

# Voyager Academy

**Return to Campus Procedures Manual**

**January 2021**



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# Voyager Academy Hybrid Plans and Procedures

## Grades K-12

### *Visitors, Check-In and Check-Out Procedures*

Non-essential visitors (including parents) will not be allowed to enter the academy buildings while school is in session.

Staff and parent meetings will be hosted virtually (when possible) to reduce adult interactions.

Parents who need to drop off items for their students will be asked to leave the item/items in a designated area outside of the academy's main entrance. Voyager staff will retrieve the item/items and deliver them to the intended student.

Parents who need to check out a student during the school day will be asked to utilize the exterior intercom system to talk with the office staff. The parent will remain outside as the student is called to come to the lobby. The parent will sign their student out on paper outside of the school building as the Voyager staff member ensures the student is safely united with their parent or guardian.

### *Athletics, Band, Chorus and Extracurriculars*

Sport seasons will look very different this year. If you are interested in what the middle school and high school seasons will look like go to the Sports section at the end of the manual and click on the link of your specific interest. Please keep in mind that a few of our earlier High School sports have been affected by many of the earlier guidelines. Voyager will not participate in any athletics until we will return to in person learning in January. Students who are year long remote learners may also participate in sports. Remote learners must follow the process and procedures of our in person learners. Our conference is not making schedules until one month prior to the first contest in order to ensure participation by all conference schools. Once those are available they will be posted on our athletic website. <https://voyagerathletics.bigteams.com/>

Students who will continue remote learning for the remainder of the year may participate in sports, clubs, and extracurricular activities. Our remote students will follow the same procedures that the in-house students will follow.

## ***Arrival*** ***(for dismissal, see your specific school section)***

Conducting regular screenings for symptoms and ongoing self monitoring throughout the school day can help reduce exposure to COVID-19. Students and employees who are sick or not feeling well must stay home or go home. Students are required to have a health screening when arriving at school. If a student begins to not feel well while on campus, shows signs of illness, or becomes sick during the day, must tell a staff member immediately.

All staff and students will be asked to complete the Voyager Health Screening before or upon arrival each day.

Student temperatures will be taken BEFORE the car may leave campus.

Individuals dropping off a student at the academy should not leave until the student has passed the health screening process. All adults and students who are in the car or on the Voyager Campus need to have a mask on while they are on the Voyager Campus.

## ***Social Distancing***

Voyager is taking actions to ensure all campus spaces and buildings support health and safety. These actions include: signage and floor markings to remind students of social-distancing practices, strategic furniture placement in classrooms and changing the typical traffic flow inside school buildings to promote and facilitate social distancing in hallways, bathrooms, and during times of transition. We will ask students to avoid congregating on campus both before school and after school. Staff members will direct students to clear the hallways and parking lots and leave campus in an effort to encourage social distancing.

## ***Cloth Face Coverings***

North Carolina requires a face covering for all staff members, adult visitors, and K-12 students at all times, even when 6 feet or farther from other individuals, including inside school buildings and anywhere on school grounds, including outside.

A face covering must be secured safely over the nose, mouth, and under the chin.

Voyager Academy will provide face coverings for students who do not have access to one.

Please review face covering best practices on the CDC website with your child and help them practice wearing face coverings appropriately for extended periods of time.

[Face Covering Do's and Don'ts Video](#)

[Importance of Wearing A Face Mask](#)

### *Hallway and Stairwell Movement*

Voyager will design a traffic flow pattern for students and staff that helps promote social distancing within our buildings by establishing direction of traffic, up and down stairwells, and in common areas. Floor decals and wall signage has been installed to remind students to keep a proper social distance. Routines and practices will be built into morning meetings or during announcements to give students time to practice and discuss these important skills.

### *Handwashing and Hand-Sanitizing*

#### **Handwashing**

Handwashing is one of the most effective ways to protect yourself and your family from becoming ill. The CDC recommends everyone wash their hands often with soap and water for 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands. Teachers will be teaching handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day.

[Handwashing Video](#)

#### **Hand-Sanitizing**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, individuals are encouraged to use

an alcohol-based hand sanitizer (containing at least 70% alcohol). Voyager Academy will provide hand-sanitizing stations at the main school entrance and in each classroom.

If your child has sensitivities to hand sanitizer, please communicate this with your child's teachers so they can provide your child other opportunities to clean their hands (students are allowed to bring their own hand sanitizer).

### ***Lunch Procedures***

- Students will eat silently for 10 to 14 minutes, after which students put masks back on, and may socialize, while at their desks/tables. Medical experts have recommended that it is safer for students to eat without talking since they will have their masks off. Close contact exposure is determined when you have been exposed to an individual for 15 minutes within a 24 hour period. Limiting the off masks time to 14 minutes or less will aid in mitigating close contact exposure.
- Lunch will be held outside, weather permitting, to provide students with a needed break from the classroom. Students will have lunch with their class.
- Microwaves will not be available.

### ***Student Behavior Management Related to Social Distancing and Mask Wearing***

Face covering requirements and other health protocols are critical tools for creating and maintaining a healthy environment in our schools and limiting the spread of COVID-19. As part of our return to in-person instruction, schools will educate and support students and families on the importance of health safety guidance to support, encourage, and model the behaviors we expect of all students. In instances where a student inadvertently violates health safety guidance, the staff will remind the student of the proper protocol. When support and non-disciplinary interventions are not enough to change student behavior that may risk the health safety of a school community, disciplinary consequences, including where appropriate, in-school or out-of-school suspension. Additionally, willful or repeated failures to wear masks at school could result in an involuntary transfer to our virtual learning model.

### ***Cleaning and Use of Facilities***

#### **Cleaning Classrooms**

Buildings will be cleaned and disinfected throughout the day, every evening, and fully sanitized on Wednesdays. The CDC defines cleaning as removing germs, dirt and

impurities from surfaces or objects. Disinfecting supplies will be provided to each classroom to support the cleaning of desks/tables and other high touch surfaces between classes, after lunch, and the cleaning of shared program materials/equipment as desired. After school each day, desks/tables and other touch points will be disinfected.

Students are permitted to assist with cleaning and disinfecting their own space. If a student assists in the cleaning, the student is required to wash his/her hands and then sanitize their hands.

### **Restroom Cleaning**

Custodial Services will clean and disinfect all restrooms using approved procedures. Restrooms will be cleaned several times per day and after school hours.

### **Water Fountains**

In response to COVID-19, students will be prohibited from drinking directly from water fountains. All students are encouraged to bring their own bottled water or reusable water bottles. All water bottles should be clearly labeled with the child's name. It is the students' responsibility to keep track of their water bottles and take them home for regular cleaning. Voyager Academy has installed touchless water bottle filling stations within each building. The water bottle stations will be cleaned and disinfected throughout the day. Students may utilize these devices to refill water bottles. If students do not have a water bottle, they may ask the teacher for a cup to obtain water.

## ***Reporting of Positive Cases and/or Exposure***

Families should contact the school as soon as possible if their child or anyone in their household has tested positive or if they have been exposed to COVID-19. The school will then contact the local health department so they may begin contact tracing procedures.

Voyager Academy will notify the community if there is a positive Covid test that impacts our school. Results will be posted on our website as well. Confidentiality of the individual will be maintained. The Public Health Department will conduct all contact tracing and make recommendations to the school for cleaning, closing, and notification protocols.

Voyager Academy will not notify the school community about suspected or confirmed cases of individuals who have not been on campus or in close contact with anyone on campus.

### **Response to Presumptive, Suspected or Positive COVID-19 Illness**

Affected areas of the school will be closed and thoroughly disinfected. Custodial employees will notify the School Principal when the designated area is ready to be re-opened.

