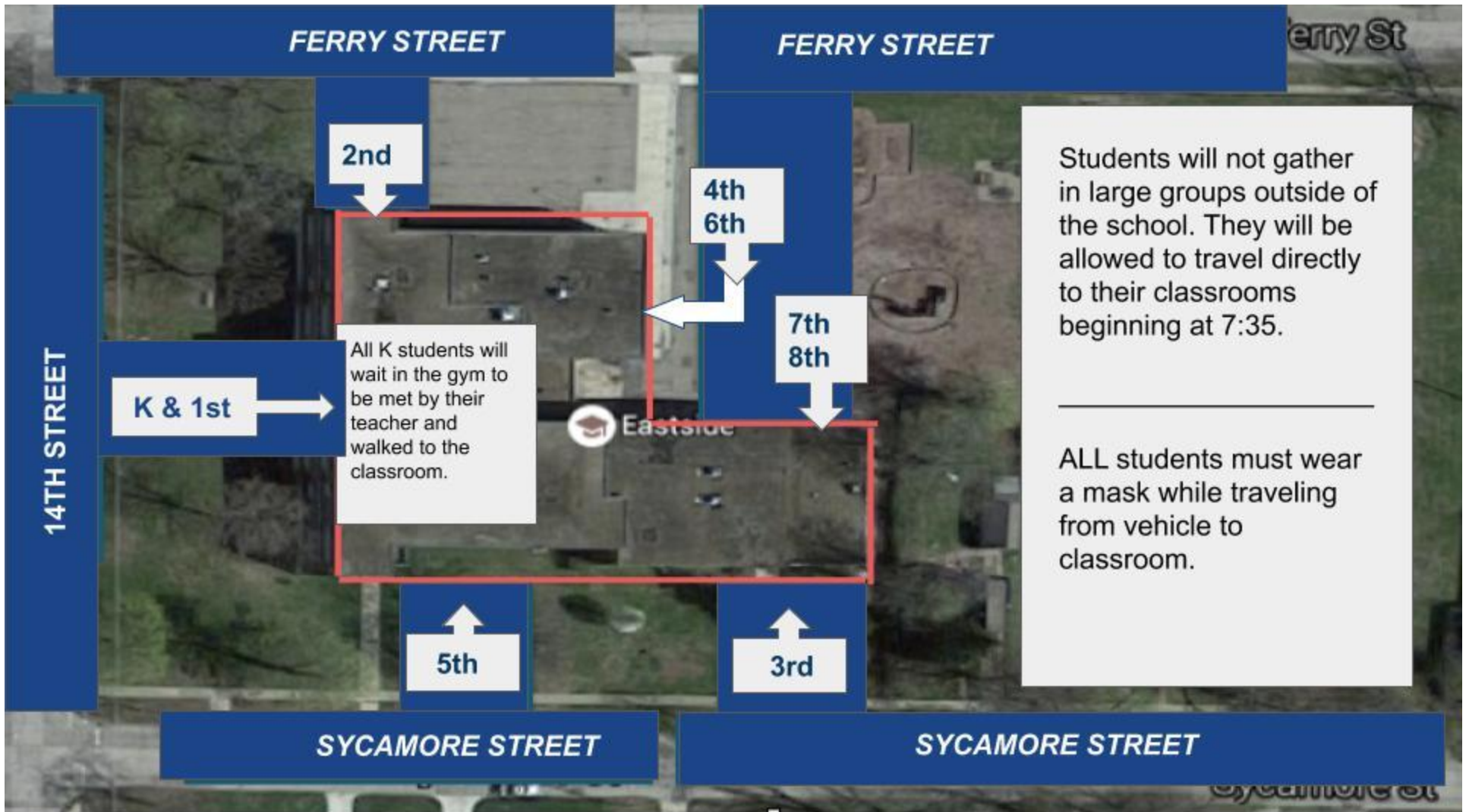
## Before School - Drop-off, Breakfast, & Supervision:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the office.</li> <li>● Parent/Visitor entry beyond the office will not be permitted</li> <li>● Office access to parents and visitors will be limited to two at a time</li> <li>● Only attempt to enter the school through the main office entrance on Sycamore St.               <ul style="list-style-type: none"> <li>○ Prioritize visits to minimize office traffic.</li> <li>○ Visitors to the office must wear masks and hand sanitize.</li> </ul> </li> </ul> <p>Students (Car Drop-off)</p> <ul style="list-style-type: none"> <li>● Drop students off at designated entrance(s). Do not drop-off students at school prior to 7:30 am.</li> <li>● Enter the building through the designated grade level entrance:               <ul style="list-style-type: none"> <li>○ See below map for designated drop off zones</li> </ul> </li> <li>● Enter the building, continue to wear a face mask while traveling to, and travel directly to students' homeroom classroom.</li> <li>● Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and begin eating breakfast (if applicable).</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times while in the building.</li> <li>● Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces.</li> <li>● Contact the office if a student is observed to have a fever or COVID-19 related symptoms.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Ensure designated doors are propped open for arrival time.</li> <li>● Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms.</li> <li>● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.</li> <li>● Provide expectations, communications and reminders.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue disciplinary consequences for repeated expectation violators.</li> <li>● Ensure designated student entry doors are closed after arrival time.</li> </ul>

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## During School - Instructional Time (The Classroom):

