



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY AMERICAS

MID-ATLANTIC DISTRICT, RAMEY SCHOOL
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Greetings!

The time has finally come where we are back to In-person teaching and learning. It has been over a year since we entered into remote instruction for what a lot of us thought would be for a couple of weeks. Happily, we are now at the point where we can resume school face-to-face. With that, please take time to read through this letter carefully as it outlines our adopted and modified routines for the remainder of the school year 2020-21.

Please note the following Policies and Procedures in effect as of March 8, 2021:

MASKS

- Must be worn at all times by students and staff
- Must not contain inappropriate markings (vulgar designs, words, etc.)
- Must NOT have a respirator
- Is made of cloth
- Up to two masks will be provided to students who need them
- Students wear their own mask on Day 1 and will be issued one by the school if necessary

MORNING ROUTINE-BUS RIDERS

- Bus riders will arrive between 0710 and 0720
- Bus is cleaned prior to the beginning of the route
- Buses will drop off students in the front of the school at the roundabout
- Students will be assigned a seat and will face forward for the duration of the trip

MORNING ROUTINE-CAR RIDERS & WALKERS **READ CAREFULLY (CHANGE)**

- **Grade PK-5 students** will be dropped off/enter at the Pedestrian Gate on Hook Road
- **Grade 6-12 students** will be dropped off at the visitors parking lot and enter through the Main Gate. DO NOT continue to the school proper. Enter the parking lot, drop off your student and exit through the Main Gate
- Parents will remain in cars at all times

ENTERING THE SCHOOL IN THE MORNING

- There are three identified entrances into the school:
 - Near the Little Theater-This is for M/HS students who will eat breakfast
 - Between the Admin Building and Building G-This is for M/HS students who are not eating breakfast-they will go directly to their seminar class
 - Near the PK/KG entrance-ALL elementary students-they will go their class where breakfast will be available
- All students will be required to wash their hands prior to eating

BREAKFAST

- All meals are Grab and Go and have been placed in containers for easy handling
- ELEMENTARY students will pick-up meals on way to class and it will be consumed in the classroom
- Refuse will be cleaned ASAP
- M/HS students will report to the area where they are assigned which is either the cafeteria, or, the stage and gym area.
- All students will wash hands prior to consuming meals
 - Elementary students will wash hands in classrooms or the nearest restroom
 - M/HS students will wash their hands at a station or in the cafeteria bathrooms, or, if assigned to the gym area, either the boys or girls locker room bathroom

MORNING SEMINAR M/HS

- Students will be in seminar for the first 5 minutes of the day (this could possibly be increased if the time is found to be inefficient) to conduct all the morning activities.
- Students will ensure that their computers are cleaned/sanitized for the day's use
- Students will ensure the computer and attendant charger materials are properly stored for transport to their first period class

FIRST WEEK MORNING CLASSES/SEMINAR

- Teachers will reinforce
 - Proper way to wear mask
 - Social distancing expectations
 - Sign-out/In procedures
 - Mask Breaks
 - Procedures for class change and movement
 - Use direct route
 - 3 minute passing period
 - Stay to the right
 - No toilet use/loitering (the student can sign-out to use the rest room in their follow-on class)

NURSING PROCEDURES

- We continue to work closely with our Medical Command partners to ensure we follow all DoDEA and CDC protocols
- We have flowcharts for symptomatic students/staff and for positive cases.
- We have a process in place to inform staff of students that will be out of school for a given amount of time.
- We **will not** share any medical information of students or staff. Please do not ask or assume anything.
- We have a process in place for contact tracing. We will a keep current, accurate seating charts for this reason.
- If we have a positive case, you will **ONLY** be notified if you are considered a close contact.