The student and staff member will be placed in the safe sick area (designated by each school) to wait until a parent or guardian can be reached. A parent or guardian will be expected to promptly pick the student up from school. If a student becomes sick with Covid symptoms or fails the health screening, all members of the household will be asked to quarantine until they are cleared to return to school. If the student has a fever of 100.4 or above and it is not due to COVID-19, the student needs to remain at home until they are 48 hours fever free without the use of fever reducing medication.. Students should not come to school if medicine has been given to reduce the fever.

### *Do Voyager Academy buildings close if a student/employee is diagnosed with COVID-19?*

The North Carolina DHHS does not require or recommend an entire school to close as a result of a student or employee testing positive for COVID-19. The Durham County Health Department will determine through contact tracing who, if anyone, will need to quarantine. The Durham County Health Department will also define cleaning and closing protocols required.

## Voyager Academy Elementary School Hybrid Instruction and Procedures

### *VAES GENERIC SAFETY PROCEDURES*

**VAES Safety Procedures:** VAES will work to provide the safest environment possible. Listed below are the safety procedures we have put into place:

- Face coverings are required for all students, staff, and visitors.
- Physical distancing signage and hand washing signage will be posted throughout the building.
- Non-essential visitors will not be allowed to enter the building.
- Parent meetings will be held virtually.
- Teachers will model and teach frequent handwashing and how to use sanitizer when soap and water are not available.
- Health screening questions and temperature checks will be conducted on each student before they are permitted to enter the school building. If a child has a temperature of 100.4 or above and/or does not pass the screening questions, the student will not be allowed to attend school. A staff member will follow-up with



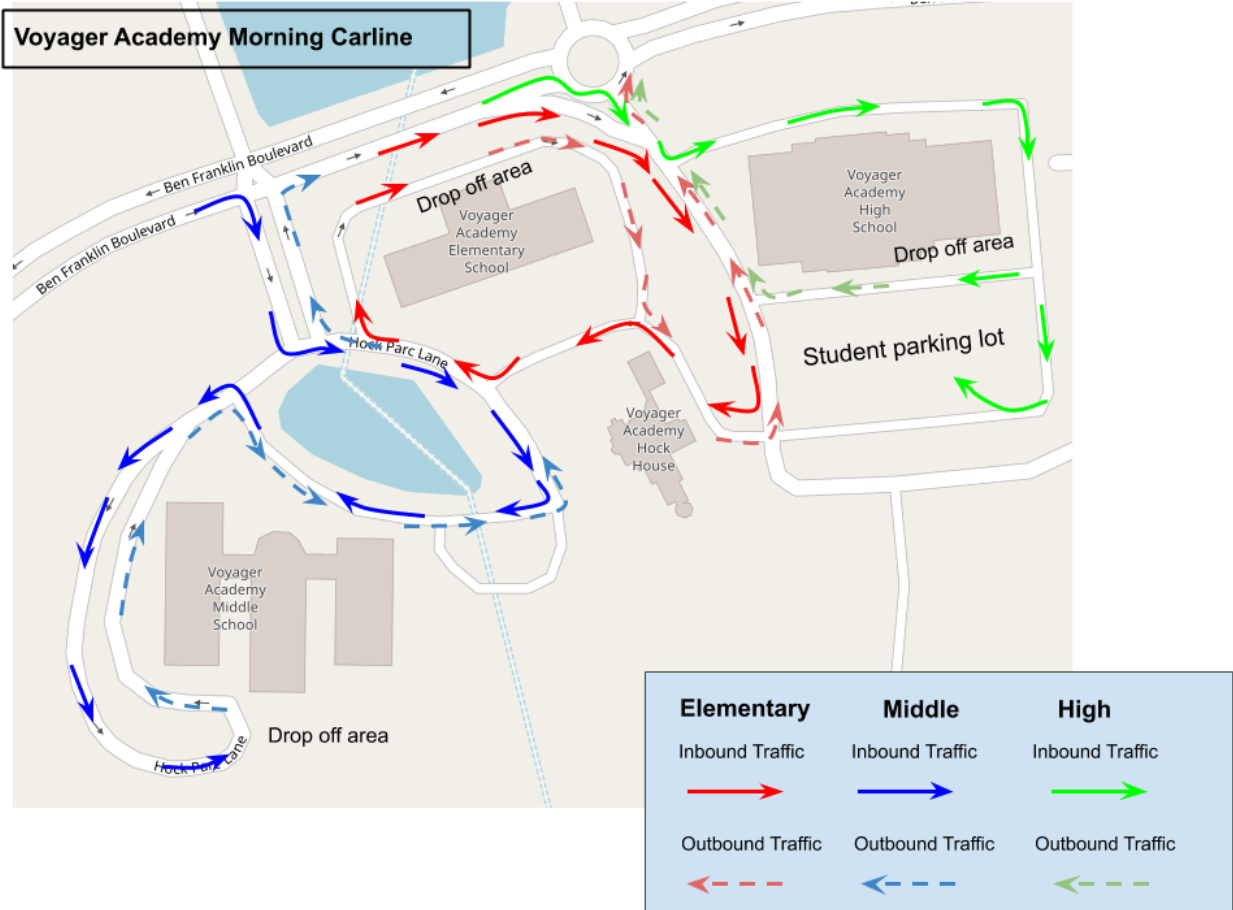
the students parent/guardian with more information about when they are able to return to school.

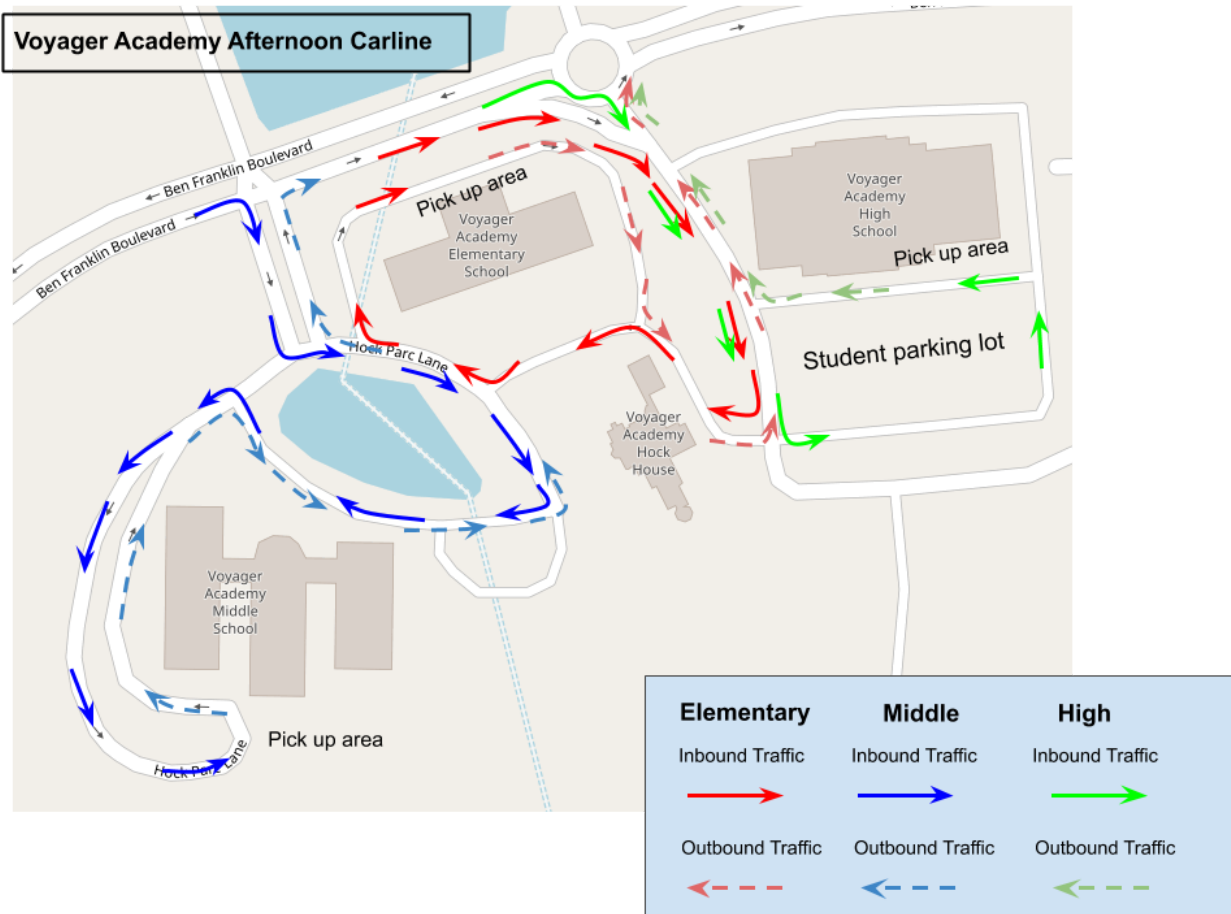
Voyager Academy staff may give students a brief face covering break (30 to 60 seconds) **if they can meet all** of the following conditions:

- Outside
- Spaced 8-10 feet from all other individuals, including staff members
- Students should remain stationary in the same space

## ARRIVAL

- Car line procedures will begin at 7:15 AM.
- Students will enter the building from the two side doors located beside the gym entrance. (Students will not enter via gym because of before school care)
- Before entering the building, students must complete a screening questionnaire and have their temperature taken. Drivers should not pull away from the campus until a staff member has given the all clear for each student. Students must be able to answer yes to all health screening questions and have a temperature of less than 100.4 in order to enter the building.
- Upon entering the building, students will report directly to their homeroom teacher.
- If a student is in Before Care, the questionnaire and temperature check will be completed by a Before Care staff member before the student is allowed to enter the building and before the driver pulls away from campus. Before Care students will stay in the designated Before Care area until the bell rings. Before school care staff will give transition directions to the students explaining how to safely move to their classrooms.
- A detailed car line map and step by step directions are illustrated in the diagram below. The elementary car line is highlighted in red.





### Drop-off Information for Early Care Students

Drop off for elementary students will be from 6:45am-7:25am in the Elementary School gym. Please follow the normal carline pattern. All parents MUST complete the health screening procedures with the before care staff members before pulling away from campus. Students arriving at or after 7:25am should fall into the elementary carline. Drop off of middle school students will be in the middle school building. Middle school students will NOT be dropped off at the elementary school for before school care.

### Pick up information for After Care Program Students

Pick up for ES students will be in the Elementary School. All parents MUST come to the front door of the ES building (office entrance) to sign their student(s) out. A staff member will be there to greet you. Pick up for MS students will be in the MS building.

**Late Pick-ups**– Please note that the after school program closes at 6pm. We understand that the occasional late pick-up may occur. However, habitual late pick-ups are not acceptable. The school policy for late pick-ups is as follows: 1st occurrence-no charge, verbal warning; 2nd occurrence- \$1 charge for every minute the student remains after school. This policy also applies to students who are not enrolled in the after care program and are not picked up by 30 minutes after the school dismissal time. Thank you in advance for your cooperation!

### Drop-off information for Carline Students

Parents of ES students only- morning carline begins at 7:15am and ends at 7:45am

Parents of MS students only- morning carline begins at 7:45am-8:15am

Parents of HS students only- morning carline begins at 8:15am-8:45am

Parents of ES and MS students only- you may drop your ES at the ES gym beginning at 7:15am. MS students will need to be dropped off at the MS building. **MS students may NOT be dropped off at the ES building.**

### **Pick up information for Carline students**

**Parents of ES students only**– Carline begins promptly at 2:45pm. Follow the normal ES carline pattern. Early dismissal/pick-up will conclude at 2:15 to give staff an opportunity to prepare for the carline.

## **RESTROOM PROCEDURES**

**Restroom Procedures:** VAES will have staggered schedules for the use of the restroom and for hand washing. Students who need to use the restroom during the school day will only be allowed to go one at a time from each class or only one student will be allowed in the restroom at a time (scheduled and non-scheduled times). Students will place a colored bucket in the doorway of the restroom to remind other students that they must wait outside the restroom until the current students exits. Each classroom will have their own bucket to use for this restroom procedure. Floor decals have been placed outside of the restroom to remind students of where they should stand to wait for restroom occupancy.

## **LUNCH PROCEDURES**

Lunch will be served each day for students who purchase lunch. Students are allowed to bring lunch from home. Students will not be allowed to share lunch or snacks. Lunch will be hosted inside the individual classrooms and/or outside when weather permits.

- Staff members will ensure all desks and tables have been cleaned/sanitized prior to students eating lunch.
- Students will be asked to bring a towel to school to use for outside eating.
- Students will be permitted to remove their masks while eating.
- The first 10 to 14 minutes of lunch will be silent, to ensure students have time to eat their lunch. Once a student has completed their lunch, they may put on their mask and talk with friends.
- Students will bring a lunch from home or may order lunch from the school lunch provider. If a student purchases lunch from the academy, the lunch will be delivered to the student via school staff members.
- Students should bring a pre-filled water bottle that is clearly labeled with their name. Water bottle filling stations have been installed throughout the campus. Water fountains will not be used during COVID-19.

- Students will eat lunch in their classrooms or outside, weather permitting.
- Students will be monitored during lunch time to ensure there is no sharing of food. Parents who need to drop off lunch for their students will be asked to leave the item/items in a designated area outside of the elementary school's main entrance. Voyager staff will retrieve the item/items and deliver them to the intended student. Make sure the student's name and teacher's name is on the lunch or utensils.
- Each grade level will have a designated lunch trash can (located in the hallway) where students will place their trash. Students will move to the trash can one at a time.

### ***SHARING OF SCHOOL SUPPLIES***

Book bags are permitted. Students will need to bring their school supplies to school. School supplies should be stored in a plastic pencil box, zip lock bags, or zipper pencil pouch to help with transport and maintenance. Please make sure all supplies are labeled with the student name. Students will not be allowed to share their materials with other students. If students do not have the necessary supplies, they will be provided by the teacher (if possible). Students will use their personal supplies throughout the entire day.

### ***RECESS***

Elementary students will have a recess period each school day. This time will be designed to give students the opportunity to run, play, and exercise in the safest manner possible. Students will not be able to share individual play equipment, but they will be allowed to use the stationary, outside climbing equipment. High touch areas of the playground equipment will be sanitized between class usage. Students will be supervised at all times and will be expected to follow the directions of the teacher in order to remain at recess. Recess will be held outside when possible. Masks will need to be worn during recess. VAES will work to ensure each class hosts recess in a different location, to minimize the amount of children playing in one area. A recess schedule has been created for each grade level. Students will sanitize their hands at the conclusion of recess.

### ***Behavior Management Plan for VAES***

Face covering requirements and other health protocols are critical tools for creating and maintaining a healthy environment in our schools and limiting the spread of COVID-19. As part of our return to in-person instruction, schools will educate and support students and families on the importance of health safety guidance to support, encourage, and model the behaviors we expect of all students. In instances where a student inadvertently violates health safety guidance, the staff will remind the student of the proper protocol. When support and

non-disciplinary interventions are not enough to change student behavior that may risk the health safety of a school community, disciplinary consequences, including where appropriate, in-school or out-of-school suspension. Additionally, willful or repeated failures to wear masks at school could result in an involuntary transfer to our virtual learning model.

- K-3 staff members will remind and practice proper social distancing procedures and face covering requirements with all students.
- K-3 staff will remind students about the importance of keeping their face mask on at all times (except lunch and face mask break times). If students refuse to follow this important health protocol, they will be sent to talk with the principal or assistant principal. The administration team will reach out to the family to obtain support in reminding the student how important it is to follow this procedure. If the student still refuses to follow the safety procedures of remote learning they will be asked to stay home and learn via remote instruction.