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the ECS office.</li> <li>● Discourage students from sharing items and food at school.</li> </ul> <p>K-5 Students:</p> <ul style="list-style-type: none"> <li>● Wear a mask upon entering the building, to the classroom.</li> <li>● Masks are required when children are in their cohort with their classroom teacher</li> <li>● Do not share personal items or food with other students.</li> <li>● Stay in cohorts throughout the entirety of the instructional day.</li> <li>● Stay in the same classroom for all core academic classes.               <ul style="list-style-type: none"> <li>○ Enrichment teachers will travel from room to room.</li> <li>○ Gym class will take place outside (weather permitting) and in the gymnasium on days of inclement weather.</li> </ul> </li> <li>● Sit in an assigned seat and practice social distancing from peers whenever possible.</li> </ul> <p>Grade 6, 7 &amp; 8 Students:</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times.</li> <li>● Do not share personal items or food with other students.</li> <li>● Stay in cohorts throughout the entirety of the instructional day (core academic classes, intervention time, and enrichment courses). Sit in an assigned seat and practice social distancing from peers whenever possible.</li> </ul> <p>Transition between classrooms at the end of each period.</p> <ul style="list-style-type: none"> <li>○ Release from classrooms with staff permission on a staggered basis to avoid clustering at doorways.</li> <li>○ When possible, stay to the right when traveling down hallways.</li> </ul> <ul style="list-style-type: none"> <li>● Sit in an assigned seat and practice social distancing from peers</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times while in the instructional space.</li> <li>● Ensure classroom desks are organized and are arranged in a manner that provides adequate distance (approx 3ft) from other students.</li> <li>● Ensure students maintain distance whenever possible.</li> <li>● Eliminate shared classroom materials that cannot be disinfected between individual uses.</li> <li>● Facilitate time to disinfect door handle and for students to disinfect their desks and chairs prior to each classroom transition.</li> <li>● Issue restroom passes when requested by students in a staggered manner to limit clustering.</li> <li>● Provide expectation communications and reminders to students.</li> <li>● Report repeated expectation violators to the office for disciplinary consequences.</li> <li>● Dismiss students from class in a staggered manner to prevent clustering at doorways.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Ensure classroom furniture is physically distanced.</li> <li>● Ensure proper signage is installed in classrooms to promote social distancing and quality hygiene.</li> <li>● Ensure classrooms are disinfected between transition periods.</li> <li>● Ensure supplies are readily available for custodians and teaching staff.</li> <li>● Provide expectations, communications and reminders.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue disciplinary consequences for repeated expectation violators.</li> </ul>

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whenever possible.

## During School - Hallways, Lockers, & Common Areas:

<b>Student and Parent/Guardians Expectations</b>	<b>Staff Expectations:</b>
<p>Parents/Guardians:</p> <ul style="list-style-type: none"><li>● Encourage students to utilize social distancing practices and wear masks properly to and while at school.</li><li>● Ensure students have all learning materials packed in their backpack before departing for school each day.</li><li>● Check to ensure students only bring necessary items to school.</li><li>● Provide students with a bottle of water or refillable water bottle.<ul style="list-style-type: none"><li>○ Water fountains will not be available for student use.</li><li>○ Water filling stations will be turned on.</li></ul></li></ul> <p>Students:</p> <ul style="list-style-type: none"><li>● Wear a mask at all times.</li><li>● Report immediately to homeroom classrooms upon arrival to school.</li><li>● Carry a reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on).</li><li>● Follow all signage directions in the hallways and common areas.</li><li>● When possible, stay to the right when traveling down hallways and using stairs.</li><li>● Students may not share lockers or personal items/food with other students.</li></ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"><li>● Supervise hallways during transition periods to ensure students are reporting immediately to assigned classrooms. Ensure students are not congregating in hallways or common spaces.</li><li>● Provide students with permission to visit their assigned lockers on a staggered basis to prevent clustering and promote social distancing.</li><li>● Provide expectation communications and reminders to students.</li><li>● Report repeated expectation violators to the ECS office for student/family discussions.</li></ul> <p>Administration:</p> <ul style="list-style-type: none"><li>● Ensure adequate supervision is provided in all hallways and common areas during transition periods.</li><li>● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.</li><li>● Provide expectation communications and reminders to students.</li><li>● Provide expectation violation warnings to students and parents/guardians.</li><li>● Issue consequences for repeated expectation violators.</li><li>● Supervise the cleanliness of all hallways, lockers, and common areas.</li></ul>

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## During School - Office & Medical Isolation Room:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absence should be reported to the office.</li> <li>● Only attempt to enter the building through the main office entrance. Maximum number of guests in the office at any time is two (2).               <ul style="list-style-type: none"> <li>○ Parents/guardians must wear a mask and hand sanitize to enter the office.</li> </ul> </li> <li>● Prioritize visits to minimize office visitor traffic. No building access beyond the ECS office will be permitted to visitors.</li> <li>● Ensure emergency contact information is up to date in the event the office staff needs to contact a parent/guardian.</li> <li>● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.</li> <li>● Read all phone, email, SMS text and social media communications from the office regularly.               <ul style="list-style-type: none"> <li>○ Respond to messages promptly when appropriate.</li> </ul> </li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times while in office and surrounding areas..</li> <li>● Follow social distancing guidelines when in the office.</li> </ul>	<p>Professional Staff (Office Staff):</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times while in the school building.</li> <li>● Ensure the office workspace is kept clean. Sanitize common surfaces regularly throughout the day.</li> <li>● Ensure social distancing protocols are followed whenever possible.</li> <li>● Isolate any student who possesses a fever of 100.4°F and/or COVID-19 related symptoms in the designated isolation area in the office.               <ul style="list-style-type: none"> <li>○ Contact sick students' parents/guardians and facilitate student pick-up from school.</li> <li>○ Contact administration immediately to notify them of illness.</li> </ul> </li> <li>● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.</li> <li>● Ensure doors to the designated isolation area are open to minimize the use of door handles to ensure maximum airflow to the area when not in use.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Install protective barriers as needed in the office to protect employees working in the isolation area.</li> <li>● Ensure proper signage is installed in the office and medical isolation room to promote social distancing and quality hygiene.</li> <li>● Ensure regular cleaning and disinfecting takes place in the office and medical isolation area.</li> <li>● Ensure seating areas are properly physically distanced in the office.</li> <li>● Ensure the medical isolation room is properly supervised when in use.</li> </ul>

