

August 20, 2021

## Procedures for the Zamora Campus

### **Arrival Procedures**

We will be using three entry points until further notice.

1. Flag Pole double doors labeled D7, will be used for 5<sup>th</sup> grade students and will open at 8:15 A.M.
2. Elevator double doors labeled D6, will be used for 6<sup>th</sup> - 8<sup>th</sup> grade students and will open at 8:15 A.M.
3. Cafeteria double doors labeled D4, will be used for all students participating in our breakfast program and will open at 8:05 A.M.

Please note that during regular school hours only D7 (flagpole entrance) will be monitored and utilized. All other entry points will remain locked.

For student safety we ask that students not be dropped off at school before 8:05 A.M. In the event a student arrives at school prior to 8:05 A.M. they must remain socially distanced (6 feet apart) wearing their face mask outside the entry point they will utilize. For students being dropped off at school from a vehicle, that vehicle must stop on Zamora Ave. while heading West, pulling up next to the sidewalk in front of the school. Students must exit the vehicle on the passenger side. For the safety of your child DO NOT drop off your child while heading East on Zamora Ave., forcing your child to cross Zamora Ave. If you choose to park across from the school, you are expected to use the crosswalks on the corner; DO NOT cross Zamora Ave. with your child. This does not remove the danger to your child, it only adds you to the danger.

Effective August 19, 2021 all students, staff, visitors and volunteers must wear a face covering while on school grounds.

Students in grade 5 not participating in the breakfast program will report directly to their Homeroom class using Door 7. Students will report to and remain at their assigned seat in their homeroom until the start of class at 8:35 A.M., supervised by their teacher.

Students in grades 6 – 8 not participating in the breakfast program will report directly to their homeroom class based on the A/B Calendar using Door 6. Students will report to and remain in their assigned seat in their homeroom until the bell rings to move to their first block class at 8:45 A.M.

Students in grades 5 -8 participating in the CGPA breakfast program will report directly to the cafeteria using Door 4. Students will use the floor markings to maintain social distance while in line to receive their breakfast. Students will sit at an empty seat number. After consuming breakfast students will be dismissed from the cafeteria and must report directly to their homeroom. The staff will then sanitize the area. Students exiting the cafeteria will use designated hallways to get to class.

### **Transition Procedures**

In order to minimize student transitions, 5<sup>th</sup> grade students will remain in the same classroom throughout the day. The teachers in 5<sup>th</sup> grade will change rooms instead of the students whenever possible to help reduce hallway traffic.

All hallways have new designated walking directions as follows:

#### **Hallways in West Building**

**FIRST FLOOR** – Hallway from room 102 to media center, is a dual-directional hallway. Walk in a single file line as close to the wall as possible to maintain maximum social distance from oncoming walkers.

**SECOND FLOOR** – Hallway from room 212 to room 206 is dual-directional. Follow floor arrows and walk in a single file line as close to the wall as possible to maintain maximum social distance from oncoming walkers. Room 210 will be entered from the classroom door facing towards the breeze way/elevator. Room 206 will not be used as a hallway as a class has been assigned to this room. Hallway from room 202 to the main office is dual-directional. Follow floor arrows and walk in a single file line as close to the wall as possible to maintain maximum social distance from oncoming walkers.

### **Hallways in East Building**

**FIRST FLOOR** – Room 140 to 144, this has been designated a single directional hallway, everyone must walk towards the cafeteria in this hallway (East Bound). We ask that you walk near the wall in a single file line on the side of the hallway your classroom lies. For example, if you are heading to or coming from rooms 140, 143 or 144 you are to walk on the right side of the hallway. If you are heading to or coming from room 141 (art) you are to walk on the left side of the hallway. Covered exterior hallway from rear doors near cafeteria to PE Shelter has been designated a single directional hallway, everyone must walk towards the PE Shelter (West Bound).

The stairs across from room 144 are **UP ONLY** stairs.

The stairs next to room 140 are **DOWN ONLY** stairs.

**SECOND FLOOR** – Room 223 -219, this has been designated a single directional hallway, everyone must walk towards the elevator in this hallway (West Bound). We ask that you walk near the wall in a single file line on the side of the hallway your classroom lies. For example, if you are heading to or coming from rooms 223, 221 or 220 you are to walk on the left side of the hallway. If you are heading to or coming from room 222 or 219 you are to walk on the right side of the hallway.

The stairs across from room 223 are **UP ONLY** stairs.

The stairs next to room 220 are **DOWN ONLY** stairs.