### ***MOVEMENT OF EC STUDENTS***

EC teachers will need to go to the individual classroom and pick up the EC students for their service delivery. Students will be escorted from the classroom by the EC teacher to the designated EC learning space. Some EC teachers will be assigned to a new room during hybrid instruction to ensure the room is large enough to give the students and staff members a proper social distance.

### ***ELEMENTARY ELECTIVES***

Students will have the opportunity to experience a different elective period each day. If a student is learning remotely, the student will be able to experience their recorded elective class at their convenience. If a student is inside the building, the elective teachers will travel to the individual classroom to provide instruction, with the exception of PE class. Masks are required to be worn during PE classes. Students will travel to the gym or outside for their PE class. The elective teachers will provide adequate supplies for all students to complete the assignment given without students sharing supplies.

### ***DISMISSAL***

- Car line will begin at 2:45 PM.
- Students will be called to report to the gym area when the driver is in the car line. Once the student is asked to report to the car line, the students will wait at a socially distant area until a staff member escorts them to the outside pick-up zone.
- Students will be placed inside their vehicles via the gym entrance.
- Late pick-ups will be picked up from the gym entrance.

- At 3:20 any student left in the car line will be sent to after school care. Parents will need to park at the school's front entrance, use the buzzer system and request their student from the after school care team.

## **GRADE SPECIFIC SCHEDULES**

### **Kindergarten Proposed K-3 Hybrid Schedule (In Person) Monday, Tuesday, Thursday, Friday Schedule VAES**

<b>7:15-7:45</b>	Arrival at Car Line
<b>8:00-8:30</b>	Morning Meeting
<b>8:30-9:25</b>	Literacy Block (teacher instruction and small groups)
<b>9:25-10:05</b>	Elective Classes (PE, Music, Art, Legos, Science)
<b>10:15-10:45</b>	Writer's Workshop (teacher instruction and small groups)
<b>10:45-11:00</b>	Brain Break and Snack
<b>11:00-11:45</b>	Math Block (teacher instruction and small groups)
<b>12:00-1:00</b>	Lunch and Quiet Time
<b>1:00-1:45</b>	Project Work
<b>1:45-2:05</b>	Independent Reading/Choice Time and Enrichment
<b>2:05-2:35</b>	Recess
<b>2:35-2:45</b>	Closing Meeting and Dismissal

# Kindergarten Proposed K-3 Hybrid and Remote Schedule (At Home)

## Monday Tuesday Thursday Friday Schedule VAES

<b>8:00-8:30</b>	Morning Meeting Via Zoom
<b>8:30-9:45</b>	Literacy Block
<b>9:45-10:15</b>	Recorded Elective Classes (Not LIVE)
<b>10:15-10:45</b>	Writer's Workshop
<b>10:45-11:00</b>	Brain Break and Snack
<b>11:00-11:30</b>	Math Block
<b>11:30-12:15</b>	Lunch and Quiet Time
<b>12:15-12:45</b>	Recess
<b>12:45-1:15</b>	Project Work
<b>1:15-2:00</b>	Independent reading/catch-up on assignments



## 1st Grade Proposed K-3 Hybrid Schedule (In Person) Monday, Tuesday, Thursday, Friday Schedule VAES

<b>7:45-8:15</b>	Morning Meeting
<b>8:15-8:30</b>	Bathroom break
<b>8:30-9:10</b>	Specials
<b>9:10-9:25</b>	Phonemic Awareness
<b>9:25-9:55</b>	Morning Snack
<b>9:55-10:25</b>	Subject #1 mini lesson
<b>10:25-11:00</b>	Subject #1 small groups/work stations
<b>11:00-11:15</b>	Brain Break/Bathroom break
<b>11:15-11:45</b>	Subject #2 mini lesson
<b>11:45-12:10</b>	Lunch
<b>12:10-12:50</b>	Subject #2 small groups/work stations
<b>12:50-1:20</b>	Subject #3 mini lesson
<b>1:20-1:35</b>	Bathroom break
<b>1:35-2:05</b>	Recess
<b>2:05-2:45</b>	Subject #3 small groups/work stations

## 1st Grade Proposed K-3 Hybrid Schedule (At Home) Monday Tuesday Thursday Friday Schedule VAES

<b>8:00-8:30</b>	NO Morning Meeting via Zoom
<b>8:30-9:10</b>	Daily Special Class
<b>9:10-9:30</b>	Raz-Kids Reading
<b>9:30-9:45</b>	Morning Snack
<b>9:45-10:30</b>	Subject #1
<b>10:30-10:45</b>	Brain Break
<b>10:45-11:30</b>	Subject #2
<b>11:30-12:00</b>	Lunch
<b>12:00-12:45</b>	Subject #3
<b>12:45-1:30</b>	Independent reading/catch-up on assignments -Raz kids -IXL -Independent reading -Free Writing -Handwriting practice
<b>1:30-2:00</b>	Recess

## Second Grade K-3 Hybrid Schedule (In Person)

### Monday, Tuesday, Thursday, Friday Schedule VAES

<b>7:15-7:45</b>	Arrival Car Line
<b>7:45-8:15</b>	Morning Meeting and Phonemic Awareness
<b>8:15-8:50</b>	Writing (teacher instruction and conferencing)
<b>8:50-9:50</b>	Math (teacher instruction and small groups)
<b>9:50-10:05</b>	Snack and Brain Break
<b>10:05-10:15</b>	Cleaning Time
<b>10:15-11:15</b>	Reading (teacher instruction and small groups)
<b>11:15-11:55</b>	Specials
<b>12:00-12:30</b>	Lunch
<b>12:30-1:05</b>	Phonics (teacher instruction and small groups)
<b>1:05-1:35</b>	Recess
<b>1:35-2:05</b>	Project Work (teacher instruction and small groups)
<b>2:05-2:30</b>	The Writing Revolution (Writing Skills)
<b>2:30-2:45</b>	Pack Up, Closing Meeting and Dismissal

**Second Grade K-3 Hybrid and Remote Schedule (At Home)**  
**Monday Tuesday Thursday Friday Schedule VAES**

<b>7:45- 8:15</b>	Morning Meeting Via Zoom
<b>8:15-9:00</b>	Phonics
<b>9:00-10:00</b>	Reading
<b>10:00-10:15</b>	Snack and Brain Break
<b>10:15-11:15</b>	Math
<b>11:15-11:55</b>	Recorded Elective Classes (Not LIVE)
<b>11:45-12:15</b>	Lunch
<b>12:15-12:45</b>	Recess
<b>12:45-1:30</b>	Project Work
<b>1:30- 2:30</b>	Independent reading/catch-up on assignments

## 3rd Grade Proposed K-3 Hybrid Schedule (In Person) Monday, Tuesday, Thursday, Friday Schedule VAES

<b>7:15-7:45</b>	Arrival and Car line
<b>7:50-8:15</b>	3rd Grade Morning Meeting
<b>8:30-9:30</b>	Math Block (instruction and small group)
<b>9:30-9:45</b>	Morning Snack
<b>9:45-10:15</b>	Literacy Block (instruction and small group)
<b>10:20-11:00</b>	Electives (PE, Music, Legos, Science, Art)
<b>11:05-12:00</b>	Literacy Block (instruction and small group)
<b>12:00-12:30</b>	Lunch
<b>12:35-1:05</b>	Recess
<b>1:05-1:20</b>	Quiet Time (independent reading)
<b>12:10-12:50</b>	Subject #2 small groups/work stations
<b>1:30-2:30</b>	Project Work
<b>2:30-2:45</b>	Clean Up/Pack-Up/Dismissal

