



Name of School: Irving Elementary School

Principal: Colette Weitknecht

Number of students returning to in-person learning

Pre school	4
PACT	8
Kinder	41
1st	44
2nd	31
3rd	25
4th	29
5th	29
Applied Skills k-2	2
Applied Skills 3-5	5
TOTAL	216

Teacher	Grade	Number of Students Returning
Garcia	PACT	8
Guevara	Head Start	4
Quiroga	Kindergarten	8
Reed	Kindergarten	4
Morales, A. (DLI)	Kindergarten	8
Barboza (DLI)	Kindergarten	8
Verastegui (DLI)	Kindergarten	13
Parfenoff	1st	5
Sizemore	1st	9
Morales, O. (DLI)	1st	10
Garcia-Torres (DLI)	1st	6
Carreon (DLI)	1st	14
LaBuda	2nd	5
Crook	2nd	8
Sosa (DLI)	2nd	6
Caporale (DLI)	2nd	6
Castro (DLI)	2nd	6
Catt	3rd	5
Peters	3rd	5
Rohrman	3rd	9
Tatalovich	3rd	6
Betustak	4th	13
De St. Jean	4th	6
Faught	4th	6
Lanter	4th	2

Delgado	4th	2
Kuchar	5th	5
Russell	5th	6
Pliego-Poza	5th	10
Mak	5th	4
Eenigenburg	5th	4
Arduino	Applied Skills -Primary	2
Kuhmichel	Applied Skills Intermediate	5
Total Students Returning		216

Arrival Procedures:

- Doors open 8:45 AM.
- Students must wear a mask to enter. (if they do not have a mask an aid will be called to bring one out to them.)
- Students will be invited in a few seconds apart to maintain social distancing.
- Students are instructed to utilize the sanitation station before going into the cafeteria to grab and go their breakfast.
- Aides will monitor social distancing by way of the blue decals placed 6 feet apart on the floors
- In classrooms: students' items will be spaced out in the cubby areas.
 - The number of students in these areas at one time will be limited by the teachers.

Door Entrances:

<u>Students</u>	<u>Door Entrance</u>
Walkers and Car Riders	A
Bus Riders	C
Special Ed Bus Riders	P

Dismissal Procedures:

<u>Grade Level</u>	<u>Door Exit</u>
Pre school	T
PACT	A
Kinder- Quiroga, A. Morales, Verastegui	L
Kinder- Reed	R
1st	M
2nd	O
3rd	P
4th	N
5th	Q
Applied Skills	P

Breakfast and Clean Up Procedures:

- Mask required
- Students will have grab-and-go breakfast.
- Students will take a seat in their pods (socially distancing) with their breakfast and listen to a read aloud (provided by supervising staff) until their teacher receives them at 8:55.
- Students will eat their breakfast at their classroom desk. When finished, they will mask up.
- Large trash cans are provided in each room for breakfast trash.
- Each room will also be provided with paper towels and cleaner to clean off student areas after eating.

We are requesting 3 additional hand sanitizing stations to add to the 2nd floor pods.

Lunch Procedures and Location(s):

- All students will eat lunch in the cafeteria.
- Grade levels will dismiss to the cafeteria staggering by one minute to avoid hallway traffic.
- Students will sanitize their hands on the way into and out of the cafeteria.
- Students will maintain social distancing by following the blue decals on the floor.
- Students will go through the line then directly to their seat.
- Students will be seated at individual tables with assigned seats.

- Each student table will have a cardboard divider.
- Students must wear masks until they are seated at their lunch tables.
- When done eating students will mask up.
- Staff will come to the students' table for any needs and to collect trash.
- The 5 minutes in-between lunches are allotted for table/chair cleaning.

Grades	Time
K-3	11:00-11:30
1-2	11:35-12:05
4-5	12:10-12:40

In order for this to work we will need additional seating. Approximately 20 individual tables/desks. The wall between the gym and cafeteria will need to be opened. We would prefer to have bench seating, 2 students per table. If we have bench seating we could seat 100 students per lunch hour, socially distanced.

Recess Procedures and Expectations:

- Teachers may offer their students recess activities at a time that best suits their schedule.
- Activities will be socially distanced and masks will be worn.
- Recess/playground equipment will be off limits.
- Classes must remain in separate areas for recess.

Restroom Procedures and Locations:

- All restrooms will be sanitized hourly.
- Every other stall/urinal will be closed for social distancing. 2 students may enter the restroom at a time. (2 boys, 2 girls)
- Teachers will be encouraged to take classroom restroom breaks.
- When individual students need restroom breaks the teacher will supervise from their classroom door.
- Students will continue to wear their masks in the restroom.

