**Remote Learning Center Daily Plan**

**BEGINNING OF DAY**

All Students will enter the building on the east side of the building where the cover extends over the driveway.

No Students or Volunteers allowed in the building without a temperature check if the temperature is 100.4 or higher, the student or volunteer will not be allowed entry and it will be noted on the attendance log.

 -The person with a high temperature cannot attend for 10 days

The Students and Volunteers will also be asked how they are feeling.

One Volunteer will check each student off the attendance list prior to entering the building

No Students will be allowed unless they are on the list – if they are not on the list they will have to provide paperwork prior to entering. Extra paperwork will be available in student information binder.

Once a student is inside the building, the expectation is that they go to their assigned seat and place all the items they brought there and get their computer ready for the day.

Volunteers should take this time to check to see if the students have a lunch plan.

**SCHOOL DAY**

The school day will start at 7:50 am with the pledge of allegiance.

The students should be logged into their accounts, seated at their desk.

The school schedule will be 30 to 45 minutes of instruction time at the beginning of each hour except for noon to 1. (example 8-8:45 instruction, break until 9)

During breaks students are allowed go outside and use the restroom.

-Outside break is between 2nd and 3rd period and Lunch Time

-The outside recreation area is accessed by going out the double doors by the kitchen. The area will be limited to the northwest corner of the outside lot

-A volunteer can stand at the corner of the building/sidewalk and see the entire recreation/lunch area

-Breaks are times for eating and drinking, no eating or drinking during online instruction time. Hands should be clean when using the computers.

-As a general rule, the students will be allowed to use the bathroom 1 at a time.

-A volunteer should stand just outside the Remote Learning Center door to the hallway while the student uses the bathroom

Lunch time will also be held outside until weather conditions prevent it. Then lunch time will be moved to an indoor location, to be determined.

**DISCIPLINE**

No cellphones are allowed except during break time. If the cell phones are seen during school time they will be taken away or asked to be put out of sight and ringer off.

Once Students enter the Remote Learning Center, they will not be permitted to leave unless planned prior or a parent comes to pick them up. If they leave without those conditions they may not be allowed to return.

Students shall receive 1 substantial warning then they can be asked to leave. Based upon the conduct, response and parental support, the student may not be allowed to return.

Please advise Aaron through Text or Phone call of discipline issues. 541-580-1996

**PRIVATE INFORMATION**

A binder with the contact information, allergy information and other private information will be kept in alphabetical order, by the Student’s last name, in the wooden corner desk, just inside the main Doors to the Remote Learning Center. The folder will be kept there when the Remote Learning Center is operating and in the Children’s Minister’s Office outside of those times. This is personal information and to be used for emergencies only and not information to share.

**VOLUNTEER SCHEDULE**

Volunteers that cannot make their scheduled time should call Aaron prior to the day they plan to miss if feasible. If not feasible, call as soon as they can and if they are able to get a replacement that is fine. It needs to be recorded on the attendance sheet.

If a Volunteer is going to be late, they can call the church office and give them the message.

**SOCIAL DISTANCING/ MASKS**

The work area is arranged to provide for 6 feet of social distancing. When the Student or Volunteer is not within 6 feet of another person, inside or outside, masks are not required. When a Student or Volunteer is within 6 feet of another person, masks are recommended.