COMPUTERS

- M/HS students are assigned to seminar classes in both the morning and afternoon
- Elementary students will follow directions from their teacher
- It is imperative that all computers are accounted for at both the beginning and end of the day and students have their OWN COMPUTERS and no other's
- At the end of the day, it is imperative that computers are plugged in and have been restarted in order to receive updates
- Students and teachers must come up with a similar procedure for wiping computers down after use (refer to Cleaning and Sanitizing section)

CLASS CHANGE

- 100% of teachers and paras will be in their doorways and areas to monitor students before, after and between classes
- M/HS will not have access to lockers
- No bathroom use during class change
- Right side movement everywhere (like driving a car)
- No lining up outside classroom; students go directly to desk/table/assigned seat
- Students will be encouraged to use sanitizer upon entrance to classroom

CLEANING and SANITIZING

- Teachers and students are responsible for ensuring that measures are being taken continuously to maintain a clean and safe classroom throughout the class day
- Custodial staff will clean common areas on a continuous cycle and will clean spot areas as needed

RESTROOMS

- No bathroom use during class change
- Students will sign-out of class and sign back in
- Visitors to the classroom will be required to sign-in and out, as well
- Students will use their own pen/pencil when signing out/in or will use a community pen/pencil and sanitize it after use
- No more than two student at a time in the large bathrooms

LUNCHTIME

- Three lunchtimes: Elementary, Middle School, High School.
- We have the capacity to feed a maximum of 171 students at one time
- Use of Cafeteria and surrounding area, Stage and ½ Gym for lunch seating
- Rainy Day – students will be seated and then directed to Handwashing areas (slow process) then will eat lunch
- Handwashing will be located in two areas:
 - Cafeteria – Handwashing station, two restrooms
 - Stage/Gym – Handwashing station and two restrooms in boys and girls locker rooms

WATER and WATERBOTTLE USE

- Students may bring a clear, plastic water bottle to use
- There is no drinking from the fountains directly

- There are three fountains located at the main entrance, the nurse's area and the gymnasium area that can be used to refill bottles
- All other fountains have been disabled

PE/GYM

- No use of the locker room
- No dressing out
- No sharing of equipment
- We will look into wearing PE gear on day of PE (currently no)

PLAYGROUND USE

- There are two main playground areas
- Students will wear masks while in the playground
- Activities cannot involve the sharing of sporting equipment, toys, etc.
- Playgrounds will be cleaned prior to first use and the end of the day
- They will not be cleaned in between uses
- Students need to wash hands after use

MASK BREAKS

- Mask Break areas are designated around the school
- When there is a designated time during class, teachers will escort students to the area and allow them an opportunity to remove masks while social distancing

DISMISSAL PROCEDURES

- Students riding buses will be dismissed first by bus number
- Two buses at a time will be in the pick-up area
- Bus numbers will be announced and students released at that time
- Car riders/walkers will be released last and will go to the designated area:
 - K-5 will be picked up at the Pedestrian Gate
 - 6-12 will be picked up in the visitor parking area near the front gate

DRILLS

- Fire Drills: we will follow our established protocol and routines
- Lines will be social distanced to 6' between students
- Lockdown/Lockout Drills: Procedures will remain the same except no one will get on the floor and all will maintain their position in the classroom
- Other drills are modified in a similar manner to the others

SCHOOL DAY

- Currently, dependent upon the results of the AM procedures, the bell schedule looks like this for M/HS

Seminar	7:35-7:40
Period 1	7:43-9:08
Period 2	9:11-10:36
Period 3/Lunch	10:36-12:34
Period 4	12:37-2:02
Seminar	2:05-2:30

- Elementary Schedule runs from 7:35 to 2:30 and incorporates lunch, recess and specials
- Wednesday, Early release Day for M/HS

Seminar	7:35-7:40
Period 1	7:43-8:53
Period 2	8:56-10:06
Period 3/Lunch	10:06-11:49
Period 4	11:49-12:59
Seminar	1:02-1:30

I hope this has helped better inform you of what to expect upon return this coming Monday, 8 March. We are very excited to finally return to school In-person and hope you all are as well.

Please remember that this information may change dependent upon how things go this coming week as we may have to make adjustments.

Take care, stay healthy and we'll see you on Monday!

Eric Werner

Eric Werner
Principal
Ramey Unit School