**Arrival/Transportation Procedures**

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| **Bus Procedures** |
| Families at RSL are presented with two choices regarding educational format: a) virtual learning or b) blended learning. The choice is fluid based on family selection. Meaning, families may go from virtual to blended or vice versa throughout the year depending on comfortability. Transportation will be provided to families who request such services.  |
|  | **Bus Offerings** | **Action Steps** |
| **Hybrid Model, A/B Day** | * Transportation (Monday and Wednesday – A Day); (Tuesday and Thursday – B Day)
* Designated bus stop for pickup
* Assigned Seats
 | 1. Parents will be informed of the days of week of pickup (M/W or T/TH)
2. Parents will be informed of the designated bus stop where students will be picked up and dropped off. Approximate times of pickup and drop-off will also be provided.
3. Students who are not feeling well should receive a temperature check at home. If your child has fever, we are asking that you keep your child at home and not place them on the bus.
4. Students will be placed in an assigned seat upon arrival of the bus. This is for the safety of your child and other children riding the bus.
5. Children that are family members will be placed in a seat together. (2-3 members to one seat)
6. A seating chart will be kept and maintained by the bus driver and administration on the school site.

**Parents, please ensure that your child wears their mask while waiting for the bus and while on the bus. Mask wearing is required.**  |

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| **Bus Policies** |
| Student safety is our number one priority. Rules and policies are put into place to ensure that safety of all stakeholders on the bus and outside the bus as travel occurs. Please ensure that your child adheres to all policies and rules.  |
|  | **Bus Rules** | **Choice Results** |
| **Hybrid Model, A/B Day** | * Follow the verbal guidance/directions of the bus driver at all times
* Stay a safe distance from the person in front of you as you load the bus
* Sit in your assigned seat daily
* Remain seated at all times
* Keep your hands and feet (body) to yourself at all times
* Reframe from yelling at others on the bus to communicate
* Wear your face mask at all times
 | 1. Students who fail to follow the rules of the bus will be administered a verbal redirection by the bus driver. We are asking that your child comply verses arguing or refusing to follow directions.
2. If the bus driver completes a write-up form denoting an offense, administration will complete a follow-up call to the family denoting the offense and consequence. Due to safety concerns regarding all students, the student may/can be placed off the bus for a period of time even if it is the student’s first offense.
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| **Arrival on Campus** |
| RSL will take the temperature of every stakeholder prior to entering the building to ensure the health and safety to all on campus. **All students will have their hands sanitized with hand sanitizer upon arrival.**  **All stakeholders will be required to wear a mask while on campus**. **A mask will be provided if the** **student does not have a mask**. |
|  | **Car Riders Procedures** | **Bus Riders Procedures** | **Walkers Procedures** |
| **Hybrid Model, A/B Day** | * Parents will be assigned a drop-off window of time. We are asking that you adhere to your drop-off time so that drop-off congestion does not occur.
* Your child’s temperature will be taken prior to your departure.
* If you child has a fever. RSL will wait 5 minutes and check the temperature again. We ask that you go park in the lot and come to the front of the school with your child.
* If you child has a fever indicated by a second reading of 100.4 or higher, then we will require you to take your child home.
* If your child is fever free, then he/she will follow the directions of the supervisor as he/she moves to their classroom to eat breakfast. Please note that RSL logos will be on the floor throughout the school to keep your child safe and healthy. We will ask your child to stand on a RSL logo as he/she waits their turn throughout morning procedures.
 | * Students will be dismissed from the bus one seat at a time.
* Please follow the verbal directions of the supervisor and remain 6ft apart (stand on a logo) while waiting your turn to receive a temperature reading.
* If the student is fever free, then he/she will follow the directions of the supervisor as they move to their classroom to eat breakfast. Please note that logos will be on the floor throughout the school to keep the student safe and healthy. We will monitor to ensure that students are standing on a RSL logo as they wait their turn throughout morning procedures.
* If the student has a temperature of 100.4 or higher, then he/she will be placed in a waiting room. After five minutes, the student’s temperature will be taken again. If the student still has a temperature of 100.4 or higher, then the parent will be called to pick up the child. The student will remain in the waiting room until the parent arrives.
 | * Upon arrival, please follow the verbal directions of the supervisor and remain 6ft apart (stand on a logo) while waiting your turn to receive a temperature reading.
* If the student is fever free, then he/she will follow the directions of the supervisor as they move to their classroom to eat breakfast. Please note that RSL logos will be on the floor throughout the school to keep the student safe and healthy. We will monitor to ensure that students are standing on a logo as they wait their turn throughout morning procedures.
* If the student has a temperature of 100.4 or higher, then he/she will be placed in a waiting room. After five minutes, the student’s temperature will be taken again. If the student still has a temperature of 100.4 or higher, then the parent will be called to pick up the child. The student will remain in the waiting room until the parent arrives. room until your parent arrives.
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| **Administrator Actions – Student with a Fever** |
| RSL will take the temperature of every stakeholder prior to entering the building to ensure the health and safety to all on campus. If a child or employee has a fever after two readings (5 minutes apart), then administration will follow the below procedures.  |
|  | **Car Riders Procedures** | **Bus Riders Procedures** | **Walkers Procedures** |
| **Hybrid Model, A/B Day** | * If you child has a fever indicated by a second reading of 100.4 or higher, then we will require you to take your child home.
* Administration will note that the child was sent home due to fever in PowerSchool.
* A doctor’s note of clearance will be required upon return to school.
 | * If the student has a temperature of 100.4 or higher, then he/she will be placed in a waiting room. After five minutes, the student’s temperature will be taken again. If the student still has a temperature of 100.4 or higher, then the parent will be called to pick up the child. The student will remain in the waiting room until the parent arrives.
* A doctor’s note of clearance will be required upon return to school.
* If the student was reports back as testing positive for Covid-19, then administration will review the bus seating chart, attendance, and review bus the video (if necessary) to see who was sitting within 6ft proximity.
* A notification to the possibly impacted students will be sent out regarding exposure to a positive case. Please note that a 14-day quarantine may be required.
 | * If the student has a temperature of 100.4 or higher, then he/she will be placed in a waiting room. After five minutes, the student’s temperature will be taken again. If the student still has a temperature of 100.4 or higher, then the parent will be called to pick up the child. The student will remain in the waiting room until the parent arrives.
* A doctor’s note of clearance will be required upon return to school.
* If the student reports back as testing positive for Covid-19, then administration will review video footage and interview the student to see who walked with him/her to school.
* A notification to the possibly impacted students will be sent out regarding exposure to a positive case. Please note that a 14-day quarantine may be required.
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