

March, 2nd, 2021

Dear Parent or Guardian,

We are excited to welcome you back to Yorktown in our Hybrid Instructional Model! Teachers and staff can't wait to see their students in person. Below we provide information about your child's schedule, transportation, and lunch. We also are providing the expectations and guidelines for safely participating in the Hybrid model at Yorktown.

Class Schedule and Transportation information will be shared via School Talk email.

Entrance, Navigation, and Exit of Building

Students should complete the Qualtrics online questionnaire before entering the school building. This will expedite the screening process for students arriving at school for the day. Upon arrival, staff will verify that students have completed this questionnaire in addition to conducting a temperature check. Information related to the Qualtrics daily screening questionnaire was sent out to families from APS on February 23, 2021 and is available [on the APS webpage](#).

Students should report directly to the Cafeteria, Atrium, or Courtyard if weather permits. Students will only be permitted to go to the bathroom, take a break, or to get and eat food in the cafeteria.

Transportation and Parking

Please have a plan ready if your student does not pass the screening as they will not be allowed in the building.

ARRIVAL

- Bus riders – enter through Door 12 off Cafeteria
- Walkers/Cyclists - enter through Door 1 or Door 8
- Cyclists – when parking bikes, stay masked and keep your distance – take turns parking when close.
- Students who drive themselves are considered walkers and should proceed to Door 1 or 8 for screening. Only students with valid student parking decals will be permitted to park on-campus in the area designated for student parking.
- Car riders – families who typically drop off students should enter the car loop and proceed to where signs and staff are posted to conduct screenings. Students will be screened at the car and directed through Door 1. Heed signs for drivers to remain in car; drivers should wait until their student is screened to leave.
- Door 1 will be separated to allow car riders screened at the loop to enter one side and walk-ins to enter for screening on the other side.

DISMISSAL

- Buses will pick up in the bus loop.
- Dismissal will be staggered to support an orderly and efficient release from school. The front office will announce dismissal by transportation type.

Safety

- Students will have their temperature checked and show their confirmation of the Qualtrics screening before entering the building (prior to getting on the bus for bus riders) - please do not send your student to school if they are experiencing any COVID related symptoms.
- Student work spaces will be a minimum of six feet apart and a seating chart will be implemented and maintained with a sign-in/out sheet.
- All students and staff are required to wear masks while in the building (please note neck “gators” are not approved masks for use in school) ([APS Mask Policy here](#))
- Supplies will be provided to students to clean their workspace prior to/at the end of each use.
- Students will not share materials, must wear masks at all times, and should limit their movement in classrooms.
- At the end of each school day, the custodians will do a “deep clean” of each room which entails disinfecting all surfaces, door handles, and other items that individuals may touch during the school day.

Change of Classes

- Students should walk on the right side of the hallway and to maintain distance between others.
- Lockers will not be available for student use.

Restrooms

- Staff should limit student restroom breaks during class as much as possible.
- Students needing to use the restroom will submit the Google Form accessible through the QR code posted in each classroom.
- Only release one student at a time to go to the restroom.
- Restroom capacity will be limited in order to promote social distancing.

Charging Student Macbooks

- Students should be sure to fully charge their devices before each school day
- Students must bring their chargers to school.
- Extension cords for plugging chargers in will be available in each classroom.

Breakfast and Lunch

- Breakfast and lunch will continue to be available each day.
- Students are encouraged to eat outdoors when weather permits.
- Seniors will not be permitted to go off-campus
- Students can not eat in their cars.
- Food deliveries will not be permitted.
- Students must wash their hands before and after eating lunch.
- Students will eat lunch in the following spaces:
 - cafeteria,

- auxiliary gym,
- atrium (1st and 2nd floor),
- courtyard,
- outdoor basketball court & surrounding area,
- tennis courts, or
- amphitheater.
- Students will be seated 6 feet apart with dividers indoors or 10 feet apart without dividers. Outdoors, students will sit at least 6 feet apart.
- Custodians will clean all surfaces and dividers between lunches.

Technical Support

All APS devices will continue to be physically repaired, updated, and serviced at the Syphax Education Center. Students who require technical support will still need to submit Student Technical Support Ticket here: <https://www.surveymonkey.com/r/yhsrepair>
 For instructional resources and support students can still reach out to our Instructional Technology Coordinator, Mr. Wightman at samuel.wightman@apsva.us.

Physical Education

Students who are enrolled in Physical Education should be prepared to engage in mild physical activity on days they attend HPE class. Locker rooms will not be available so students should wear appropriate shoes (preferably sneakers/tennis shoes) and clothing for the day. Students should plan to go outside if the weather is above 40 degrees. Sample planned activities are walking, core fitness workouts, agility, yoga, etc.

Please note in order to provide teacher-led, physically-active lessons to those students who are reporting in-person in the hybrid model, students will be taught by a team of teachers. One set of teachers will handle virtual instruction while another will lead the in-person physical activity. Student's current teacher of record will remain responsible for student grading, attendance and parent communication however an individual student might have a different teacher for either the virtual or in-person day(s) their class meets.

Club Meetings

Each club will determine the best meeting time for their specific club members while taking into account the desire to keep all students engaged regardless of the instructional model they have selected. Possible options are outlined below but may vary by club.

- Meet on Mondays virtually
- Meet during lunch virtually (students in the school would still need to virtually attend the meeting from their lunch area because classrooms are not configured to accommodate lunch distancing requirements)
- Meet afterschool at 3:15 pm with in-person students meeting in the sponsor's room and students at home joining virtually. Please consider that no transportation will be provided for students who remain after school.

- Meet around 4 pm virtually to allow in-person students to return home and join the club meeting

Sincerely,

The Yorktown Administrative Team