## 3rd Grade Proposed K-3 Hybrid Schedule (At Home) Monday Tuesday Thursday Friday Schedule VAES

<b>8:00-8:30</b>	NO Morning Meeting via Zoom (complete morning work activities)
<b>8:30-9:30</b>	Math Block *Watch teacher created math video *Complete assigned math packet work *Teacher or Teacher Assistant Check in at 9:00 AM via Zoom
<b>9:30-9:45</b>	Brain Break and Snack Time
<b>9:45-10:30</b>	Reading Workshop *Watch teacher created instructional video *Work on reading packet work *Zoom in at 10:15 for reading check in and support from Teacher or Teacher Assistant
<b>10:30-11:00</b>	Daily Recess--Get outside and MOVE!
<b>11:00-12:00</b>	Writer's Workshop *Watch teacher created instructional video *Work on writing assignments *Zoom in at 11:15 for writing check in and support from Teacher and Teacher Assistant
<b>12:00-12:30</b>	Lunch
<b>12:30-12:45</b>	Recorded Storytime
<b>12:45-1:00</b>	DEAR Independent Reading Time (record in reading log)
<b>1:00-2:00</b>	Project Work *Watch instructional video *Work on Project assignment *Zoom in at 1:15 for check in and small group support with Teacher or Teacher Assistant
<b>2:00-2:15</b>	Daily Quiet Time (Reflection and Finish Up)
<b>2:15-2:30</b>	Clean up your at home school area Check papers and make sure your name in on everything Put complete papers on your folder for tomorrow

# Voyager Academy Middle School Hybrid Instruction and Procedures

## VAMS GENERIC SAFETY PROCEDURES

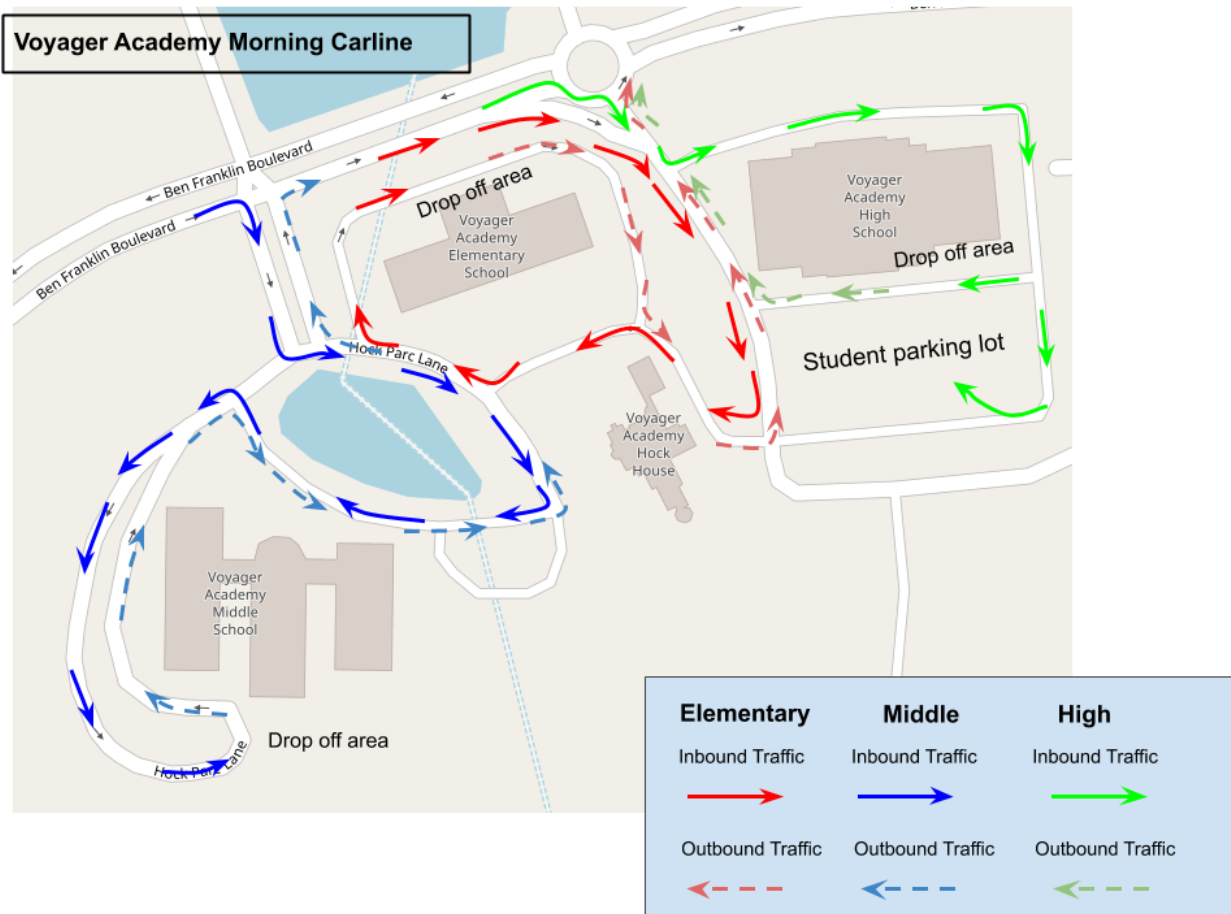
**VAMS Safety Procedures:** VAMS will work to provide the safest environment possible. Listed below are the safety procedures we have put into place:

- Face coverings are required for all students, staff, and visitors.
- Desks and work areas will be at least 6 ft apart.
- Students will have assigned seating in each class.
- Physical distancing signage and hand washing signage will be posted throughout the building.
- Non-essential visitors will not be allowed to enter the building.
- Parents are expected to make appointments for all meetings unless it is an emergency. Zoom will be used for meetings and conferences.
- Teachers will model and teach frequent handwashing and how to use sanitizer when soap and water are not available.
- Health screening questions and temperature checks will be conducted on each student before they are permitted to enter the school building. If a child has a temperature of 100.4 or above and/or does not pass the screening questions, the student and other students in their household will not be allowed to attend school. A staff member will follow-up with the students parent/guardian with more information about when they are able to return to school.
- Voyager Academy staff may give students a brief face covering break (30 to 60 seconds) **if they can meet all** of the following conditions:
  - Outside
  - Spaced 8-10 feet from all other individuals, including staff members
  - Students should remain stationary in the same space

