



Phase II: 50/50 Student/Parent Playbook

OVERVIEW: What Does School Look Like?

- Every student is responsible for “school” / coursework 5 days per week.
- Students district-wide will be divided alphabetically by **last name** and assigned a schedule to attend school. There will be two cohorts of students: a red group and a blue group.
 - RED GROUP = last names A - K ... always at school (in person) on Mon & Tue
 - BLUE GROUP = last names L - Z ... always at school (in person) on Thu & Fri
 - The two groups will alternate in-person every other Wednesday
- Additionally, there will be a third group of students: those who elect to attend school 100% virtually.
- Instructionally, teachers must provide either virtual instruction or eLearning activities for the students who are not physically at school. *Examples of what that could look like can be found in subsequent pages.*
 - Teachers are given latitude to determine what instruction looks like (synchronous, asynchronous, etc.).
 - **All class periods must begin w/ synchronous attendance & overview of daily objectives.**
 - **IMPORTANT:** Teachers should very clearly communicate--to students and to families--what the expectation for at-home instruction looks like and how to access it.

Monday	Tuesday	Wednesday	Thursday	Friday
			Sept 17 Blue - In School Red - Virtual	Sept 18 Blue - In School Red - Virtual
Sept 21 Red - In School Blue - Virtual	Sept 22 Red - In School Blue - Virtual	Sept 23 Red - In School Blue - Virtual	Sept 24 Blue - In School Red - Virtual	Sept 25 Blue - In School Red - Virtual
Sept 28 Red - In School Blue - Virtual	Sept 29 Red - In School Blue - Virtual	Sept 30 Blue - In School Red - Virtual	Oct 1 Blue - In School Red - Virtual	Oct 2 Blue - In School Red - Virtual

Oct 5 Red - In School Blue - Virtual	Oct 6 Red - In School Blue - Virtual	Oct 7 Red - In School Blue - Virtual	Oct 8 Blue - In School Red - Virtual	Oct 9 Blue - In School Red - Virtual
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SCHOOL CALENDAR: 50/50 Schedule Split

SCHOOL BELL SCHEDULE
 Block Schedule (~80 min classes on block, ~40 min classes on Wednesday)
 Four lunch periods

Monday Red - In School Blue - Virtual	Tuesday Red - In School Blue - Virtual	Wednesday Alternate Weeks Red/Blue	Thursday Blue - In-School Red - Virtual	Friday Blue - In-School Red - Virtual
Period 1: 8:15 – 9:35	Period 3: 8:15 – 9:35	Period 1: 8:15 – 9:00	Period 1: 8:15 – 9:35	Period 3: 8:15 – 9:35
		Period 2: 9:05 – 9:45		
Period 2: 9:40 – 11:00	SEL: 9:40 – 10:10	Period 3: 9:50 – 10:30	Period 2: 9:40 – 11:00	SEL: 9:40 – 10:10
	SOAR: 10:10 – 11:00	Period 4: 10:35 – 11:50		SOAR: 10:10 – 11:00
Period 4: 11:05 – 1:20	Period 5: 11:05 – 1:20	7th Grade: A Lunch: 10:35 – 11:05 Class: 11:10 – 11:50 Class: 10:35 – 11:15 B Lunch: 11:20 – 11:50	Period 4: 11:05 – 1:20	Period 5: 11:05 – 1:20
A Lunch: 11:05 – 11:35 Class: 11:40 – 1:20	A Lunch: 11:05 – 11:35 Class: 11:40 – 1:20	8th Grade: SOAR: 10:35 – 11:05 Class: 11:10 – 11:50	A Lunch: 11:05 – 11:35 Class: 11:40 – 1:20	A Lunch: 11:05 – 11:35 Class: 11:40 – 1:20
Class: 11:05 – 11:35 B Lunch: 11:40 – 12:10 Class: 12:15 – 1:20	Class: 11:05 – 11:35 B Lunch: 11:40 – 12:10 Class: 12:15 – 1:20	Period 5: 11:55 – 1:10	Class: 11:05 – 11:35 B Lunch: 11:40 – 12:10 Class: 12:15 – 1:20	Class: 11:05 – 11:35 B Lunch: 11:40 – 12:10 Class: 12:15 – 1:20
Class: 11:05 – 12:10 C Lunch: 12:15 – 12:45 Class: 12:50 – 1:20	Class: 11:05 – 12:10 C Lunch: 12:15 – 12:45 Class: 12:50 – 1:20	7th Grade: SOAR: 11:55 – 12:25 Class: 12:30 – 1:10	Class: 11:05 – 12:10 C Lunch: 12:15 – 12:45 Class: 12:50 – 1:20	Class: 11:05 – 12:10 C Lunch: 12:15 – 12:45 Class: 12:50 – 1:20
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Period 6: 1:25 – 2:45	Period 7: 1:25 – 2:45	Period 6: 1:15 – 1:55	Period 6: 1:25 – 2:45	Period 7: 1:25 – 2:45