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## During School - Lunch Service:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Teach students healthy and hygienic eating habits.</li> <li>● No visitors will be permitted to eat lunch with students.</li> <li>● Outside food deliveries will not be permitted during lunch service.</li> </ul> <p>Classroom Lunch</p> <ul style="list-style-type: none"> <li>● Eat lunch and with cohort peers in a designated classroom.               <ul style="list-style-type: none"> <li>○ Students who bring lunch may access lunch with staff permission.</li> <li>○ Students who purchase lunch will have a lunch delivered to the classroom.</li> </ul> </li> <li>● Wash and/or sanitize hands prior to eating.</li> <li>● Stay seated during the duration of the lunch period.</li> <li>● Do not share food with peers during lunch.</li> <li>● Students may take off mask to eat while sitting in their assigned seats</li> <li>● Request permission to leave the classroom and utilize the restroom.</li> <li>● Cohorted recess will be provided at lunch.</li> </ul> <p>Cafeteria Lunch</p> <ul style="list-style-type: none"> <li>● Report immediately to the designated lunch service areas. When possible, stay to the right when traveling down hallways.               <ul style="list-style-type: none"> <li>○ If bringing a packed lunch, report immediately to the designated seating area.</li> <li>○ If purchasing lunch, follow social distancing guidelines while waiting for lunch distribution in the designated service area.</li> </ul> </li> <li>● Wear a mask while traveling in hallways</li> <li>● Sanitize hands and sit in designated assigned seats during lunch service.</li> <li>● Do not share food with peers during lunch.</li> </ul>	<p>Professional Staff (Supervisory Duty):</p> <ul style="list-style-type: none"> <li>● Supervise designated eating areas to ensure students are social distancing during lunch service.</li> <li>● Wear a face mask while circulating around designated eating areas.               <ul style="list-style-type: none"> <li>○ Social distance from students as much as possible.</li> </ul> </li> <li>● Provide expectation communications and reminders to students.</li> <li>● Report repeated expectation violators to the ECS administration for follow-up student/parent meetings.</li> <li>● Monitor and issue passes for restroom use during lunchtime.</li> <li>● Dismiss students from lunch service using a staggered dismissal method to ensure social distancing occurs at the end of lunch.</li> </ul> <p>Professional Staff (Lunch Break):</p> <ul style="list-style-type: none"> <li>● Dismiss students from the classroom (if applicable) in a staggered fashion to prevent clustering at doorways and encourage social distancing in the hall.</li> <li>● Monitor the hallway area outside of classrooms to ensure students do not congregate after dismissal and travel directly to lunch.</li> <li>● Wear a mask while traveling in the hallway and wash hands prior to eating lunch. Sanitize the eating location prior to the start of lunch.</li> <li>● Staff may take off masks to eat lunch.</li> <li>● Social distance with colleagues while eating lunch during designated lunch break.</li> </ul> <p>Cafeteria Staff:</p> <ul style="list-style-type: none"> <li>● Wear masks during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers.</li> <li>● Clean and disinfect serving areas and tables</li> <li>● Serve all food to students.               <ul style="list-style-type: none"> <li>○ Students will not self-serve any food items.</li> <li>○ No à la carte options will be offered to students.</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>● Request permission to leave the eating area and utilize the restroom.</li> <li>● Stay seated during the duration of the lunch period.</li> <li>● Students may take off masks to eat while seated.</li> <li>● Cohorted recess will be provided at lunch.</li> <li>● The ECS cell phone policy will be enforced during lunch.</li> <li>● Dismiss from lunch when directed by the staff supervisor.</li> </ul>	<p>Administration:</p> <ul style="list-style-type: none"> <li>● Ensure that there is enough seating provided to ensure social distancing (approx 3 ft.) can be practiced. Develop additional eating areas as needed to permit social distancing..</li> <li>● Ensure that the doors to designated lunch service and eating area doors are propped open by the start of lunch service.</li> <li>● Ensure adequate supervision is provided in all lunch service areas.</li> <li>● Ensure proper signage is installed in hallways, lunch service areas, and eating areas to promote social distancing and quality hygiene.</li> <li>● Provide expectation communications and reminders to students.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue consequences for repeated expectation violators.</li> <li>● Supervise the cleanliness of all eating locations during lunch service.</li> </ul>
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**During School - Recess:**

<b>Student and Parent/Guardians Expectations</b>	<b>Staff Expectations:</b>
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Remind children to continue following social distancing rules.</li> <li>● Remind children of the importance of staying in designated playground areas.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>● Students will play in the designated sections with their cohort.</li> <li>● Students will wash their hands/sanitize before and after using the playground.</li> <li>● Students will wear masks in the hallway to the playground and while returning to their classrooms.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>● Ensure that playground areas are adequately supervised.</li> <li>● Ensure that cohorts stay within designated sections.</li> <li>● Ensure that students wash their hands/sanitize before and after using the playground.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Divide the playground into sections.</li> <li>● Ensure adequate supervision is provided during recess.</li> <li>● Provide expectation communications and reminders to students.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue consequences for repeated expectation violators.</li> </ul>

