



Entering School Buildings

Students may not be on campus until 7:45 (unless they have zero hour).

No loitering please.

1. Put a mask on before exiting the vehicle.
2. Proceed to the Check-In table to be allowed to enter the building.
3. Stand in the Entrance Line. Wait 6 ft. apart. Wait for a signal to enter the building or portables.
4. Directly go to your 0 or 1st period class.
5. Grab a disinfectant wipe located inside the classroom or from your backpack.
6. Go to your assigned seat and wipe down. Dispose of disinfectant wipe.
7. Remove any items you will need for class from your backpack. Do not share your supplies.
8. If you take a drink from your water bottle, please put your mask back on immediately after taking a drink. Remember, do not share your water bottle!
9. While in the classroom refrain from getting up and wandering around.
10. Maintain a 6 ft. distance between you and the teacher.

Exiting Classrooms

1. Mask worn at all times.
2. Desks will be wiped down with a disinfectant wipe.
3. Wait until the teacher dismisses class.
4. Teacher will release one student at a time.
5. Throw away used disinfectant wipe.
6. Maintain a 6 ft. distance in the hallway. There may be times when passing others will be within that distance, however it should take place in less than a minute.
7. If exiting outdoors, maintain 6 ft. distance at all times.
8. Follow traffic patterns in the hallway and outdoors.



Bathroom Procedure

1. Ask for permission from the teacher.
2. Bathroom breaks are not allowed during transition times.
3. Classrooms in the main hallway use bathrooms in the main hallway.
4. Classrooms in the south hallway will use bathrooms by Coach Whitsett's office.
5. Only 2 students at a time in the bathroom.
6. If you enter the bathroom and you are the 3rd person, simply turn around and wait against the wall/lockers opposite the bathroom door.
7. One person at a sink to wash hands at a time.
8. Maintain 6 ft. distance at all times.
9. Wash your hands before exiting the bathroom.

Eating Lunch

1. Lunch takes place in the 4th period classroom.
2. Remain at your seat.
3. Wipe the desk down with disinfectant wipe before eating.
4. Mask may be only taken off to eat. Mask must be put back on as soon as you are finished eating.
5. Maintain 6 ft. distance at all times.
6. Do not wander around.
7. Discard lunch in trash or return to your backpack.
8. Wipe down the desktop with disinfectant wipe and dispose after use.

Mask Breaks

1. Wait until the teacher excuses class for Mask Break.
2. Mask Breaks will take place outside.
3. Maintain 6 ft. distance at all times.
4. Teacher will instruct when you may remove the mask.
5. 6 ft. distance MUST be maintained when masks are removed.



End of the Day Dismissal

1. Students who drove themselves to school (and sibling) are to be dismissed first at the end of the day.
2. Dismissed students immediately go to their vehicle.
3. Students must be in the vehicle first before removing their mask.
4. Students exit campus immediately.
5. Students who were driven to Tri-Cities Prep are released next.
6. Students wait 6 ft. apart in the pick-up line.
7. Masks may not be removed until the student is in the vehicle.
8. Once a student is secured in a vehicle, please exit the campus.
9. Students must be off campus by 2:45 in order to begin disinfecting the school.



In order for this program to be successful we expect all students to follow these rules:

1. You are not allowed on campus if you answered **yes** to any of the health checks.
2. You are not allowed on campus if your temperature is at **100.4** or above.
3. You are not allowed on campus if you have **tested positive** for COVID-19 or have symptoms of COVID-19 and have not completed a 14 day quarantine.
4. If you are waiting for test results, we ask that you **remain home** until you receive the results of the test.
5. You are **not allowed on campus** if you have **come into contact** with someone who has tested **positive for COVID-19** until you have completed a 14 day quarantine.
6. You are not allowed on campus if you arrive **past 8:10 am**. For the time being we must have a closed campus which begins at 8:10. This aids in our efforts to maintain a schedule, limit disruptions, and make good use of our time.
7. If you must schedule an appointment during your "on-campus" days, learning will have to be done remotely. You will not be allowed on or off campus during the middle of a school day for appointments. We suggest appointments made either on Wednesdays or on the day your student is home for Distance Learning.
8. You are to stay home if you are sick for any reason.

Please keep in mind:

1. The Benton Franklin Health District has the authority to close our school.
2. Washing hands, using disinfectant, maintaining 6 ft. distance, and wearing a mask is what we must continually do in order to continue in-person school.
3. Any students who do not follow our procedures will be required to continue their education at Tri-Cities Prep using our Distance Learning model.
4. This is a marathon, not a sprint!