

Lincoln Elementary Return to Learn Building Plan

Name of School: Abraham Lincoln Elementary School

Principal: Yolanda Bracey

Arrival Procedures

- Teachers' contractual time: 8:55-3:25
- Students will not be allowed to enter the building until 8:45. No exceptions.
- Students arriving in cars will be dropped off at their assigned entrance.
- Students who walk to school will enter through their designated entrance.
- Teachers will receive students at classroom doors at 8:55.
- Any students who are tardy or arrive after 9:15 will enter through Door A. Students will be escorted to their classroom.
- Students will not utilize lockers. Their belongings will be housed in the classroom.

Door Entrances

Teacher or Grade Level	Door Entrance	Staff assisting with receiving students	Time	Notes
Pre-K	Door L	Velez	9:00 (6 preschoolers)	
Ferry (Kindergarten)	Door M	Martinez	8:55	
Smolen (Kindergarten)	Door N	Riley	8:55	

Markovich (Kindergarten)	Door M	Moss	8:55	As Markovich's students arrive at Door M, Moss will accompany students to Markovich's class.
1st Grade	Door K	Lorenz	8:55	
2nd	Door B	Pressley Sorge	8:55	
3rd	Door I	Marshall E. Rodriguez	8:55	Brown & McGilvrey: Go upstairs Gibson & Perryman: Turn right to classrooms.
Mullins (4th)	Door B	Pressley Sorge	8:55	Walk up stairs by Door B. Walk through the library to access the classroom.
Bevil (4th) Kaminsky (4th) Navarro (4th) 5th	Door A	Hernandez Lemmons E. Lopez	8:55	
Celestin & Steele StEP (Bus)	Door C	Davis Pineda Udovich Castro Patterson	varies	

Dismissal Procedures

- Students will be dismissed at 3:15 and escorted out by their teachers. All teachers must stay with their students until they are either picked up by an adult or walk home. If a child is picked up after 3:25, they will be escorted to the main office.
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Teacher	Dismissal Time	# of students	Dismissal Door	Support staff assisting with dismissal	Procedures
Pre-K	11:30	6	L	Velez	9:00-11:30 (6 in-person) 12:30: virtual students (19)
K:					
Ferry	3:15	9	M	Martinez	Students dismissed directly from class
Markovich	3:15	7	M	Moss	Students dismissed directly from Ferry's class
Smolen	3:15	12	N	Riley	Students dismissed directly from class
1st:					
Champion	3:15	9	Door K	Lorenz Johnson	Line up 3rd on left side of hall
Huseman	3:15	10	Door K	Lorenz Johnson	Line up 2nd left side of hall

Padilla	3:15	8	Door K	Lorenz Johnson	Line up 1st left side of hall
2nd:					
Hubbard	3:15	3	B	Pressley Sorge	Line up 3rd on the right side of the hall. Exit right side of Door B.
Marquez	3:15	3	B	Pressley Sorge	Line up 1st on the left side of the hall. Exit left side of Door B.
Miranda	3:15	8	B	Pressley Sorge	Line up 2nd on the left side of the hall. Exit left side of Door B.
Zepeda	3:15	3	B	Pressley Sorge	Line up 4th on the right side of the hall. Exit right side of Door B.
3rd:					
Brown	3:15	6	I	Marshall	From 2nd floor: Line up 3rd on the right side of the hall. Walk down stairs. Exit Door I.
Gibson	3:15	8	I	Marshall	From 1st floor: Line up 1st on the right side of the hall.
McGilvrey	3:15	4	I	Marshall	From 2nd floor: Line up 2nd on the right side of the hall.
Perryman	3:15	7	I	Marshall	From 1st floor: Line up 2nd on the right side of the hall.