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## During School - Restrooms

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• Teach students healthy and hygienic restroom habits.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Wear a mask at all times.</li> <li>• Obtain staff member permission to travel to the restroom during instructional time.</li> <li>• Follow all signage in the hallways, common areas, and restrooms.</li> <li>• Social distance while in the restroom as much as possible.</li> <li>• If all open restroom stalls are in use, exit the restroom and wait on social distance floor markings outside the restroom entrance.</li> <li>• Students are required to wash hands prior to leaving the restroom.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>• Assist in the supervision of restrooms, hallways, and common areas during transition times.</li> <li>• Issue restroom passes to students when requested during instructional time.               <ul style="list-style-type: none"> <li>◦ When possible, stagger the use of the restroom to avoid clustering.</li> </ul> </li> <li>• Provide expectation communications and reminders to students.</li> <li>• Report repeated expectation violators to administration for student/family meeting/discussion.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in restrooms to promote social distancing and quality hygiene.</li> <li>• Provide expectation communications and reminders to students.</li> <li>• Provide expectation violation warnings to students and parents/guardians.</li> <li>• Issue consequences for repeated expectation violators.</li> <li>• Ensure the cleanliness of all restrooms.</li> </ul>

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## During School - Meetings & Conferences:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• Communicate general inquiries to professional staff via phone call or email.</li> <li>• Participate in virtual meetings when requested by the ECS staff.</li> <li>• Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. .</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Participate in virtual meetings as requested by parents/guardians or school staff.</li> <li>• Wear a mask when attending in person meetings with staff members.</li> <li>• Follow all social distancing protocols when meeting with a staff member at school.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>• When invited, attend required virtual meetings using district provided technology.</li> <li>• Wear a mask when attending in person meetings with staff members and/or students.</li> <li>• Follow all social distancing protocols when meeting with staff members and/or students.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure parents/guardians understand how to participate in virtual meetings.</li> <li>• Ensure social distancing guidelines are followed when in person meetings are held between students and staff.</li> <li>• Ensure furniture and seating options permit social distancing throughout the building.</li> </ul>

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## After School - Pick-up:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• Ensure students understand how they are supposed to travel home at the end of each day. (<i>Vehicle Pick-Up, Walker or Hand-in-Hand Pick-Up</i>).</li> <li>• Remain in vehicle during vehicle pick-up process.</li> <li>• Practice social distancing if participating in hand-in-hand pick up.</li> <li>• Adhere to the pick-up process when picking-up students at the end of the school day.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Wear a mask after dismissal when traveling to designated exits.</li> <li>• Adhere to social distancing guidelines in the hallways and outdoors while waiting for parents/guardians.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>• Wear a mask at all times.</li> <li>• Report to end of day designated supervisory locations.</li> <li>• Supervise classrooms, hallways and parent pick up line to ensure students are not congregating in common areas and are following social distancing guidelines.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure designated doors are propped open for dismissal.</li> <li>• Ensure designated doors are closed after dismissal.</li> <li>• Ensure adequate supervision is provided in pick-up locations and bus lines.</li> <li>• Ensure proper signage is installed to promote social distancing and quality hygiene.</li> <li>• Provide expectations, communications and reminders.</li> <li>• Provide expectation violation warnings to students and parents/guardians.</li> <li>• Issue consequences for repeated expectation violators.</li> </ul>

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## After School - Extracurricular Activities:

<b>Student and Parent/Guardians Expectations</b>	<b>Staff Expectations:</b>
<p>Parents/Guardians:</p> <ul style="list-style-type: none"><li>• All attempts will be made to conduct in person extracurricular activities while in Phase Four.</li><li>• In the event of any mandated changes to safe operating procedure, plans may be altered to provide online opportunities for extracurricular events.</li><li>• Ensure students understand how they are supposed to travel home at the end of each day.</li><li>• Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided learning management system or teachers' email addresses.</li><li>• Encourage students to contact staff advisors with questions and concerns related to specific extracurricular activities.</li></ul> <p>Students:</p> <ul style="list-style-type: none"><li>• Participate in available clubs/activities.</li><li>• Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided teachers' email addresses.</li></ul>	<p>Staff Advisors:</p> <ul style="list-style-type: none"><li>• Facilitate approved, school sponsored non-athletic extracurricular activities using adopted protocols.</li><li>• Extracurricular activities/clubs should be conducted outdoors or remotely</li><li>• Wear a mask at all times while at the school building. Maintain social distancing when outdoors.</li><li>• Post extra curricular announcements, directions, and reminders.</li><li>• Respond to student and parent/guardian inquiries in a timely manner.</li></ul> <p>Administration:</p> <ul style="list-style-type: none"><li>• Ensure all district provided programs and applications are functioning properly.</li><li>• Facilitate communication between students, parents/guardians, and staff advisors.</li></ul>

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## **Eastside Connections Elementary School Phase FIVE: 2020 Reopening Plan**

### ***In-Person Learning Daily With Stringent Safety Protocols***

***Note: While some “required” elements in Phase 4 are only “strongly recommended” in Phase 5 (e.g., facial coverings for all staff and students), our Phase 5 plan maintains the Phase 4 elements as required. If we remain in Phase 5 for a period of time, NCS, in consultation with Berrien County Health Department and other Berrien County School Districts, will review and make adjustments. Phase 5 changes will be communicated to all stakeholders and posted on social media and the building’s website)***