		Period 7: 2:00 – 2:45		
Teacher Prep or Virtual Student Support 2:55 – 3:25	Teacher Prep or Virtual Student Support 2:55 – 3:25	Virtual Student Support 2:55 – 3:25	Teacher Prep or Virtual Student Support 2:55 – 3:25	Teacher Prep or Virtual Student Support 2:55 – 3:25

BEFORE & AFTER SCHOOL PROCEDURES:

Before School

- Upon entering the building, all students & staff must wear a mask.
- We will have 6-ft markings on the floor for all food lines.
- Students who arrive after 8:15 a.m. will be asked to move directly to their first classroom for the day.
- Car Riders – Athletic doors open at 7:45 a.m. for students to enter café.
 - Students will scan QR code indicating table and seat occupied.
 - Once seated, students will not be permitted to move seats or leave their table.
- Breakfast Line begins at 8:00 a.m. for bus riders to be dismissed.
 - Students eating breakfast will use the main gym hallway to enter the breakfast line.
 - Students eating breakfast will be seated at front of café, closest to stage.
 - Students will scan QR code indicating table and seat occupied.
 - Once seated, students will not be permitted to move seats or leave their table.
 - Students will dispose of trash as they exit the café.
- Bus Riders will be dismissed:
 - 7th grade 8:05 a.m.
 - 8th grade 8:07 a.m.
- Final Bell rings at 8:15 a.m.

After School

- Students will exit the building directly after school unless involved in an after-school activity. Students should not congregate in the hallways.
- 7th grade bus riders will be dismissed at 2:43 p.m. using doors 3/4 and 5/6.
- 8th grade bus riders will be dismissed at 2:45 p.m. using doors 3/4 and 5/6.
- Car riders will be dismissed at 2:47 p.m. using doors 1, 2, and 26.

Traffic Patterns

In coordination with Central Office and the Fishers Police Department, recommendations have been made to improve safety and efficiency for schools located on the Olio campus. The map below highlights the new traffic patterns that will be in place for Fall Creek Junior High starting immediately.

- Pull forward when entering the 'Drop/Pick Up' Zone indicated on the map.
 - Drop-off may begin at 7:45 a.m.

- Pick-up will begin at 2:45 p.m.
- When exiting the car rider line an additional stop sign has been added indicated on the map. Please be sure to come to a complete stop looking both ways before continuing to exit.
- Right hand turns will be the only option when exiting. Cones will help mark this route as shown on the map.



PASSING PERIODS: Procedures for Students & Staff

Passing periods will remain 5 minutes in length. Staggered grade level release times will be used. There will be limited bells. Teachers will need to follow their individual grades release time to allow for physical distancing.

- Student Passing Period Expectations in the halls
 - Students must wear masks at all time in hallways
 - Students should try to keep 6 feet distance from others
 - No lockers will be used during the Phase II: 50/50 model.
 - Students will be allowed to use backpacks.
- Bathroom Passing Period Procedures
 - 6 foot distancing floor signs will be used to give students a standing location just inside the restrooms and then out into the hallway.
 - Signage will be in restrooms explaining expectations to students.
 - Supervision areas should include bathrooms.
- Lockers/Backpacks
 - Student lockers will not be assigned during the Phase II: 50/50 model.
 - Student backpacks permitted in classroom and hallways. Student item checklist:
 - Ipad
 - Books (*math, English novel*)

- Single binder
- Hand Sanitizer
- Water Bottle
- Lanyard (*student ID, face covering*)

LUNCH PERIODS: Procedures for Students

Food Procedures

- We will only offer a limited food menu utilizing Line 1 and Line 2.
- Students must have their IDs for lunches, which will be scanned for account debit.
 - Students will receive ID lanyards & IDs in first period.
- Food will only come in disposable food containers.
- Student will dispose of trash as they exit the café.

Lunchroom Cleaning Procedures

- Extra time has been built-in between lunch periods to allow for extra cleaning (*see bell schedule above*)
- Students will be expected to wash their hands / sanitize their hands before and after lunch.