Mullins (4th)	3:15	9	B	Pressley Sorge	Line up 1st on the right side of the hall. Walk through the library.
4th:					
Bevil	3:15	7	A	Hernandez Lemmons E. Lopez	Line up 6th on the right side of the hall. Go down the stairs. Exit right side of Door A.
Kaminsky	3:15	6	A	Hernandez Lemmons E. Lopez	Line up 5th on the right side of the hall. Go down the stairs. Exit right side of Door A.
Navarro	3:15	6	A	Hernandez Lemmons E. Lopez	Line up 4th on the right side of the hall. Go down the stairs. Exit right side of Door A.
5th:					
Banks	3:15	9	A	Hernandez Lemmons	Line up 7th on the left side of the hall. Go down the stairs. Exit left side of Door A.
Howe	3:15	5	A	Hernandez Lemmons	Line up 1st on the left side of the hall. Go down the stairs. Exit left side of Door A.
Johnston	3:15	6	A	Hernandez Lemmons	Line up 3rd on the left side of the hall. Go down the stairs. Exit left side of Door A.
Nelson	3:15	8	A	Hernandez Lemmons E. Lopez	Line up 2nd on the left side of the hall. Go down the stairs. Exit left side of Door A.

Sp. Ed.					
Steele	varies	1	C	Davis Pineda Udovich Castro Patterson	Students walk through cafeteria and exit Door C for the bus.
Celestin	varies	4	C	Davis Pineda Udovich Castro Patterson	Students go down stairwell and exit Door C for the bus.

Breakfast and Clean Up Procedures

- Upon entering at 8:45, students will be escorted to the cafeteria. They will social distance, pick up breakfast from the cafeteria, and take their breakfast to their classroom. There will be adult supervision throughout the halls to guide students to their classroom.
- Students will eat breakfast in the classroom.
- Breakfast will be a cold bagged breakfast.
- No breakfast cards will be used this school year. We are utilizing a tally/paper system.
- We will be providing a bagged breakfast & lunch (all in one bag) for the students to pick up and leave with on Thursdays (this provides them with food for Fridays).
- Milk cartons must be empty before discarding. Students will pour milk down the sink. There are 3 classrooms (Gibson, Celestin, and Howe) with no sink. These students will not be able to empty their milk after breakfast. Containers will be used for these students to pour their milk into. This is only for breakfast.
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Grade	Custodian assigned to section(s)	Staff assisting (in halls) with breakfast
Pre-K	Toodle	Velez
K	Toodle	Martinez (Ferry) Moss (Markovich) Riley (Smolen)
1st	Toodle	Lorenz & Johnson
2nd	Toodle	S. Rodriguez
Steele	Toodle	Patterson
Gibson/Perryman	Toodle	Marshall
Brown/McGilvrey/Mullins	Castillo	E. Rodriguez
4th & 5th	Castillo	Serros
Celestin	Castillo	Davis/Pineda

Lunch Procedures and Location(s)

- All teachers will receive a 30 minute duty free lunch.
- Students will social distance while in the lunch line.
- Two locations will be utilized for lunch--the gymnasium and the cafeteria. Students eating in gym will be escorted by an adult.
- Students will have 2 options for lunch – a hot or a cold meal.
- Students have to take the entire meal (this is due to USDA regulations.)
- No lunch cards will be used this school year. We are utilizing a tally/paper system

- Thursdays: We will be providing a bagged breakfast & lunch (all in one bag) for the students to pick up and leave with on Thursdays (this provides them with food for Fridays).
- We will have a designated area/table for students with food allergies.
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Time	Grade	Location	Supervising Staff Assisting admin	# of students	Procedures
11:00-11:30	K	Cafeteria	Miller	28	<p>42 tables will be in the cafeteria. 2 students will sit at each table at an assigned seat. Each table will have easy tags that will stick to the tables so students know where to sit. Each student will have a plexiglass divider that will be attached to the table.</p> <p>Each class will exit their classroom one at a time and proceed to the cafeteria. They will be escorted by their teacher.</p> <p>Supervising staff will call classes to get in the lunch line one at a time. No cards will be used this school year. Cafeteria staff will utilize a tally/paper system.</p> <p>Students will choose a cold or hot lunch option that will already be prepackaged. There will be no picking of items.</p> <p>Supervising staff will walk around with a garbage bin to collect garbage from each individual student.</p> <p>As students are finishing lunch they will go to their designated spots. Decals marked 6 ft apart will help students remain in their spot.</p>