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## Before School - Drop-off, Breakfast:

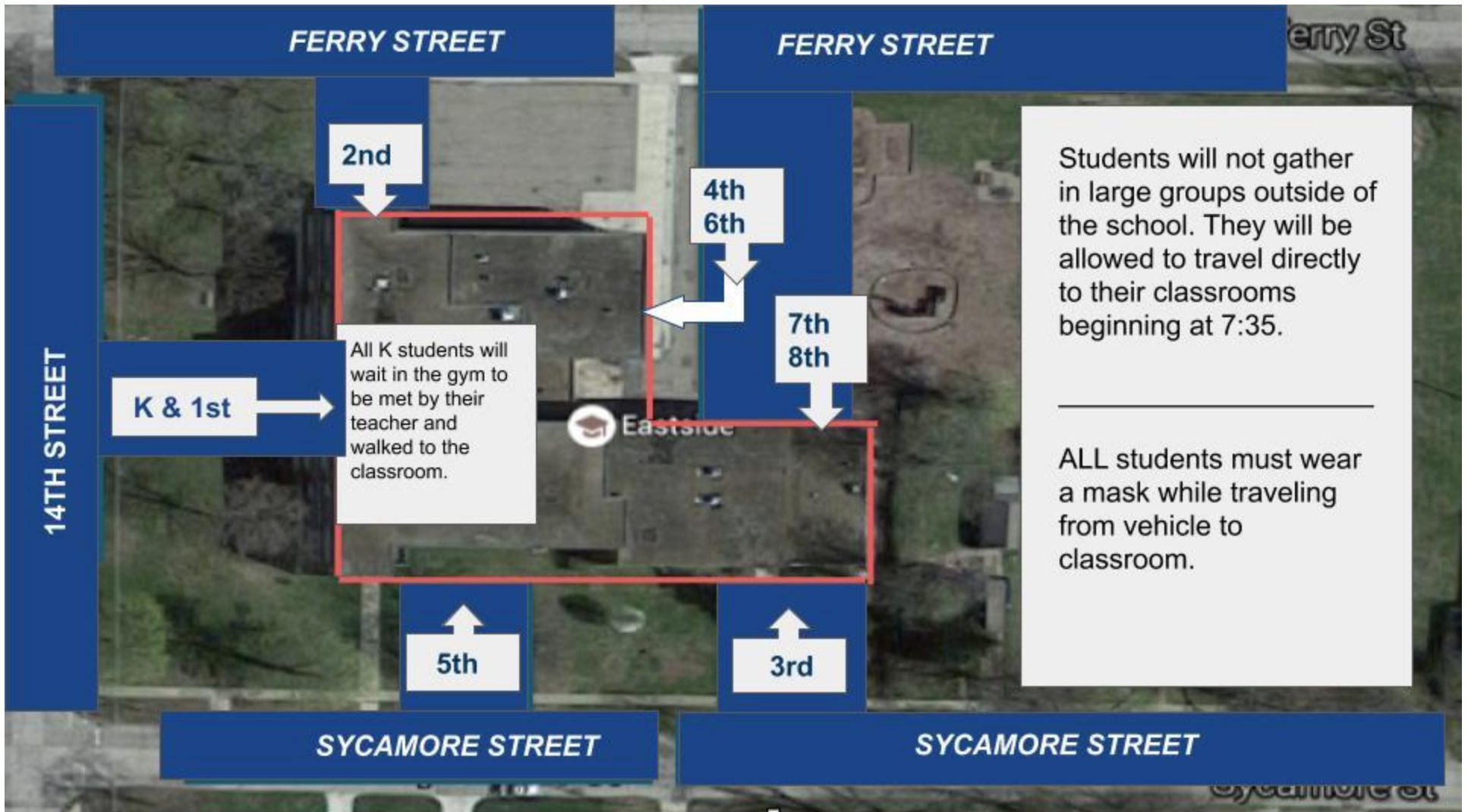
Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the office.</li> <li>● Parent/Visitor entry beyond the office will not be permitted</li> <li>● Office access to parents and visitors will be limited to two at a time</li> <li>● Only attempt to enter the school through the main office entrance on Sycamore St.               <ul style="list-style-type: none"> <li>○ Prioritize visits to minimize office traffic.</li> <li>○ Visitors to the office must wear masks and hand sanitize.</li> </ul> </li> </ul> <p>Students (Car Drop-off)</p> <ul style="list-style-type: none"> <li>● Drop students off at designated entrance(s). Do not drop-off students at school prior to 7:30 am.</li> <li>● Enter the building through the designated grade level entrance:               <ul style="list-style-type: none"> <li>○ See below map for designated drop off zones</li> </ul> </li> <li>● Enter the building, continue to wear a face mask while traveling to, and travel directly to students' homeroom classroom.</li> <li>● Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and begin eating breakfast (if applicable).</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>● Complete daily wellness process prior to entry into the building.</li> <li>● Wear a mask at all times (strongly recommended) while in the building..</li> <li>● Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces.</li> <li>● Contact the ECS office if a student is observed to have a fever or COVID-19 related symptoms.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Ensure designated doors are propped open for arrival at 7:30 am.</li> <li>● Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms.</li> <li>● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.</li> <li>● Provide expectations, communications and reminders.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue consequences for repeated expectation violators.</li> <li>● Ensure designated student entry doors are closed after arrival.</li> </ul>

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## During School - Instructional Time (The Classroom):

