



***Langdon Area School District
Site Specific Guidelines***

Level of Risk	Langdon Area School District Response Matrix				
Level of Spread In response to state and local officials	Phase I	Phase II	Phase III	Phase IV	Phase V
Instructional Model	Traditional Learning	Traditional Learning with Restrictions	Hybrid Learning	Distance Learning	Distance Learning
Instructional Model For students at risk	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning

The current phase will be determined by administration and local health officials.

Elementary School	Phases I, II, III
Students	<ul style="list-style-type: none"> • Students will remain in cohort groups as much as possible. • Students will remain in their assigned classrooms except for music, band, physical education, art, and library (specials classes). • Students will attend specials classes in assigned areas. • Students may keep their backpack with personal supplies on the backs of their chairs if possible.
Teachers	<ul style="list-style-type: none"> • For classes that are departmentalized in the elementary school, teachers will move between classes instead of students. • Specials teachers will teacher their classes in assigned areas • Teachers will clean all high contact areas between classes with provided cleaning supplies. • Increased ventilation should be attempted for classrooms with the opening of windows when possible. • Teachers should utilize proper social distancing between staff and utilize face coverings when not possible including teacher work room.
Morning Routine	<ul style="list-style-type: none"> • Various doors will be open at 8:00 a.m. for student drop off. • Students will sanitize their hands and go to their rooms, drop off backpacks, and go to recess or breakfast. • Busses will arrive at 8:15. • Entering Guidelines: <ul style="list-style-type: none"> Kindergarten Door 1 1st & 2nd Door 2 3rd Door 3 4th Door 4 5th and 6th Door 5.
Afternoon Routine	<ul style="list-style-type: none"> • Dismissal: Bus riders-3:20, Vehicle pickup 3:23, Walkers 3:25. • Students will sanitize their hands and exit the building promptly.
Breakfast	<ul style="list-style-type: none"> • Students having breakfast will sit socially distant in the multi-purpose. • A staff member will monitor social distancing and admit more students as others exit. • Students will go to recess after breakfast.
Lunch	<ul style="list-style-type: none"> • Lunch will be served from the multipurpose room, and students will eat in the multipurpose room or their classroom. • Supervision will be provided by the staff. • Students will return their trays to the multipurpose room at regular intervals.
Lockers	<ul style="list-style-type: none"> • Lockers can be accessed during arrival, dismissal, and before and after recesses if possible. • Textbooks will be kept in the classrooms.

Recess	<ul style="list-style-type: none"> • Recesses and in class movement breaks will be increased throughout the day to accommodate restricted environment. • Recess facilities will be divided to allow for cohort integrity. • Morning recess: students will go to recess following predetermined schedule.
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Elementary School	Phases II, III, IV
Students	<ul style="list-style-type: none"> • Students will remain in cohort. • Students will remain in their assigned classroom.
Teachers	<ul style="list-style-type: none"> • For classes that are departmentalized in the elementary school, teachers may move between classes instead of students. • Teachers may teach all subjects in their homerooms. • Teachers may implement the Hybrid A/B schedule. • Specials teachers will do live feed classes. • Physical Education may do classes outside weather permitting.
Morning Routine	<ul style="list-style-type: none"> • Various doors will be open at 8:00 a.m. for students; students will sanitize their hands and go to their rooms. • Students will sanitize their hands and go to their rooms, drop off backpacks, and go to recess or breakfast. • Entering Guidelines: <ul style="list-style-type: none"> Kindergarten Door 1 1st & 2nd Door 2 3rd Door 3 4th Door 4 5th and 6th Door 5.
Afternoon Routine	<ul style="list-style-type: none"> • Dismissal: Bus riders-3:20, Vehicle pickup 3:23, Walkers 3:25. • Students will sanitize their hands and exit the building promptly.
Breakfast	<ul style="list-style-type: none"> • Students will have breakfast in their classrooms. • Trays will be returned at regulated intervals.
Lunch	<ul style="list-style-type: none"> • Lunch may be retrieved from the multipurpose room, and students will return to their assigned classrooms to eat. • Supervision by staff in each room will be provided. • Students will return their trays to the multipurpose room at regular intervals.
Lockers	<ul style="list-style-type: none"> • Lockers can be accessed during arrival, dismissal, and before and after recesses when possible. • Textbooks will be kept in the classrooms.
Recess	<ul style="list-style-type: none"> • Recesses and in class movement breaks will be increased throughout the day to accommodate restricted environment. • Recess facilities will be divided to allow for cohort integrity. • Recesses and in class movement breaks will be increased throughout the day to accommodate restricted environment. • Recesses may be separated by classes.