					<p>Cafeteria or custodial staff will begin cleaning tables. Teachers will pick up their students from designated spots.</p> <p>Cafeteria or custodial staff will finish cleaning tables and dividers between 11:30-11:40.</p>
11:00-11:30	1st	Cafeteria	Ramos	27	See Above
11:00-11:30	3rd	Gym	Janik Foster	25	<p>50 desks will be in the gym. 1 student will sit at each desk in an assigned seat. Each desk will have easy tags that will stick to the desk so students know where to sit.</p> <p>Each class will exit their classroom one at a time and proceed to the cafeteria.</p> <p>3rd grade will go directly to the lunch line. No cards will be used this school year. Cafeteria staff will utilize a tally/paper system.</p> <p>Students will choose a cold or hot lunch option that will already be prepackaged. There will be no picking of items. Supervising staff will escort students to the gym.</p> <p>Supervising staff will walk around with a garbage bin to collect garbage from each individual student.</p> <p>As students are finishing lunch they will go to their designated spots. Decals marked 6 ft apart will help students remain in their spot. Cafeteria or custodial staff will begin cleaning tables. Teachers will pick up their students from designated spots.</p> <p>Cafeteria or custodial staff will finish cleaning tables and dividers between 11:30-11:40.</p>

11:40-12:10	2nd	Gym	Marshall	17	
11:35-12:10	4th	Cafeteria	Riley	31	
11:35-12:10	5th	Cafeteria	Moss	28	

Recess Procedures and Expectations

- Teachers are responsible for facilitating recess--indoor or outdoor.
- Recess is optional--teacher's choice.
- Playground equipment will not be utilized.
- The playground will be subdivided as follows:
 - NE - Northeast Section - this would be in front of Door B by the fencing.
 - NW - Northwest Section - open area when facing Door B, to the left.
 - SE - Southeast Section - this will be located in front of playground equipment.
 - SW - Southwest Section - this will be located next to playground equipment where near Door K.
- There is only a maximum amount of space to social distance by keeping our outdoor recess at a maximum of 4 classes at a time.
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.
- **Reminders:**
 - Teachers must stay with their class during recess, whether it is indoor or outdoor.
 - Students and staff must maintain 6-ft distancing with masks being worn at all times.
 - There is to be no sharing or playing with balls, jump ropes, etc.
 - When weather permits, it is imperative that teachers adhere to their recess time to avoid overlapping and overcrowding.
 - During indoor recess, it is important to note that students must remain at their designated classroom seating assignment, and can't play with friends and/or move around the classroom.
 - There will be no board/card games of any kind being utilized as part of indoor recess.

Teacher	Recess Time	# of students	If outside, location on playground	Procedures
K:				
Ferry	11:40 - 11:55	9	NE section	Kindergarten students will leave their classroom and exit Door K. Each class will remain socially staggered through the hallway. After outdoor recess is completed, classes will line up maintaining social-distancing with their respected class and enter Door K. Students will walk along the wall until they reach their classrooms. During indoor recess, students will have free-time to include; approved websites, Go Noodle, drawing, sketchpad, etc.
Markovich	11:40 - 11:55	7	NW section	
Smolen	11:40 - 11:55	12	SE section(in front of playground area)	
1st:				First graders will exit their classrooms, and proceed on the right side of the hallway toward Door I. Again maintaining social-distancing of 6 ft with students and staff along with classrooms. Champion will enter through Door I, followed by Huseman and Padilla. The classes will travel on the right side of the hallway to their classrooms.
Champion	11:55 - 12:10	9	NE section	
Huseman	11:55 - 12:10	10	NW section	

Padilla	11:55 - 12:10	8	SW section	
2nd:				<p>2nd grade students will exit their classrooms and travel down the hallway on the right toward Door B. Marquez will Line up 1st on the left side of the hall. Exit left side of Door B. Miranda will Line up 2nd on the left side of the hall. Zepeda will line up 3rd on the right side of the hall. Hubbard will line up 4th on the right side of the hall. Exit right side of Door B.</p> <p>Each class will remain socially staggered through the hallway. After outdoor recess is completed, classes will line up maintaining social-distancing of 6 ft with their respected class and enter Door B and travel on the right side of the hallway to their respected classrooms. Miranda and Zepeda will exit their classrooms first and proceed on the right side of the hallway to Door B.</p>
Hubbard	11:00 - 11:15	3	NE section	
Marquez	1:00 - 1:15	3	NW section	
Miranda	11:00 - 11:15	8	SE section	
Zepeda	11:00 - 11:15	3	SW section	
3rd:				<p>Brown and McGilvrey will exit their classrooms, travel down the stairwell and proceed toward Door K. Gibson and Perryman will exit their classrooms and travel on the right side of the hallway through the After outdoor recess is completed, classes will line up</p>

