

Dear Draper Park Middle School Community,

Please read through this document with your student so that you have an idea of what the school day will look like for your student. We are anxious to start the school year and give students an opportunity to learn in person once again. The procedures below were designed to mitigate according to state and district guidelines.

Before Coming to School

Complete the [Canyons School District Daily Symptom Checker](#)
[Back-to-School Routine](#)



Face Coverings

Face coverings that cover the mouth and nose are required to be worn at school, as directed by Governor Herbert.

Keep children home when they have any of the following symptoms:

- Fever (temp. of 100.4 or higher)
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Decreased sense of taste or smell
- Sore throat

Arriving at School

- Main entrance: Pedestrian students and carpool arrival for drivers with last names A-K
- South doors: Pedestrian students and carpool arrival for drivers with last names L-Z
- North doors: buses

Mon.-Thurs.	Fri.	Notes
Before 7:10 a.m.	Before 9:10 a.m.	Students wait outside. Lobby area will be closed.
7:10 a.m.	9:10 a.m.	<ul style="list-style-type: none">• North, south, and main doors open. Students may choose to wait outside until first period starts. When entering the building, face coverings must be worn.• As applicable, students can go to the main office for official business or assistance, to a prearranged meeting with a teacher for academic help, to the band/orchestra room to drop off an instrument, to the media center (if available), or to the cafeteria for breakfast. All tasks should be completed in a timely and reasonable manner.• After completing these tasks (if any), students go directly to their first-period class.
7:50 a.m. and later	9:50 a.m. and later	All students must use the main entrance and check in at the office before going directly to class. Students arriving for elective courses or educational release should arrive no earlier than 5 minutes prior to the bell change, enter through the main entrance, and wait in the designated waiting area in the main hallways.

Going to Class

Students have four minutes of passing time and should go directly to class, following traffic flow by walking on the right side of hallways and stairs. If they need to use the restroom, they should check in first with their teacher and follow the digital hall pass procedure during class. To reduce the number of students in the hall at one time, we will stagger class dismissals by one minute.



Released at First Bell	Released at Second Bell
Group A classes	Group B classes



Beginning and Ending Class

Classroom Entry – Every Period

Students will conduct the following routine at the beginning of class:



- Sanitize hands. (Each classroom has a dispenser provided.)
- Stow backpacks in the designated area for that class, as the teacher instructs.
- Take required materials and proceed directly to assigned seat.
- Keep cell phones on silent and put away for the duration of class time.

At the beginning of class, two students will assist with the following: one student will be responsible for spraying each seat and desk, and another student will use a cloth to distribute the spray over the entire surface.

Classroom Exit – Every Period

When there are a few minutes left in class, students will complete the following:

- Pack their materials and retrieve backpacks (as needed).
- Sit in their chair or stand next to it until dismissal.
- Sanitize hands upon exit.

Leaving the Classroom during Class Time

For *non-emergency* situations, students will follow this procedure:

- Ask a teacher for permission to exit the classroom.
- Submit a hall-pass form online, using the QR code or url (website) as requested by the teacher. (A button will be accessible on each Canvas home page.) Mark your reason for exiting (office, student center, restroom)
- Conduct business efficiently, and return directly to class.
- Re-sanitize when entering the classroom.

To use a tissue, students should quietly signal to the teacher and exit the classroom. They should re-enter the classroom as soon as possible and re-sanitize.



Eating Lunch

Lunch Assignments and Procedures

When do I eat?

- A – lunch, 6th grade
- B – lunch, 7th and 8th grade mixed
- C – lunch, 7th and 8th grade mixed

Where will I eat?

Depending on the weather and the assignments for the day, the following locations are possible:

- At cafeteria tables in designated spots
- Outside
- In classroom, if your team has been assigned to eat together that week

What else do I need to know?

- Whether a student is in the classroom that week or in the cafeteria, they should eat lunch and then go directly outside, weather permitting. This means that approximately 15 minutes of each lunch should be spent outside in the open air. Face coverings may be removed when students are outside if 6 feet of physical distance is maintained from others.
- Hand washing stations are available outside.

How do I go back to class after lunch?

Students will re-enter the building through the following doors, assisted by teachers:

- Cafeteria doors
- 1300 hallway
- 1400 hallway
- Courtyard near P.E.
- North bus entrance



Students should follow teacher instructions, promote physical distance, and go directly to class.

Leaving School

See the section called “Visiting the Main Office” for the student check-out procedures.

Building Exit – End of Day Procedure

Time	Notes
2:25 p.m.	5-minute bell releases students to retrieve large musical instruments. Band/orchestra students retrieving instruments go directly outside through the south doors.
2:25 p.m.	Bell releases A-Group classes.
2:27 p.m.	Bell releases B-Group classes.
6th-period teachers will escort students to the nearest exit following the emergency evacuation routes to maximize efficiency and physical distance.	

Meeting with Teachers

Students may meet with teachers before school. Teachers will keep a log of students they meet with at that time.

Reentry – End-of-the-Day Procedure

All students will be escorted outside at the end of the day by their 6th period teachers. Students attending after school classes or supports will receive a pass from their teacher and be re-admitted through the front doors or teacher classroom (portable) door. Possible after school meetings include:

- Teacher help (tutoring) -- individual classroom teachers
- Music (Jazz band, instrument pick up, musical)
- Formal School group meetings (Club Thursday, Writing Club, Chess club, and other school approved extracurricular activities)
- Intramural sports

Visiting the Main Office

- Exterior doors will lock five minutes after each bell rings. Students arriving late will need to enter via the main office:
 - Report to the attendance office desk and speak with the assistant there.
 - Continue to wear a mask.
 - Stand behind the plexiglass barrier.
- Lunch money deposits – Students may pay for lunches online (preferred method) or deposited in the front office box (by George Washington picture).
- Bell schedules can be found here: <https://draperpark.canyonsdistrict.org/bell-schedule/>
- Student check-out –
 - Call ahead at 801.826.6900 to notify that you are checking out your student.
 - Present photo ID to the attendance secretary in the main office.
 - Return to your vehicle and await your student.
- Food Deliveries – Food should only be delivered when a student forgets to bring a lunch. In this case, only individual lunches delivered by a parent/guardian will be delivered to the student. We cannot accept deliveries from other entities (e.g. GrubHub, DoorDash) or allow food/treats to be shared; please celebrate special events outside of school.
- Please schedule appointments ahead of time to meet with a teacher, counselor, or administrator.

Addressing Other Situations

- Hallway lockers will not be used at this time to eliminate additional high frequency touchpoints and reduce time in unstructured space.
- Each classroom will have adequate supplies of hand sanitizer. However, students are welcome to bring their own hand sanitizer for personal use. **No other personal cleaning or disinfecting products (e.g. Lysol or Clorox wipes) are allowed due to the possibility of dangerous reactions with district-supplied cleaning and disinfecting products.**
- Complete procedures and requirements for participation and dressing in PE and dance classes will be clearly communicated in Physical Education class disclosures.



We appreciate your flexibility and patience as we keep your students safe. Please understand that the above is subject to change as we see better ways to serve and protect your students.