High School	Phases I, II, III
Students	<ul style="list-style-type: none"> • Students will remain in cohort groups as much as possible and have assigned seating in all classes. • Students in 7th and 8th grades will stay in the middle school wing except for lab classes, music, band, physical education, Family and Consumer Science (facs), and business/computer. • Movement will be directed one way in the HS way to limit congestion. • Students will clean desks/area with provided cleaning supplies before exiting class.
Teachers	<ul style="list-style-type: none"> • Teachers who instruct 7th and 8th graders will report to the Middle School classrooms. • Larger sections (ex. English, Math) will be placed into the Study Hall to allow for proper social distancing. • Teachers will clean all high contact areas between classes with provided cleaning supplies. • Increased ventilation should be attempted for classrooms with the opening of windows when possible. • Teachers should utilize proper social distancing between staff and utilize face coverings when not possible including teacher work room.
Morning Routine	<ul style="list-style-type: none"> • Doors will remain closed until 8 am for any student or visitor unless an appointment has been made. • Middle school students will use middle school door #4 and High school students will use front door for arrival and dismissal. • All will wash or sanitize their hands upon entry. • Students may drop off items at their locker but are then expected to go to 1st hour class or eat breakfast in their assigned locations.
Afternoon Routine	<ul style="list-style-type: none"> • Dismissal will be staggered to alleviate congestion in public areas. • Students will sanitize their hands and exit the building promptly.
Breakfast	<ul style="list-style-type: none"> • Grab and go breakfast will be offered from 8:20-8:40. • Students will eat in their 1st hour classrooms.
Lunch	<ul style="list-style-type: none"> • Grades 9-12 will have open campus. • Grades 9&10 will eat from 11:21-11:55 and Grades 11&12 will eat from 12:15-12:50 with assigned seating in the commons. • Grades 7&8 will pick up meals from 11:58-12:11 and take food to the MS wing to eat.
Lockers	<ul style="list-style-type: none"> • Lockers can be accessed during the day, however backpacks may be utilized throughout the day to limit the necessity for students.
Recess	<ul style="list-style-type: none"> • Lunch recess may occur for MS students with emphasis on social distancing. Preference of utilizing outdoor space.

High School	Phases II, III, IV
Students	<ul style="list-style-type: none"> • Students will remain in cohort groups as much as possible and have assigned seating in all classes. • Students in 7th and 8th grades will stay in the middle school wing except for lab classes, music, band, physical education, classes (facs), and business/computer. • Student movement will be in a one-way fashion while in the HS hallways. • Phase IV - MS/HS students will attend in AB pods based on last name and attendance will be limited to meet 50% of students at a time. • Students will clean desks/area with provided cleaning supplies before exiting class.
Teachers	<ul style="list-style-type: none"> • Teachers who instruct 7th and 8th graders will report to the Middle School classrooms. • Larger sections 9-12 may transfer to larger rooms, (ex. Study Hall) to allow for further social distancing. • Teachers will clean all high contact areas between classes with provided cleaning supplies. • Increased ventilation should be attempted for classrooms with the opening of windows and doors when possible. • Staff in the teacher work room will require face coverings.
Morning Routine	<ul style="list-style-type: none"> • Doors will remain closed until 8 am for any student or visitor unless an appointment has been made. • Middle school students will use middle school door #4 and High school students will use front door for arrival and dismissal. • All staff and students will wash/sanitize their hands upon entry. • Students may drop off items at their locker but are then expected to go to 1st hour class.
Afternoon Routine	<ul style="list-style-type: none"> • Dismissal will be staggered to alleviate congestion in public areas. • Students will sanitize their hands and exit the building promptly.
Breakfast	<ul style="list-style-type: none"> • Grab and go breakfast will be offered from 8:20-8:40. • Students will eat in their 1st hour classrooms.
Lunch	<ul style="list-style-type: none"> • Grades 9-12 will have open campus. • Grades 9&10 will eat from 11:21-11:55 and Grades 11&12 will eat from 12:15-12:50 with assigned seating in the commons. • Grades 7&8 will pick up meals from 11:58-12:11 and take food to the MS wing to eat.
Lockers	<ul style="list-style-type: none"> • Lockers may be used, but an emphasis will be made to limit use unless absolutely needed throughout day.
Recess	<ul style="list-style-type: none"> • Lunch recess will not occur for MS students however teachers will attempt to find times for additional breaks to accommodate for restricted movement.

Janitorial

Janitorial Staff	<ul style="list-style-type: none">• Janitorial staff will ensure that all classrooms will be supplied with cleaning materials to sanitize desks between cohorts of students. (Wipes, spray)• All classrooms and common areas will be mist sanitized at the end of every day.• Bathrooms and water fountains will be sanitized at the end of each day, before and after lunch. Students will be asked to bring individual bottles and use the bottle fillers rather than the fountain when possible.• Entry area will be sanitized after entry in the morning, before and after lunch and at the end of the day.• The “sick room” will be sanitized after use.• Any areas that were contaminated by sick individuals will be sanitized as needed.• Janitorial staff will cover and disable water fountains that do not have dispensers.
Staff	<ul style="list-style-type: none">• Teachers will be asked to clean their teaching area when that area is to be utilized by another teacher.• Teachers will clean any high contact areas or class materials that are shared between students.
Students	<ul style="list-style-type: none">• Students will be asked to clean their own learning area when different groups move into and out of a classroom.• Will be asked to bring individual water bottles and use the water bottle dispenser instead of the water fountain or sink.