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the ECS office.</li> <li>• Discourage students from sharing items and food at school.</li> </ul> <p>K-5 Students:</p> <ul style="list-style-type: none"> <li>• Wearing a mask upon entering the building and to the classroom is strongly recommended.</li> <li>• Masks are not required when children are in their cohort with their classroom teacher</li> <li>• Do not share personal items or food with other students.</li> <li>• Stay in cohorts throughout the entirety of the instructional day.</li> <li>• Stay in the same classroom for all core academic classes.</li> <li>• Sit in an assigned seat and practice social distancing from peers whenever possible.</li> </ul> <p>Grade 6, 7 &amp; 8 Students:</p> <ul style="list-style-type: none"> <li>• Wearing a mask is strongly recommended.</li> <li>• Do not share personal items or food with other students.</li> <li>• Stay in cohorts throughout the entirety of the instructional day (core academic classes, intervention time, and enrichment courses). Sit in an assigned seat and practice social distancing from peers whenever possible.</li> </ul> <p>Transition between classrooms at the end of each period.</p> <ul style="list-style-type: none"> <li>○ Release from classrooms with staff permission on a staggered basis to avoid clustering at doorways.</li> <li>○ When possible, stay to the right when traveling down hallways.</li> </ul> <ul style="list-style-type: none"> <li>• Sit in an assigned seat and practice social distancing from peers whenever possible.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>• Wearing a mask at all times while in the instructional space is strongly recommended.</li> <li>• Ensure classroom desks are organized into forward facing rows and are arranged in a manner that provides adequate distance (approx 3ft) from other students.</li> <li>• Ensure students maintain distance whenever possible.</li> <li>• Eliminate shared classroom materials that cannot be disinfected between individual uses.</li> <li>• Facilitate time to disinfect door handle and for students to disinfect their desks and chairs prior to each classroom transition.</li> <li>• Issue restroom passes when requested by students in a staggered manner to limit clustering.</li> <li>• Provide expectation communications and reminders to students.</li> <li>• Report repeated expectation violators to the office for consequences.</li> <li>• Dismiss students from class in a staggered manner to prevent clustering at doorways.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure classroom furniture is physically distanced.</li> <li>• Ensure proper signage is installed in classrooms to promote social distancing and quality hygiene.</li> <li>• Ensure classrooms are disinfected between transition periods.</li> <li>• Ensure supplies are readily available for custodians and teaching staff.</li> <li>• Provide expectations, communications and reminders.</li> <li>• Provide expectation violation warnings to students and parents/guardians.</li> <li>• Issue consequences for repeated expectation violators.</li> </ul>

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## During School - Hallways, Lockers, & Common Areas:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Encourage students to utilize social distancing practices and wear masks (strongly recommended) properly while at school.</li> <li>● Ensure students have all learning materials packed in their backpack before departing for school each day.</li> <li>● Check to ensure students only bring necessary items to school.</li> <li>● Provide students with a transparent reusable water bottle.               <ul style="list-style-type: none"> <li>○ Water fountains will not be available for student use.</li> <li>○ Water filling stations will be turned on.</li> </ul> </li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times (strongly recommended).</li> <li>● Report immediately to homeroom classrooms upon arrival to school.               <ul style="list-style-type: none"> <li>○ Students may not visit lockers without permission from a staff member.</li> </ul> </li> <li>● Carry a reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on).</li> <li>● Follow all signage directions in the hallways and common areas.</li> <li>● When possible, stay to the right when traveling down hallways and using stairs.</li> <li>● Students may not share lockers or personal items/food with other students.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>● Supervise hallways during transition periods to ensure students are reporting immediately to assigned classrooms. Ensure students are not congregating in hallways or common spaces.</li> <li>● Provide students with permission to visit their assigned lockers on a staggered basis to prevent clustering and promote social distancing.</li> <li>● Provide expectation communications and reminders to students.</li> <li>● Report repeated expectation violators to the ECS office for consequences.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Ensure adequate supervision is provided in all hallways and common areas during transition periods.</li> <li>● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.</li> <li>● Provide expectation communications and reminders to students.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue consequences for repeated expectation violators.</li> <li>● Supervise the cleanliness of all hallways, lockers, and common areas.</li> </ul>

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## During School - ECS Office & Medical Isolation Room:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absence should be reported to the ECS office.</li> <li>● Only attempt to enter ECS through the main office entrance.               <ul style="list-style-type: none"> <li>○ Parents/guardians are asked to wear a mask (strongly recommended) before entering the ECS office.</li> </ul> </li> <li>● Prioritize visits to minimize office visitor traffic. No building access beyond the ECS office will be permitted to visitors.</li> <li>● Ensure emergency contact information is up to date in the event the ECS office staff needs to contact a parent/guardian.</li> <li>● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.</li> <li>● Read all email and SMS text communications from the ECS office regularly.               <ul style="list-style-type: none"> <li>○ Respond to messages promptly when appropriate.</li> </ul> </li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times (strongly recommended).</li> <li>● Use designated entrances and exit doors when visiting the ECS office to limit cross traffic or bottle necking when traveling.</li> <li>● Follow social distancing guidelines when in the ECS office.</li> <li>● Wear a school provided mask when exhibiting a fever or other COVID-19 symptoms (required).</li> </ul>	<p>Professional Staff (ECS Office Staff):</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times (strongly recommended) while in the school building.</li> <li>● Ensure the ECS office workspace is kept clean. Sanitize common surfaces regularly throughout the day.</li> <li>● Ensure social distancing protocols are followed whenever possible.</li> <li>● Isolate any student who possesses a fever of 100.4°F and/or COVID-19 related symptoms in the designated isolation area in the ECS office.               <ul style="list-style-type: none"> <li>○ Contact sick students' parents/guardians and facilitate student pick-up from school.</li> <li>○ Contact administration immediately to notify them of illness.</li> </ul> </li> <li>● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.</li> <li>● Ensure doors to the designated isolation area are open to minimize the use of door handles to ensure maximum airflow to the area when not in use.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Install protective barriers as needed in the ECS office to protect employees working in the isolation area.</li> <li>● Ensure proper signage is installed in the ECS office and medical isolation room to promote social distancing and quality hygiene.</li> <li>● Ensure regular cleaning and disinfecting takes place in the ECS office and medical isolation area.</li> <li>● Ensure seating areas are properly physically distanced in the ECS office.</li> <li>● Ensure the medical isolation room is properly supervised when in use.</li> </ul>