				maintaining social-distancing of 6 ft with their respected class and enter Door I and travel on the right side of the hallway to their respected classrooms.
Brown	12:30 - 12:45	6	NE section	
Gibson	12:30 - 12:45	8	SE section	
McGilvrey	12:30 - 12:45	4	NW section	
Perryman	12:30 - 12:45	7	SW section	
4th:				<p>Mullins will travel from the 3rd grade hallway, down the stairwell before the library and proceeding on the right side of hallway toward Door B.</p> <p>Bevil and Kaminsky will exit classrooms first, followed by Navarro while maintaining 6 ft distance within each classroom and/or students.</p> <p>Bevil, Kaminsky, and Navarro will exit their classrooms, proceed to the stairwell above Door B and one class at a time will proceed down the stairs toward Door B to their designated area on the playground.</p> <p>After outdoor recess is completed, classes will line up maintaining social-distancing of 6 ft with their respected class and enter Door B.</p> <p>Bevil and Kaminsky will line up first, followed by Navarro and Mullins. Bevil and Kaminsky will proceed up the stairwell, one class at a time on the right side of stairs, followed by Navarro.</p> <p>Mullins will enter through Door B, travel on the left side of the walkway in the cafeteria and up the stairwell by library to classroom.</p>

Bevil	12:10 - 12:25	7	NE section	
Kaminsky	12:10 - 12:25	6	NW section	
Mullins	12:10 - 12:25	9	SE section	
Navarro	12:10 - 12:25	6	SW section	
5th:				<p>Banks and Howe will exit their classrooms first on the right side of the hallway, staggered while maintaining 6ft distance between students and classrooms. They will travel down the hallway to the stairwell above Door B and proceed one class at a time to their designated area on the playground.</p> <p>After outdoor recess is completed, classes will line up beginning with Banks and Howe maintaining social-distancing of 6 ft with their respected class and enter Door B.</p> <p>Upon entering the building through Door B, classes will proceed one class at a time up the stairwell, and stay on the right side of the hallway until they reach their classrooms.</p> <p>Nelson & Johnston will exit their classrooms, proceed on the right side of the hallway down the stairwell, one class at a time and exit Door B to their designated playground area.</p>
Banks	11:20 - 11:35	9	NW section	

Howe	11:20 - 11:35	5	SW section	
Johnston	10:55 - 11:10	6	SE section	
Nelson	10:55 - 11:10	8	NE section	
Sp Ed:				<p>Celesitn or Steele's students may have recess with the general education classrooms or they may follow the procedures below.</p> <p>Steele will proceed out of her classroom and straight to Door B while walking on the right side of the hallway. Celestin will walk on the right side down the stairwell nearest her classroom and proceed along the right side of the hall through the cafeteria toward Door B and out to their designated area on the playground.</p> <p>After recess is completed, Steele will enter the building first and proceed to her classroom. Celestin will enter through Door B and proceed through the cafeteria on the right side up the stairwell by cafeteria and into her classroom.</p> <p>Depending on the scenario, Steele and Celestin's class could take alternate recess time for their students. This will be a case-by-case situation. They would need to verify on the schedule that there would be adequate space outside (only 4 classes at a time) if need be.</p>
Steele	12:45 - 1:00	1	NE section	
Celestin	12:45 - 1:00	4	SW section	

Restroom Procedures and Locations

- Each class will have designated times for bathroom breaks. One in the morning and another in the afternoon.
- It is vital that no more than 1 class is at the restroom or in the hallways at one time.
- Only 1 girl and 1 boy may be in the bathroom at a time.
- Custodians will disinfect bathrooms every hour.
- Six feet markings outside boys and girls bathrooms on each side and 6 feet markings on opposite sides of the hallway when finished.
- If a student must use the restroom outside of their assigned schedule, the teacher will check the hall and send the student with minimal supervision.
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Teacher	Restroom Time (s)	Restroom Location	# of Students	Procedures
K:				
Ferry	As needed	in class	9	Students use the bathroom, as needed. Return to their seat when finished. If another student needs to go, they need to wait until the other student is seated.
Markovich	10:45-10:55, 1:15-1:25	1st grade hall	7	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Smolen	As needed	in class	12	Students use the bathroom as needed and will return to their seat when finished. If another student needs to go, they need to wait until the other student is seated.