Lunchroom Seating

- Seating capacity will be limited to 50%.
- Students will be seated before dismissed to the lunch lines.
- Seating Assignments
 - Student sign-in with QR codes for the 1st week to determine seating chart for remainder of the semester.
 - Students are not allowed to move chairs.
 - Students will not be allowed to move out of seats until the bell rings.
 - Students are expected to use the restroom before and after lunch. Permission will be granted for emergency situations.
 - Students will sit every other seat, with no one sitting directly across
 - Masks can only be taken off while eating.

Other:

Attendance

- If student is not going to attend a class at it's regularly scheduled time, a parent needs to call the main office. This is true in the virtual and in-person world.
- If a student is absent, all work can be accessed through Canvas.
- Schools are still responsible for taking attendance to the Department of Education, please help us do this by keeping us informed.

Backpacks-

Student Item Checklist (Don't over fill your backpack)

- Backpacks to be permitted in classrooms and hallway (but not required).
- Ipad
- Books (math, English novel)
- Hand sanitizer
- Water bottle
- Student ID
- Mask

Bus/Arrival

- Buses will stagger dismissal starting at 7:50 a.m.
- Students eating breakfast will be dismissed at 7:40 a.m.
- Students are required to wear a mask on the bus at all times and sit in their assigned seat.
- Car riders can be dropped off starting at 7:35 a.m.

Bus/Dismissal

- Dismissal will be staggered starting at 3:00 p.m.
- Bus riders will be dismissed first.
- Students should plan to move directly to their bus upon dismissal.

Classroom setup for in person

- Desks in facing the same direction to allow for social distancing. Classes without desks will observe social distance, side by side versus face to face seating is preferred.
- Classroom cleaning will be done between each period.
- Shared items in class will be limited and cleaned between each student use.
- Student individual water bottles are encouraged.
- Use of outdoor learning spaces will be used as much as possible.

Clinic

- In order to limit the number of students in the clinic, if no fever, then student will rest 10 minutes then return to class or phone call home for pick up.
- If symptomatic for Covid, they will be moved to another area and parents called for pick up.
- Siblings living in the same household will also be asked to quarantine.

Dress Code

- Student must always carry ID with barcode.
- Students must wear masks, unless written into an IEP or 504 plan
- Traditional school dress code applies

Drop Off/Pick Up Traffic

- Even at 50% capacity we could see an uptick in car rider traffic. Please exit to the right on Olio Road to keep traffic moving.

Drop Off of items

- Parents may drop off items in the vestibule beyond the first set of doors.

Extracurricular activities

- Extracurricular clubs will be provided both virtually and in person
- We will be continuing with athletics and performing arts, following guidance from the Indiana High School Athletic Association and the Indiana State School Music Association. Students may participate if they attend in-person or online classes.
- When possible, athletics/performing arts will be outside or in larger spaces.
- We will follow direction from state and local health care officials in all extra-curricular decisions.

Field Trips

- Field Trips have been suspended indefinitely.
- We will continue to monitor the status of traditional field trips like Camp Tecumseh, Washington DC and Costa Rica.

Hall Passes

- Using a QR Code system in most cases. Touch free with an electronic record.

Handwashing

- We will encourage students to wash hands as much as possible.
- When hand washing is not possible, hand sanitizer will suffice.
- Free standing hand sanitizer stations to be located through school
- Flexible passing periods to allow for hand washing between classes.

Lockers

- Students will not be assigned to a locker during phase 2. We will reevaluate this as we get closer to the winter months. Back packs can be carried to class.

Masks

- All students and staff will be required to wear a mask for their safety and the safety of others.
- Students should plan to have two cloth masks. We will be providing all students with a lanyard to help keep masks clean and allow for easy on and off usage. If you need assistance obtaining masks, please contact your child's school counselor.
- Masks will be required on the bus, walking in and out of the building, in the hallways, classrooms, restrooms, lunch line, etc.
- Masks may be taken off while eating during lunch, during physical activity during PE, and when given permission by the classroom teacher during class under the following conditions.

PE/Wellness

- Students will not be changing in the locker room until further notice. Wear comfortable clothes with tennis shoes to school. If you bring clothes to change into, you may do so in the restroom and carry clothes in backpack.

Passing Periods

- We will slightly stagger passing periods when possible to cut down on hallway traffic.
- Students should use the restroom and wash and sanitize hands.

School Visitors

- Visitors to the building will be restricted.
- Meetings are encouraged to take place over the phone or virtually through phone or Zoom.

Tardies

- Reasonable flexibility will be given this year with tardies.
- Students will go directly to class if arriving to school before 8:15, mark them with a regular classroom tardy

Tech Issues

- Brett Corbit is available in the library as well as a student tech team. You can also email him at bcorbit@hse.k12.in.us