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## During School - Lunch Service:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>● Teach students healthy and hygienic eating habits.</li> <li>● No visitors will be permitted to eat lunch with students.</li> <li>● Outside food deliveries will not be permitted during lunch service.</li> </ul> <p>Classroom Lunch</p> <ul style="list-style-type: none"> <li>● Eat lunch and with cohort peers in a designated classroom. <ul style="list-style-type: none"> <li>○ Students who bring lunch may access lunch with staff permission.</li> <li>○ Students who purchase lunch will have a lunch delivered to the classroom.</li> </ul> </li> <li>● Wash and/or sanitize hands prior to eating.</li> <li>● Stay seated during the duration of the lunch period.</li> <li>● Do not share food with peers during lunch.</li> <li>● Students may take off mask to eat while sitting in their assigned seats</li> <li>● Request permission to leave the classroom and utilize the restroom.</li> <li>● Cohorted recess will be provided at lunch.</li> </ul> <p>Cafeteria Lunch</p> <ul style="list-style-type: none"> <li>● Report immediately to the designated lunch service areas. When possible, stay to the right when traveling down hallways. <ul style="list-style-type: none"> <li>○ If bringing a packed lunch, report immediately to the designated seating area.</li> <li>○ If purchasing lunch, follow social distancing guidelines while waiting for lunch distribution in the designated service area.</li> </ul> </li> <li>● Wear a mask while traveling in hallways</li> <li>● Sanitize hands and sit in designated assigned seats during lunch service.</li> <li>● Do not share food with peers during lunch.</li> <li>● Request permission to leave the eating area and utilize the restroom.</li> <li>● Stay seated during the duration of the lunch period.</li> </ul>	<p>Professional Staff (Supervisory Duty):</p> <ul style="list-style-type: none"> <li>● Supervise designated eating areas to ensure students are social distancing during lunch service.</li> <li>● Wear a face mask (strongly recommended) while circulating around designated eating areas. <ul style="list-style-type: none"> <li>○ Social distance from students as much as possible.</li> </ul> </li> <li>● Provide expectation communications and reminders to students.</li> <li>● Report repeated expectation violators to the ECS office for disciplinary consequences.</li> <li>● Monitor and issue passes for restroom use during lunchtime.</li> <li>● Dismiss students from lunch service using a staggered dismissal method to ensure social distancing occurs at the end of lunch.</li> </ul> <p>Professional Staff (Lunch Break):</p> <ul style="list-style-type: none"> <li>● Dismiss students from the classroom (if applicable) in a staggered fashion to prevent clustering at doorways and encourage social distancing in the hall.</li> <li>● Monitor the hallway area outside of classrooms to ensure students do not congregate after dismissal and travel directly to lunch.</li> <li>● Wear a mask (strongly recommended) while traveling in the hallway and wash hands prior to eating lunch. Sanitize the eating location prior to the start of lunch.</li> <li>● Staff may take off masks (if applicable) to eat lunch.</li> <li>● Social distance with colleagues while eating lunch during designated lunch break.</li> </ul> <p>Cafeteria Staff:</p> <ul style="list-style-type: none"> <li>● Wear masks (strongly recommended) during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers.</li> <li>● Clean and disinfect serving areas and tables between lunches.</li> <li>● Serve all food to students. <ul style="list-style-type: none"> <li>○ Students will not self-serve any food items.</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>● Students may take off masks to eat while seated.</li> <li>● Cohorted recess will be provided at lunch.</li> <li>● The ECS cell phone policy will be enforced during lunch.</li> <li>● Dismiss from lunch when directed by the staff supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>○ No à la carte options will be offered to students.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>● Ensure that there is enough seating provided to ensure social distancing can be practiced. Develop additional eating areas as needed to permit social distancing..</li> <li>● Ensure that the doors to designated lunch service and eating area doors are propped open by the start of lunch service.</li> <li>● Ensure adequate supervision is provided in all lunch service areas.</li> <li>● Ensure proper signage is installed in hallways, lunch service areas, and eating areas to promote social distancing and quality hygiene.</li> <li>● Provide expectation communications and reminders to students.</li> <li>● Provide expectation violation warnings to students and parents/guardians.</li> <li>● Issue disciplinary consequences for repeated expectation violators.</li> <li>● Supervise the cleanliness of all eating locations during lunch service.</li> </ul>
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## During School - Recess:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"><li>● Remind children to continue following social distancing rules.</li><li>● Remind children of the importance of staying in designated playground areas.</li></ul> <p>Students:</p> <ul style="list-style-type: none"><li>● Students will play in the designated sections with their cohort.</li><li>● Students will wash their hands/sanitize before and after using the playground.</li><li>● Students will wear masks (strongly recommended) in the hallway to the playground and while returning to their classrooms.</li></ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"><li>● Ensure that playground areas are adequately supervised.</li><li>● Ensure that cohorts stay within designated sections.</li><li>● Ensure that students wash their hands/sanitize before and after using the playground.</li></ul> <p>Administration:</p> <ul style="list-style-type: none"><li>● Divide the playground into sections.</li><li>● Ensure adequate supervision is provided during recess.</li><li>● Provide expectation communications and reminders to students.</li><li>● Provide expectation violation warnings to students and parents/guardians.</li><li>● Issue consequences for repeated expectation violators.</li></ul>