<u>Teacher or Grade Level</u>	<u>Restroom Location</u>
Head Start	Restroom located within classrooms
PACT	# 1 - North Restroom across from gym
Kinder	Restrooms located within classrooms
1st	#2- SouthEast Restroom

2nd	#2- SouthEast Restroom
3rd	#3- SouthWest Restroom
4th	#3- SouthWest Restroom
5th	#4- Upstairs SouthEast Restroom
Applied Skills k-2	Restroom located within classrooms
Applied Skills 3-5	# 1 - North Restroom across from gym

Specials Schedule Considerations:

Grade Level	Specials Time	Location	Supervisor
Kinder	12:45-1:15	Kinder pod	Rosemary & Lisa
1st	1:30-2:00	1st grad pod	Rosemary & Lisa
2nd	10:30-11:00	2nd grade pod	Rosemary & Lisa
3rd	12:00-12:30	3rd/4th grade pod	Rosemary & Lisa
4th	9:50-10:20	3rd/4th grade pod	Rosemary Mendoza
5th	9:50-10:20	Upstairs, 5th grade pod	Lisa Clavier

- Special area teachers will continue their instruction virtually.
- Students will attend their virtual specials in their pod or classroom depending on the teacher's choice. *
- They will be socially distant and have designated seating areas.
- Students will be required to wear their masks.
- They will be supervised by our recess aides. This will allow the teacher to use their classroom during their prep time.

***In order to make this work we would need to fill 2 of our 4 open recess positions. This will be backup coverage in the event Lisa or Rosemary are absent.**

Library Book Check-Out/Return Procedures:

- For the overall safety of both the students and the paras, the libraries will remain closed to students.
- The paras will prepare carts/boxes of books to deliver to classrooms based on teacher/student requests or an assortment of materials based on the grade levels and the number of students in the class.

- The paras will check those books out to the teacher, and those books would remain in the classroom for the 2 week period.
- We are requesting that library books NOT go home with the students. Teachers would gather the books to return to the library.
- The paras will pick up those books on the day that a new set of books are delivered (and they will remain in the box for 3 days before the para checks them back into Library World).
- If students are still reading their books, they could just keep them instead of putting them in the box to return to the library.
- During this time, the paras can continue to monitor the number of books that haven't been returned from March and keep trying to get those back from students.

Procedures for Student Who Get Sick (Non-Covid):

- Teachers will call the health office to report a student not feeling well.
 - At this point we consider most ill symptoms as COVID, unless it is a nose bleed or injury.
- The nurse or designee will go to the classroom to assess and/or bring the student to the Health office.
- All sick students will be brought in through the back door of the Health Office.
- Student/Staff will wear their mask.
- Students for medication ie, diabetics, asthmatics, ADHD meds can enter through the front main office entrance to the Health Office.

Identify the Waiting Area for These Students:

- There are reserved areas for sick children in the Health Office.
- Students will remain in that area until parents arrive.
- Curtains will be drawn if COVID is highly suspected.
- Students will be escorted to the parent through the rear Health Service door.
- All parents will wait for students at the entrance in the vestibule.
 - Parents must wear masks.

Staff Coverage for: Specials, Lunch, Call Offs

Specials- see above

Lunch:

Grades	Time	Supervision
K-3	11:00:11-30	Lisa Clavier, Rosemary Mendoza, Mary Beth Nickolaou Pearman, Sarah Kilander
1-2	11:35-12:05	Lisa Clavier, Mary Beth Nickolaou Pearman, Sarah Kilander

4-5	12:10-12:40	Rosemary Mendoza, Mary Beth Nickolaou Pearman, Sarah Kilander
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Call Offs:

- PLAN A: Teacher reports absence in aesop. A substitute is available and comes to proctor in the classroom.
- PLAN B: Teacher reports absence in aesop. A substitute is **not** available
 - All teachers have a buddy teacher.
 - All in-person and virtual students will log into the buddy teacher's classroom to attend their virtual lessons.
 - **A staff supervisor will be assigned to the in-person classroom for monitoring and support.**
 - *For example: Mrs. Weitknecht takes a personal day. Her buddy teacher is Mrs. Pearman. Mrs. Weitknecht's students (both in person and virtual) will log into Mrs. Pearman's google classroom for the day and will participate in her virtual lessons. A staff supervisor will be assigned to Mrs. Weitknecht's in-person classroom for monitoring and support. This will be similar to how a safe zone operated.*
- PLAN C: Teacher reports absence in aesop. A substitute is **not** available
 - All teachers have a buddy teacher.
 - All in-person and virtual students will log into the buddy teacher's classroom to attend their virtual lessons.
 - **In person students will be placed in the buddy teacher's classroom for the school day.**
 - * if social distance can be maintained