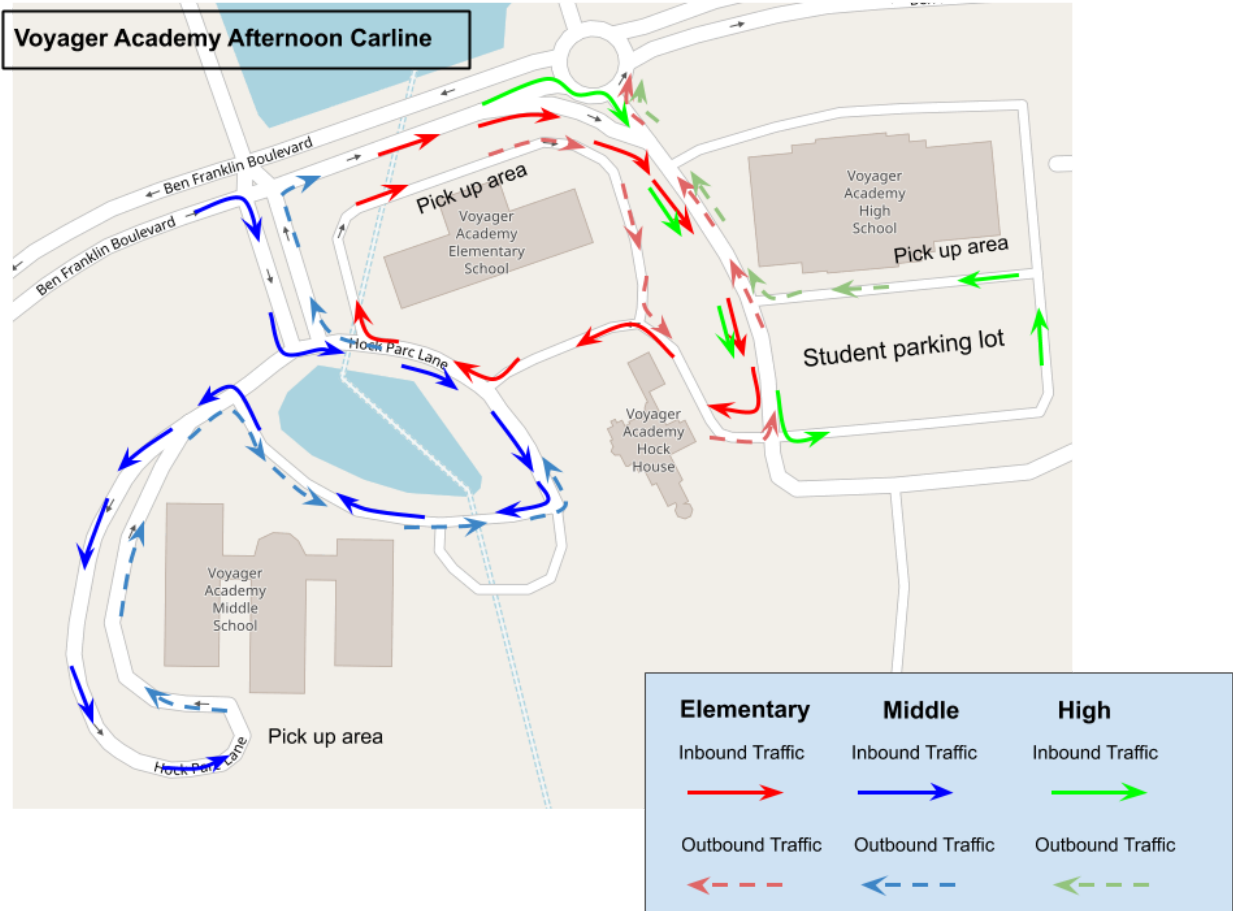
## ARRIVAL

- Car line procedures will begin at 7:45 AM and students may report to their homerooms at 7:45.
- Teachers will need to be in their classroom at 7:45. Students may begin their MTSS work.
- Before entering the building, students/parents must complete a screening questionnaire and students must have a temperature check. Drivers should not pull away campus until a staff member has given the all clear for each student.

- Students will enter the building from the 6-8 doorway, the gym, and the 4-5 hallway depending on the location of the homeroom. Adult supervision will be in each of the entrances.
- Upon entering the building, students will report directly to their homeroom.
- Classroom teachers should be at their door in order to supervise hallways and their classroom.
- If a student is in Before Care, the questionnaire and temperature check will be completed by a Before Care staff member before the student is allowed to enter the building and before the driver leaves campus. Before Care students will stay in the designated Before Care area with adult supervision. Middle School students may go to their homeroom classes once morning carline begins which is 7:45 am.
- Carline Map -The carline maps below highlight the morning and afternoon carline routes. The Middle School route is highlighted in blue.







**Drop-off Information for Early Care Students**

Drop off for middle school students will be from 6:45am-7:45am in the Middle School gym. Please follow the normal carline pattern. All parents MUST complete the health screening procedures with the before care staff members before pulling away. Students arriving at or after 7:45am should fall into the middle school carline. Drop off of middle school students will be in the middle school building. Middle school students will NOT be dropped off at the elementary school for before school care.

**Pick up information for After Care Program Students**

Pick up for MS students will be in the Middle School. All parents MUST come to the front door of the MS building (office entrance) to sign their student(s) out. A staff member will be there to greet you.

**Late Pick-ups**– Please note that the after school program closes at 6pm. We understand that the occasional late pick-up may occur. However, habitual late pick-ups are not acceptable. The school policy for late pick-ups is as follows: 1st occurrence-no charge, verbal warning; 2nd occurrence- \$1 charge for every minute the student remains after school. This policy also applies to students who are not enrolled in the after care program and are not picked up by 30 minutes after the school dismissal time. Thank you in advance for your cooperation!

### **Drop-off information for Carline Students**

Parents of ES students only- morning carline begins at 7:15am and ends at 7:45am

Parents of MS students only- morning carline is 7:45am-8:15am. Tardy bell rings at 8:15 am.

Parents of HS students only- morning carline begins at 8:15am-8:45am

Parents of ES and MS students only- you may drop your ES at the ES gym beginning at 7:15am. MS students will need to be dropped off at the MS building beginning 7:45. MS students may NOT be dropped off at the ES building.

### **Pick up information for Carline students**

**Parents of ES students only**– Carline begins promptly at 2:45pm. Follow the normal ES carline pattern.

**Parents of MS students only** - Carline begins promptly at 3:15. Follow the normal MS carline pattern. Early dismissal/pick-up will conclude at 2:45 to give staff and students an opportunity to prepare for carline.

## **RESTROOM PROCEDURES**

Students who need to go to the restroom during the school day will be allowed to go one student at a time. There will be a designated sign to indicate there is someone in the restroom and the student must wait outside the restroom until the current student exits. Students will take a hall pass to the bathroom and hang the hall pass on the wall before entering the bathroom. Group size will be limited according to the number of toilets/urinals and sinks in the restroom. Floor decals have been placed outside of the restroom to remind students of where they should stand to wait for restroom occupancy.

## **LUNCH PROCEDURES**

Lunch will be hosted inside the individual classrooms and/or outside when weather permits.

- Staff members will ensure all desks and tables have been cleaned/sanitized prior to students eating lunch.
- Students will be permitted to remove their masks while eating lunch .

- The first 10-14 minutes of lunch will be silent, to ensure students have time to eat their lunch. Once a student has completed their lunch, they may put on their mask and talk with friends.
- Students will bring a lunch from home or may order lunch from the school lunch provider. If a student purchases lunch from the lunch provided, the lunch will be delivered to the student via school staff members.
- Students should bring a pre-filled water bottle that is clearly labeled with their name. Water bottle filling stations have been installed throughout the campus. Water fountains will not be used during COVID-19.
- Students will be monitored during lunch time to ensure there is no sharing of food or utensils.

## ***RECESS***

Recess and physical education activities will be modified or structured to promote proper physical distancing. This time will be designed to give students the opportunity to exercise in the safest manner possible. Activities will be scheduled and organized. Students will not be able to share play equipment. There will be no team or game play where student contact is needed. Walking and running are permitted with social distancing. Students will be supervised at all times and will follow the directions of the teacher in order to remain outside. Masks will need to be worn during recess and students must maintain social distancing. Students in grades 4-5 may use the climbing equipment on the playground but must be 6ft from their classmates. Students should use hand sanitizer after playing or climbing on any play structure.

## ***SHARING OF SCHOOL SUPPLIES***

Students will need to bring their school supplies to school. Book bags are permitted and should only have supplies and notebook/folders in the book bag. School supplies should be stored in a plastic pencil box or zipper pencil bag to help transport the supplies and maintain their personal supplies. Students will not be allowed to share their materials with other students. If students do not have the necessary materials, the teacher will have materials to give the students needing supplies. Students will use their personal supplies throughout the entire day.

Lockers will not be available for student use at any time during the day.

Students will not be allowed to share computers, phones, equipment nor musical instruments.

## ***TABLE DIVIDERS***

If dividers are on the tables, students will sit on the opposite sides of the table. Desks and some tables will not have dividers but students will remain 6ft apart. The formation of the classroom furniture will be placed so that proper distancing can always be maintained and that the teacher may move about the class in a safe manner.

## ***LOCKERS***

Students will not be assigned lockers. Lockers will not be used for books, backpacks, etc. There will be no use of cubbies, lockers nor use of the locker rooms for change of clothing for physical education. Lockers in the hallways will be secured so students will not be able to use lockers nor put belongings in the lockers.

## ***CHANGING CLASSES***

When it is necessary to change classes, students will move in small groups with one group moving at a time. Teachers will supervise/escort students as they move from one class to the next class. Students will be monitored in the hallway and will not be allowed to congregate and will continuously move to the next location.