Anyone requiring the use of the elevator will be exempt from following the hallway designations when necessary.

### **Dismissal Procedures**

#### ***Grade 5***

Students in grade 5 will be dismissed from the flagpole exit, Door 7 or directly from room 102 Door 8, if that is their assigned class. We will be using “car tags” for 5<sup>th</sup> grade dismissal. If you are driving, please display the “car tag” so a staff member may radio your child’s name to the teacher. Your child will then be sent to your car. You must pull up next to the sidewalk while driving West bound for your child to enter the vehicle on the passenger side. **DO NOT** park across from the school or stop in the middle of Zamora Avenue and attempt to have your child cross Zamora Avenue to board your vehicle; this places your child in danger of being struck by a vehicle.

If you are walking to pick up your child, you are reminded to maintain social distance and wear a facemask while on school grounds. You may show the “car tag” to the teachers near the door to have your child come out and meet you. We ask that you depart school grounds as soon as you have your child. There can be no impromptu conferences with teachers during dismissal. There can be no social gathering of students on school grounds during dismissal.

#### ***Grades 6-8***

Students in grades 6 – 8 will be dismissed from Door 4, Door 5 and Door 6. Students will exit the building from the door that has been designated to their third block classroom. Students must maintain social distance to the greatest extent possible during dismissal. Students must wear their mask during dismissal until they board their parent’s vehicle. Students riding the bus home must wear their mask while on the bus. School buses will be parked along Zamora Avenue within the cones set out for them between Door 4 and Door 5. You must pull up ahead of where the cones and buses are, next to the sidewalk, while driving West bound for your child to enter the vehicle on the passenger side. **DO NOT** park across from the school or stop in the middle of Zamora Avenue and attempt to have your child cross Zamora Avenue to board your vehicle; placing your child in danger of being struck by a vehicle. Students who walk home must leave school campus

immediately upon dismissal. No socializing will be allowed during dismissal. Students waiting for pick up must maintain social distance from their peers and wear their face mask. Only those students riding home together in the same vehicle may wait together.

### **Procedures in General**

1. Students may bring a laptop or tablet to school along with the necessary charging equipment, headphones, and extra battery if available.
2. All students must carry their own water bottles. All water fountains have been disabled or converted to water bottle filling stations.
3. There are no schedule changes possible.
4. Restroom use is limited to 2 students at a time. Additional students are required to wait while social distancing in the hallway.
5. Hand sanitizing stations have been placed throughout the building. Students are encouraged to sanitize often.
6. Shared equipment has been minimized; however, in the event a student needs to use shared equipment they must request a sanitizing wipe from the teacher prior to use.
7. Students will be given assigned seats as they enter the cafeteria to maintain social distancing and to control the flow of students in and out of the cafeteria.
8. Students must sit socially distanced from each other and wear their mask at any time they are not actively engaged in the act of eating.
9. While in line for lunch students must maintain social distance and listen to directions from staff.
10. During lunch, students will raise their hand when they are ready to dispose of their lunch items. A staff member will bring a garbage container to the student.
11. The Media Center is closed until further notice.
12. Locker rooms are closed until further notice. P.E. students will not be changing into a P.E. uniform.
13. Students in grades 6-8 taking P.E. may wear their P.E. uniform all day if they wish, on the days they have P.E. class.
14. Any student showing symptoms of Covid-19 or feeling ill will be placed in the Health Screening Room pending parent pick up.
15. Any student feeling ill must be picked up from school immediately.
16. All parent conferences will be held virtually until further notice.
17. There will be no Early Release 30 minutes before dismissal as per MDCPS policy.
18. Excused absence notes must be submitted via email to [Aimeemora@dadeschools.net](mailto:Aimeemora@dadeschools.net) or an administrator. You may also include your child's teacher in this communication. In the event you are unable to submit the note digitally a written note may be provided to security at Door 7 during regular school hours. The note will be taken to Ms. Mora.
19. Students arriving tardy to school (after 8:35 A.M.) will enter the building via Door 7 and complete a tardy slip in the attendance office. In the event another student is in the attendance office, a tardy student will wait in the hallway while maintaining social distance from any other tardy student. Students must use their own pen to complete the tardy slip.
20. Our custodial team will be sanitizing high touch surfaces during the school day.

We will continue to monitor and analyze all procedures to ensure prompt and effective improvements are implemented as quickly as possible when necessary. The safety of our students, faculty and staff is our primary goal. We thank you for your cooperation and understanding during these unprecedented times.