List for coverage in the need of call off:

Lisa Clavier - Recess Aide	Rosemary Mendoza- Recess Aide
Blanca Calderon- RTI Paraprofessional	Linda Kolodziej- RTI Paraprofessional
Melanie Partain- SPED Paraprofessional	Janet Magallanes- SPED Paraprofessional
Madeline Rodriguez- SPED Paraprofessional	Claudia Beltran- SPED Paraprofessional
Gayle Johnson- SPED Paraprofessional	Martha Rosas- SPED Paraprofessional
Bianca Magallon- SPED Paraprofessional	Kyla Hanson - SPED Paraprofessional
Sarah Kilander- Assistant Principal	Mary Beth Nickolaou-Pearman- Assistant
Colette Weitknecht - Principal	

Procedures for Late Arrival and Early Dismissal:

Late Arrival:

- Students required to wear a mask
- Students will enter the office for a late-pass.
- Students will use the sanitation station upon entering the cafeteria.
- Students will get a Grab and go breakfast.

- Students will be escorted to class by any available front office staff member.
 - Parents will not be permitted to escort their students within the building.

Early Dismissal:

- Parent will have to answer the covid screener in the lobby.
 - Parents must wear a mask.
 - Sanitize hands.
 - Enter the office and sign the student out.
 - A staff member will retrieve the student from their classroom.

Tornado and Fire Drill Procedures:

(Include Exits, and any additional safety measures) - Building Map

Irving Fire/Severe Weather Emergency Exit Plan

- *Drills will be practiced using social distancing.*

Irving Building Map

Irving Elementary Safety Presentation

Please indicate any building specific suspended curriculum considerations that are not already addressed in previous responses.

Irving Safety Challenge

- 10 Day suspended curriculum
- Ongoing safety procedure instruction will be embedded within the day.
- April 6 - 8 Teachers will be given 3 days of eLearning for their virtual learners.
 - This will give the classroom teacher time to review:
 - Routines and procedures
 - Safety Procedures
 - Mask Wearing
 - Social Distancing

Student Progressive Discipline for Non-Compliance of Mask Expectations - 3 Strike Policy

First incident - Verbal warning and parent notification

Second incident - Principal referral and parent notification

Third incident -Virtual meeting with parent, teacher and principal

Any student who is non-compliant after 3 incidents, will be removed from in-person learning and placed in a virtual learning setting.

[SEL Monthly Calendar](#)

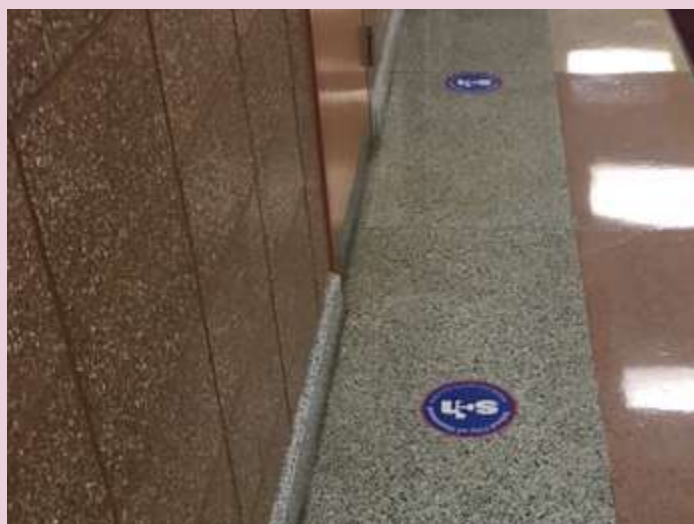
[Health and Safety Plan DLI Return English](#)

[Health and Safety Plan DLI Return Spanish](#)

IF A BUILDING/SCHOOL CANNOT BE SAFELY STAFFED, THE BUILDING/SCHOOL WILL GO TO FULL TIME ELEARNING. THE BUILDING/SCHOOL WILL RETURN TO IN-PERSON LEARNING ONCE SAFE STAFFING LEVELS CAN BE ACHIEVED.

EXAMPLES OF SOCIAL DISTANCING

BATHROOMS



CAFETERIA