## ***MOVEMENT OF EC STUDENTS***

EC teachers will walk to the individual classroom and escort the EC student to the EC classroom to receive their service delivery. Students will be escorted from the classroom by the EC teacher to the designated EC learning space.

## ***MIDDLE SCHOOL ELECTIVES***

The Elective Teachers will visit all classrooms and teach their elective in the classroom. Students will not transition to the elective classrooms. For grades 4-5-6, elective teachers will see the same class of students for a week traveling to the class with the necessary supplies for each student. For grades 7 and 8, students will stay in their last class period prior to electives and the teacher will travel to the classroom with the exception of PE class. Students will travel to the gym or outside for their PE class with the PE teacher. Students will have an elective for a 6-8 week period of time. After the 6-8 week period of time, the teachers will rotate to a different classroom to provide each student group with a different elective. Students will not have the opportunity to select or change their electives. This limits student movement and exposure in the hallways. Students will not be allowed to share any musical instruments. Some instruments, such as, instruments with a mouthpiece will not be allowed. Students will need to wear a mask during electives.

If a student is learning remotely, the student will be able to experience their recorded elective class at their convenience or zoom into the class depending on how the elective teachers create electives for remote students.

## *DISMISSAL*

- Car line will begin at 3:15 PM.
- Students will exit the building based on the location of their last class period.
- Students will report to the carline area when they see their carline number on the classroom board. Once the student is asked to report to carline, the students will wait at their assigned number and will follow our socially distance procedure until their car reaches their location.

# MIDDLE SCHOOL SCHEDULE

## Hybrid Bell Schedule 2020-2021

## Monday, Tuesday, Thursday, Friday

8:00 – 9:00		9:00 – 10:00		10:00 – 11:00		11:00 – 12:00		12:00 – 1:00		1:00 – 2:00		2:00 – 3:15	
4th	HR/MTSS 7:45 – 8:15 (30 min)	Core Block #1 ELA or Math 8:20 – 10:00 (100 min)	Elective Rotation 10:05 - 11:05 (60 min)	Lunch 11:10 – 11:40 (30 min)	Core Block #2 ELA or Math 11:45 -12:25 (100 min)	Recess 1:30 -2:00 (30 min)	Core Block #3 Integrated Studies 2:10 – 3:10 (60 min)						
	4 <sup>th</sup> Remote	HR/MTSS 8:00 – 8:20 (20 min)	Core Block #1 ELA or Math 8:30 – 9:10 (40 min)	Independent/ Small Group 9:15 – 10:00 (45 min)	Elective Rotation 10:05 - 11:05 (60 min)	Lunch 11:10 – 11:40 (30 min)	Core Block #2 ELA or Math 11:55 – 12:35 (40 min)	Independent/ Small Group 12:45 – 1:30 (45 min)	Recess 1:35 – 2:05 (30 min)	Core Block #3 Integrated Studies 2:10 – 3:10 (60 min)	Office Hours 3:00 – 3:45 (45 min)		
5th	HR/MTSS 7:45 – 8:15 (30 min)	Elective Rotation 8:20 – 9:20 (60 min)	Core Block #1 9:25 – 10:15 (50 min)	Core Block #2 10:22 – 11:12 (50 min)	Lunch 11:15 – 11:40 (25 min)	Recess 11:45 – 12:05 (20 min)	Core Block #3 12:20 – 1:10 (50 min)	Core Block #4 1:17 – 2:07 (50 min)	Core Block #5 2:14 – 3:10 (56 min)				
	6th	HR/MTSS 7:45 -8:15 (30 min)	Core Block #1 8:20 – 9:10 (50 min)	Core Block #2 9:20 -10:10 (50 min)	Core Block #3 10:20 – 11:10 (50 min)	Lunch 11:15 – 11:40 (25 min)	Elective 11:45 – 12:45 (60 min)	Out 12:50 -1:05 (15 min)	Core Block #4 1:10 – 2:00 (50 min)	Core Block #5 2:10 – 3:10 (60 min)			
7th	HR/MTSS 7:45 – 8:15 (30 min)	Core Block #1 8:20 – 9:10 (50 min)	Core Block #2 9:20 -10:10 (50 min)	Core Block #3 10:20 – 11:10 (50 min)	Lunch 11:15 -11:40 (25 min)	Core Block #4 11:45 – 12:35 (50 min)	Out – Field 12:40 – 12:55 (15 min)	Elective 1:00 – 2:00 (60 min)	Core Block #5 2:20 – 3:10 (50 min)				
	8th	HR/MTSS 7:45 – 8:15 (30 min)	Core Block #1 8:20 – 9:10 (50 min)	Core Block #2 9:20 -10:10 (50 min)	Core Block #3 10:20 – 11:10 (50 min)	Lunch 11:15 – 11:40 (25 min)	Out-Field 11: 45 – 12:00 (15 min)	Core Block #4 12:15 – 1:05 (50 Min)	Core Block #5 1:15 – 2:05 (50 min)	Elective 2:10 – 3:10 (60 min)			

\*\*\*\*Remote students in Grades 5-8 will follow their assigned schedule, logging in with teachers at their assigned time.

\*\*\*\*4<sup>th</sup> Grade students that are remote will work with Mrs. Weber and Ms. Green for all subjects.



## Voyager Academy High School Hybrid Instruction and Procedures

### VAHS Hybrid Instruction Spring 2021

- The student body is divided into three cohorts: Group A; Group B; and a third group of students who opted to do *All Remote Classes* for the entire year.
- Monday-Tuesday: Group A is in person, Group B is remotely joining the in-person class.
- Thursday-Friday: Group B is in person, Group A is remotely joining the in-person class.
- The group of students who chose *all remote classes* will remotely join *all* in-person classes for the week.
- Wednesday instruction will continue in its [Fall 2020 format](#). Students and staff are not allowed in the building, as it will be closed for cleaning.
- Remote learners will be able to interact with the teachers during instruction.
- Instruction takes place for 60 minutes. During the remaining 30 minutes, students will have guided practice/independent work/Q&A. Remote students may leave the zoom session after 60 minutes, or they may stay in class for help/office hours with the teacher.
- IMPORTANT: Teachers may opt *not to stream a live class*, but instead provide a different lesson to the remote learners, that is taught asynchronously.

### VAHS HYBRID (IN-PERSON/REMOTE) BELL SCHEDULE

PD.	Time	Activity
1	8:45AM – 9:45AM	Instruction (60 min)
	9:45AM – 10:15AM	GP/IL/Q&A* (30 min)
2	10:22AM – 11:22AM	Instruction (60 min)
	11:22AM – 11:52AM	GP/IL/Q&A (30 min)
Lunch	11:52AM – 12:31PM	Lunch (39 min)
3	12:38PM – 1:38PM	Instruction (60 min)
	1:38PM – 2:08PM	GP/IL/Q&A (30 min)
4	2:15PM – 3:15PM	Instruction (60 min)
	3:15PM – 3:45PM	GP/IL/Q&A (30 min)

\*GP/IL/Q&A = Guided Practice/Independent Learning/Question and Answer (optional for remote students to remain logged in).

Lunch: Students will have lunch at the end of 2nd pd., in the 2nd pd. classroom.

## **DAILY PROCEDURES**

### ***Arrival***

- Students will be allowed into the building beginning at 8:20 AM.
- Teachers must be in classrooms beginning at 8:20 AM.
- Students may enter at the following entrances only:
  - The student parking lot entrance nearest the gym--“Entrance 2.”
  - The student parking lot entrance away from the gym--“Entrance 3.”
- At the car, students must complete a screening questionnaire and get their temperature taken. The driver must be “okayed” before leaving. Upon entering the building, students will go straight to their first period classroom.
- If a student is in Before school Care, the questionnaire and temperature check will be done by the Before school Care staff. Students will stay in the gym until the 8:40 bell rings.