1st:				
Champion	10:25-10:40, 12:40-12:55	1st grade hall	9	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Huseman	10:05-10:20, 12:20-12:35	1st grade hall	10	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Padilla	9:45-10:00, 12:00-12:15	1st grade hall	8	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
2nd:				
Hubbard	10:05-10:10, 1:50-1:55	2nd grade hall	3	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Marquez	9:45-9:50, 1:30-1:35	2nd grade hall	3	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Miranda	10:15-10:25, 2:00-2:10	2nd grade hall	8	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings

				after. Standing is suggested, instead of sitting while waiting.
Zepeda	9:55-10:00, 1:40-1:45	2nd grade hall	3	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
3rd:				
Brown	9:55-10:00, 12:30-12:35	3rd grade hall	6	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Gibson	10:30-10:40, 12:40-12:50	3rd grade hall	8	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
McGilvrey	9:45-9:50, 1:30-1:35	3rd grade hall	4	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Perryman	10:45-10:55, 12:55-1:05	3rd grade hall	7	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.

4th:				
Bevil	10:30-10:40, 1:30-1:40	4th grade hall	7	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Kaminsky	10:45-10:50, 1:45-1:55	4th grade hall	6	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Mullins	11:00-11:10, 1:10-1:20	3rd grade hall	9	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Navarro	10:20-10:25, 1:15-1:25	4th grade hall	6	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
5th:				
Banks	9:35-9:45, 1:00-1:10	4th grade hall	9	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Howe	9:25-9:30, 12:45-12:55	4th grade hall	5	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings

				after. Standing is suggested, instead of sitting while waiting.
Johnston	11:05-11:10, 2:00-2:10	4th grade hall	6	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Nelson	9:15-9:20, 12:30-12:40	4th grade hall	8	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Sp Ed:				
Steele	As needed	2nd grade hall	1	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.
Celestin	As needed	3rd grade hall	4	Students will remain 6 feet apart outside the bathroom in designated spots then go to appropriate markings after. Standing is suggested, instead of sitting while waiting.

Specials Schedule Considerations: There should be no adjustments made to the current specials schedule.

Name	Specials Subject	Teaching Location
Sheryl Walters	Music	Home--Medically exempt
Michelle Williams	PE	Lincoln
Devin Sanders	PE	O'Bannon
Renee Whelan	Art	O'Bannon
Davina Tomczak	Art	Harding
Carolyn Reardon	Music	O'Bannon

Library Book Check-Out/Return Procedures

- At the elementary level, students will not go to the library.
- The media paraprofessional (if assigned/hired) will collaborate with teachers to coordinate which books are needed for students.
- In the event we do not have a media paraprofessional before the return of school, teachers may go to the library to check out books. Students may not accompany teachers to the library.
- For the overall safety of both the students and the paras, the libraries will remain closed to students. The media para 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 media para would 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 media para will pick up those books on the day that a new set of books is 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 media para can continue to monitor the number of books that haven't been returned from March and keep trying to get those back from students.

- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Grades	Library Schedule	Procedures
K-5	<p>(Wk 1): M - K Tu- 1st W - 2nd & Steele</p> <p>(Wk 2): M - 3rd Tu - 4th W - 5th & Celestin</p> <p>(Wk 3): M - K Tu- 1st W - 2nd & Steele</p> <p>(Wk 4): M - 3rd Tu - 4th W - 5th & Celestin</p>	<p>Each grade will be provided with books on a rolling cart according to their specific grade (one cart per grade level). Books chosen by teacher/student requests. Also, grade level requests will be considered.</p> <p>Each teacher will select their books from the cart for their class. Teachers will choose when to have their library time in their class.</p> <p>New books will be put on the top shelf of the cart (which will be labeled) - return used books to the bottom shelf (labeled).</p>

Procedures for Students Who Get Sick (Non-Covid)

- Staff should call the health office, when possible to inform the health office staff that a student is being sent and the reason for the visit.

