Dear Indian Hills Middle School Community,

Please read through this document with your student so that you have an idea of what the school day will look like. We are excited to start the school year and give students an opportunity to learn in person once again. The procedures below were designed to mitigate the risk of COVID-19 according to state and district guidelines.

**Before Coming to School**

* Complete the Canyons School District Daily Symptom Checker – Back-to-School Routine (available on the IHMS website).

**Face Covering**

* Face masks or face mask/shield combination that cover the mouth and nose are required to be worn once a student is on school property, as directed by Governor Herbert.

**School Entry to Begin the Day**

* On **M-Th**, from **7:30 am to 8:10 am**, and **Friday**, from **9:00 am to 9:40 am**, students will enter through the following locations:
	+ 6th grade will enter through the North 200 hallway entrance.
	+ 7th grade will enter through the East 400 entrance.
	+ 8th grade will enter through the East 600 entrance.

These entrances will be clearly marked with large banner signs to help show student the correct entrance.

* If students arrive later than **8:10 am M-Th**, or **9:40 on Friday**, students will enter through the main office to check in.
* Each entrance is clearly marked with large banner signs to help with the proper entrance identification.
* Once a student enters, they will proceed directly to their first period classroom, main office for official business or assistance, a prearranged meeting with a teacher for academic help, the media center (if available), or to the cafeteria for breakfast.
* Students may drop off a musical instrument and then go directly to one of the areas listed above.
* Students eating breakfast will be expected to eat in a timely manner and proceed directly to their first period classroom.
* Students may opt to wait outside until they are ready to proceed directly to their first period classroom.
* Once again, building access will begin at **7:30am M-Th and 9:00 am on Friday.**

**Classroom Entry – Every Period**

* Students will sanitize their hands upon entry (each classroom has a dispenser) and proceed directly to their assigned seat with their required material.
* Students will stow their backpacks in the designated area for each class.
* Cell phones will remain in the student’s backpack either silenced or turned off and are not allowed to be used class time.

**Classroom Exit – Every Period**

* Students will end the class by sanitizing with approximately 5 minutes remaining in the period. Students will pack their bags and stand next to their chair.
* One volunteer student will be responsible for spraying each seat and desk and a second volunteer student will use a cloth to distribute the spray over the entire surface. Disposable gloves will be provided.

**Transition/Class Change Procedure**

* Classes will be released by "A" and "B" team designation.
* The "A" team will be released at the first bell and have two minutes to get to their next core class or elective.
* The elective classes will also be released on the first bell to get to their next class.
* The "B" team will be released by a second bell and will have two minutes to get to their next core class or elective.
* Students will be expected to stay to the right side while walking the hallways.

**Lunch Assignments and Procedure**

* There will be three lunches:
	+ A – lunch, 6th grade
	+ B – lunch, 7th and 8th grade mixed
	+ C – lunch, 7th and 8th grade mixed
* All students will leave their backpacks in their 4th period classroom while attending lunch.
* Students will be assigned an eating area according to their 4th period class, either in the commons or the cafeteria.
* Students may also choose to eat outside in the designated “picnic” areas.
* Students will mitigate physical distance by sitting only on a designated spot on each table.
* Students will have approximately 15 minutes to eat lunch and then will be expected to go outside during good weather for the remaining 15 minutes.
* Students will reenter the building through the South 100, South 200, or South 700 doors and proceed directly to their 4th period classroom for instruction (A and B lunch) or to retrieve their backpack (C lunch).

**Building Exit – End of Day Procedure**

* At 2:55 pm each day, a 5-minute bell will release students to retrieve large musical instruments. These students will then proceed directly outside through the 100 North doors.
* At 2:58 pm each day, a 2-minute bell will release the “A” group classes.
* At 3:00 pm each day, the final bell will release the “B” group classes.
* All classes will be escorted directly outside by their 7th period teachers through the emergency evacuation routes to maximize exit efficiency and physical distance.

**Reentry – End of the Day Procedure**

* Students attending after school classes or supports will be admitted reentry by the supervising teacher at a predesignated entrance. Possible after school meetings include:
	+ Warrior Support (tutoring) – Media Center
	+ Study Skills – Mr. Selin’s
	+ STEM class – Mr. Evensen or Mr. Jones
	+ Individually scheduled teacher meeting for consultation or academic help, including test retakes.
	+ Formal school group meetings/activities

**Miscellaneous Procedures**

* Main Office – any student needing assistance from, or access to, the main office or Student Support Center, will be directed to the hallway window at the attendance office. A determination at this point of contact will be established for admittance to the office area.
* Lunch money deposits – The deposit box will be on the counter area outside of the attendance office.
* Check-in – students arriving more than 10 minutes late will proceed to the main office to be checked-in.
* Student check-out – please call ahead to notify that you are checking out your student. An ID must be presented to the attendance secretary in the main office. You may then return to your vehicle and await your student.
* Student food deliveries – only individual lunches delivered by a parent will be delivered to a student, and should only be when a student forgets to bring a lunch. We cannot allow food to be shared, so no pizza or shared items will be delivered. Thank you for your understanding.

**Additional Items**

* Reminder – hallway lockers will not be used this year to eliminate additional touchpoints and reduce time in unstructured space.
* Each classroom will have adequate supplies of hand sanitizer. However, students are welcome to bring their own hand sanitizer for personal use. **No other personal cleaning or disinfecting products are allowed due to possible adverse reaction with the district cleaning and disinfecting products!**
* Gym students will have the option of dressing or participating in street clothing. Appropriate shoes will be required. Complete requirements will be clearly communicated in the Physical Education disclosure.
* Students needing to use the restroom will need to see individual teachers for a hall pass.