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# During School - Restrooms

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• Teach students healthy and hygienic restroom habits.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Wear a mask at all times (strongly recommended).</li> <li>• Obtain staff member permission to travel to the restroom during instructional time.</li> <li>• Follow all signage in the hallways, common areas, and restrooms.</li> <li>• Social distance while in the restroom as much as possible.</li> <li>• If all open restroom stalls are in use, exit the restroom and wait on social distance floor markings outside the restroom entrance.</li> <li>• Students are required to wash hands prior to leaving the restroom.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>• Assist in the supervision of restrooms, hallways, and common areas during transition times.</li> <li>• Issue restroom passes to students when requested during instructional time.               <ul style="list-style-type: none"> <li>◦ When possible, stagger the use of the restroom to avoid clustering.</li> </ul> </li> <li>• Provide expectation communications and reminders to students.</li> <li>• Report repeated expectation violators to the ECS office for consequences.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in restrooms to promote social distancing and quality hygiene.</li> <li>• Provide expectation communications and reminders to students.</li> <li>• Provide expectation violation warnings to students and parents/guardians.</li> <li>• Issue consequences for repeated expectation violators.</li> <li>• Ensure the cleanliness of all restrooms.</li> </ul>

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## During School - Meetings & Conferences:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"><li>• Communicate general inquiries to professional staff using the district Phone, apps or teacher email teachers' email addresses.</li><li>• Participate in virtual meetings when requested by the ECS staff.</li><li>• Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. .</li></ul> <p>Students:</p> <ul style="list-style-type: none"><li>• Participate in virtual meetings as requested by parents/guardians or school staff.</li><li>• Wear a mask (strongly recommended) when attending in person meetings with staff members.</li><li>• Follow all social distancing protocols when meeting with a staff member at school.</li></ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"><li>• When invited, attend required virtual meetings using district provided technology.</li><li>• Wear a mask (strongly recommended) when attending in person meetings with staff members and/or students.</li><li>• Follow all social distancing protocols when meeting with staff members and/or students.</li></ul> <p>Administration:</p> <ul style="list-style-type: none"><li>• Ensure parents/guardians understand how to participate in virtual meetings.</li><li>• Ensure social distancing guidelines are followed when in person meetings are held between students and staff.</li><li>• Ensure furniture and seating options permit social distancing throughout the building.</li></ul>

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## After School - Pick-up & Bus Transportation:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• Ensure students understand how they are supposed to travel home at the end of each day. (<i>Vehicle Pick-Up, Walker or Hand-in-Hand Pick-Up</i>).</li> <li>• Remain in vehicle during vehicle pick-up process.</li> <li>• Practice social distancing if participating in hand-in-hand pick up.</li> <li>• Adhere to the pick-up process when picking-up students at the end of the school day.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Wearing a mask is (strongly recommended) after dismissal when traveling to designated exits.</li> <li>• Adhere to social distancing guidelines in the hallways and outdoors while waiting for parents/guardians.</li> </ul>	<p>Professional Staff:</p> <ul style="list-style-type: none"> <li>• Wearing a mask at all times is (strongly recommended).</li> <li>• Report to end of day designated supervisory locations.</li> <li>• Supervise classrooms, hallways and parent pick-up line to ensure students are not congregating in common areas and are following social distancing guidelines.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure designated doors are propped open for dismissal.</li> <li>• Ensure designated doors are closed after dismissal.</li> <li>• Ensure adequate supervision is provided in pick-up locations and bus lines.</li> <li>• Ensure proper signage is installed to promote social distancing and quality hygiene.</li> <li>• Provide expectations, communications and reminders.</li> <li>• Provide expectation violation warnings to students and parents/guardians.</li> <li>• Issue consequences for repeated expectation violators.</li> </ul>

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## After School - Extracurricular Activities:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> <li>• All attempts will be made to conduct in person extracurricular activities while in Phase Four.</li> <li>• In the event of any mandated changes to safe operating procedure, plans may be altered to provide online opportunities for extracurricular events.</li> <li>• Ensure students understand how they are supposed to travel home at the end of each day.</li> <li>• Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided learning management system or teachers' email addresses.</li> <li>• Encourage students to contact staff advisors with questions and concerns related to specific extracurricular activities.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Participate in available clubs/activities.</li> <li>• Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided teachers' email addresses.</li> </ul>	<p>Staff Advisors:</p> <ul style="list-style-type: none"> <li>• Facilitate approved, school sponsored non-athletic extracurricular activities using adopted protocols.</li> <li>• Extracurricular activities/clubs should be conducted outdoors or remotely</li> <li>• Wear a mask at all times while at the school building. Maintain social distancing when outdoors.</li> <li>• Post extra curricular announcements, directions, and reminders.</li> <li>• Respond to student and parent/guardian inquiries in a timely manner.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>• Ensure all district provided programs and applications are functioning properly.</li> <li>• Facilitate communication between students, parents/guardians, and staff advisors.</li> </ul>

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