### ***Classroom Procedures***

- Students sit in assigned seats upon entering the classroom.
- When the bell rings to end class, students will find and stand on the socially distanced floor stickers in the hallway. It is during this time 3-minute period that teachers will disinfect desks in preparation for the next class. When the next bell rings, students go to their next class, following the (marked) one-way flow.

### ***Mandatory Mask Usage***

- Face covering requirements and other health protocols are critical tools for creating and maintaining a healthy environment in our schools and limiting the spread of COVID-19. In instances where a student inadvertently violates health safety guidance, the staff will remind the student of the proper protocol.
- Willful failure to comply with proper mask usage may result in revocation of in-person instruction.

### ***Class Changes***

- 1st bell – students exit class, and stand on designated floor sticker in hallway (as teachers disinfect desks).
- 2nd bell – students pass to next class, following the one-way arrows.
- 3rd bell – students must be in seats.

### ***Hallways***

- Students may only go one way which is indicated with arrows.
- Students will maintain social distance as they walk to class during class changes.



## Restroom Use

- One student at a time, may be allowed to be out of the classroom.
- Three students maximum allowed into the bathroom at one time.
- A student will hang the hall pass on a hook outside of the restroom before entering. A student must wait on a floor sticker in the hallway if there are two hall passes on hooks. The student may enter when a student leaves.

## Lunch

- Students will eat in their 2nd period classrooms or outside, weather permitting.
- Off campus lunch will not be permitted.
- First 10-14 minutes are silent, after which, students must put masks back on, and are free to socialize. Medical experts have recommended that it is safer for students to eat without talking since they will have their masks off. Close contact exposure is determined when you have been exposed to an individual for 15 minutes within a 24 hour period. Limiting the off mask time to 14 minutes or less will aide in mitigating close contact exposures.
- Teachers may take students outside, weather and space permitting.
- No microwaves will be available.
- Students receiving hot lunch: Lunches will be delivered to classrooms.

## Dismissal Time and Pickup Locations

- Students will begin to exit the building at 3:45.
- There will be 3 pickup locations. (*The one-way signs are not observed for dismissal.*):
  - The front parking lot entrance nearest the gym--“Entrance 1”.
    - Entrance 1 (6): A152, A150, A149, A148, E141, E140
  - The student parking lot entrance nearest the gym--“Entrance 2.”
    - Entrance 2 (7): B119, B130, D122, D124, E124, E135, Gym
    - The student parking lot entrance away from the gym--“Entrance 3.”
    - Entrance 3 (7): B118, C112, C113, C115, C116, D121, D125
- The Voyager Academy High School Building will be closed at 4:00. All non-staff must vacate the building, unless otherwise authorized, e.g. clubs, sports.

## Service Laureate

Service Laureate is a distinction at Voyager Academy High School that recognizes and celebrates students who have made service to others a part of their high school experience. To be recognized as a Service Laureate, students must serve a minimum number of hours prior to graduation. The class of 2021 must acquire a minimum of 225 volunteer service hours during their years at VAHS. Due to COVID, this is slightly reduced from the minimum of 275 hours in previous years.

# Athletics Procedures and Facilities

## General Information on Sports Seasons/Schedules

Sport seasons will look very different this year. Here are the links to what the seasons will look like at the Middle School and High School levels. Please keep in mind that a few of our earlier High School sports have been affected more so and we will not participate in any athletics until the return to in person learning in January. Our conference is not making schedules until one month prior to the first contest in order to ensure participation by all conference schools. Once those are available they will be posted on our athletic website. <https://voyagerathletics.bigteams.com/>

### Physicals

Date of Current Physical	Requirement for 2020-2021
Prior to 03/01/19	Need valid, up-to-date physical prior to participating.
On or after 03/01/19 through 05/01/20	Granted a temporary extension to participate through the end of the 2020-2021 academic year.
On or after 05/02/20	Will participate based on the current policy of being "valid for 395 days"

### Middle School 2021 CCMS Amended Middle School Sports Calendar

#### **Basketball**

Tryouts- February 8<sup>th</sup>

1<sup>st</sup> Contest-February 17<sup>th</sup>

Final Contest- March 16<sup>th</sup>

#### **Volleyball, Boys Soccer, Cross Country**

Tryouts-March 18<sup>th</sup>

1<sup>st</sup> Contest-March 29<sup>th</sup>

Final Contest-April 22<sup>nd</sup>

#### **Baseball, Softball, Girls Soccer**

Tryouts-April 26<sup>th</sup>

1<sup>st</sup> Contest-May 4<sup>th</sup>

Final Contest-May 27<sup>th</sup>

#### **Tennis schedules are still in the making.**

We will not have tournaments at the middle school level this year.

#### **Link to High School NCHSAA Amended Sports Schedule**

[https://www.nchsaa.org/sites/default/files/attachments/2020-2021\\_NCHAAA\\_Amended\\_Calendar-wDeadPeriods-Sept2020.pdf](https://www.nchsaa.org/sites/default/files/attachments/2020-2021_NCHAAA_Amended_Calendar-wDeadPeriods-Sept2020.pdf)

## *Cleaning Protocols*

- Adequate cleaning schedules will be created and implemented for all athletic facilities before use, during use, and following use of facilities.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility will be disinfected by staff (chairs, furniture in meeting rooms, bathrooms, athletic training room tables, etc.)
- Hand sanitizer will be plentiful and available to individuals as they move from place to place
- Appropriate clothing/shoes must be worn at all times to minimize the transmitting of sweat onto equipment/surfaces
- Any equipment, athletic pads, etc. having holes with exposed foam, must be covered
- Students are encouraged to shower and wash their workout clothing immediately upon returning home
- Once facilities are cleaned, individuals must wash their hands for a minimum of 20 seconds with water and soap.

## *Locker Rooms*

- Visiting teams will be asked to arrive at our facilities in uniform and not use our locker rooms to change. We will have our student athletes change at Voyager and not use the visiting schools locker rooms.
- Visiting teams are strongly encouraged to wear their uniform to any contest

## *Athletic Training Rooms*

- The athletic training facility will be used only for the purposes of a licensed athletic trainer or first responder to provide patient care. Appropriate disinfecting and infection control practices will be implemented.

## *Spectators*

*(Per Governor Cooper's Executive Order #169, October 1, 2020)*

- The number of spectators allowed in any athletic facility is dictated by Executive Orders of the Governor and guidelines issued by the N.C. Department of Health and Human Services.
- **At this time Outdoor** parks, fields or courts
  - Limit the number of spectators to the lesser, 100 individuals or 30% of capacity
  - If an outdoor sports complex has multiple parks, fields, or courts, limit the number of spectators so that each park, field or court has no more than the maximum number of spectators produced by the calculation immediately above
  - Ensure that spectators remain seated
  - Players, coaches, workers, entertainers and support staff do not count toward the capacity limits
- **At this time Indoor** courts or rooms
  - Limit the number of spectators to 25 per facility(Conference will decide how to most fairly distribute these 25 tickets)
  - Ensure that spectators remain seated
  - Players, coaches, workers, entertainers and support staff will not count toward the capacity limits
- **At this time Indoor and outdoor** pools
  - 50% capacity
  - Players, coaches, workers, entertainers and support staff do count toward the capacity limits
- Local policies may be in place that are more restrictive than the posted state-wide guidance
- Signage and safe distancing markers will be visible and we ask you to be mindful of them.
- Follow the 3 W's:
  - Wear a cloth face covering
  - Wait 6-feet apart & avoid close contact
  - Wash your hands often and use hand sanitizer

## *Entrances and Exits*

- Strategies:
  - We will have staggered starting/ending times for practices.
  - We will have established “buffer” time between contests.
  - We will utilize signage to direct the one-way flow of traffic.
  - Designated separate facility entrances and exits will be used.