Students that are sent to the Health Office with symptoms of illness should bring their personal belongings.

- Students will be masked according to district policy and remain at a social distance in the health office.
- There will be a designated reserved area in the health office for students that present with Covid-19 symptoms. These students will remain in the reserved area until their parents arrive for pick up. Students will be double masked. Contact tracing will be completed by the health office staff based upon district policy.
- Temperatures will be taken on all students that present to the Health Office with signs of illness.
- Hand sanitizing will be required for all students that enter and leave the Health Office. Cleaning will be done after each student visit.
- The daily management of the Health Office will be maintained according to the Health Office policy and procedure guidelines.
- Students complaining of Covid-19 symptoms will be assessed and parents will be contacted to complete the Covid screening questionnaire. Students will be double masked. Students will be picked up based on the screening results. Contact tracing will be completed by the Health Office staff according to district policy.
- Students that are ill will remain in the Health Office until picked up by the parent/guardian.
- All Health information should be immediately given to the Health Office staff. This includes all emails, text messages, parent notes, doctor's notes, medical documentation and any other information related to the health of the student.
- Students will be allowed to return to class based upon the assessment and treatment with a pass from the health office staff.
- Students returning from an absence after an illness must be cleared by Health Service staff and will be given a pass to return to class

Identify the Waiting Area for These Students

- There will be a designated reserved area in the health office for students that present with Covid-19 symptoms. These students will remain in the reserved area until their parents arrive for pick up. Students will be double masked.

Staff Coverage for: Specials, Lunch, Call Offs (Please list actual staff names)

- In the event a teacher calls off and there is no substitute, classes may be combined as long as administrators can ensure social distancing. For example, if a teacher calls off, has no sub, and has a small number of students in-person, those students may be combined with another small class. Social distancing will be maintained.
- In the event a recess aide is absent, coverage can be provided by:
 - Barbara Marshall, Title 1 Parent Liaison
 - Lisa Moss, Title 1 Paraprofessional
 - Debbie Riley, Title 1 Paraprofessional
- Recess aide hours
 - Alicia Miller: 9:30-3:30
 - Ewelina Ramos: 9:45-2:00
 - Rebecca Janik: 9:45-2:00
 - Vacant 9:30-3:30
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Teacher	Specials Time	Staff Covering & Title	# of students
K:			
Ferry	12:45	Alicia Miller, Recess Aide	9
Markovich	12:45	Ewelina Ramos, Recess Aide	7
Smolen	12:45	Rebecca Janik, Recess Aide	12

1st:			
Champion	1:30	Alicia Miller, Recess Aide	9
Huseman	1:30	Ewelina Ramos, Recess Aide	10
Padilla	1:30	Rebecca Janik, Recess Aide	8
2nd:			
Hubbard	10:30	Alicia Miller, Recess Aide	3
Marquez	10:30	Ewelina Ramos, Recess Aide	3
Miranda	10:30	Rebecca Janik, Recess Aide	8
Zepeda	10:30	Barbara Marshall, Title 1 Parent Liaison	3
3rd:			
Brown	12:00	Alicia Miller, Recess Aide	6
Gibson	12:00	Ewelina Ramos, Recess Aide	8
McGilvrey	12:00	Rebecca Janik, Recess Aide	4
Perryman	12:00	Barbara Marshall, Title 1 Parent Liaison	7
4th:			
Bevil	9:50	Alicia Miller, Recess Aide	7
Kaminsky	9:50	Ewelina Ramos, Recess Aide	6

Mullins	9:50	Rebecca Janik, Recess Aide	9
Navarro	9:50	Barbara Marshall, Title 1 Parent Liaison	6
5th:			
Banks	9:50	Barbara Marshall, Title 1 Parent Liaison	9
Howe	9:50	Judith Pineda/Karla DavisSpecial Aide	5
Johnston	9:50	Lisa Moss	6
Nelson	9:50	Debbie Riley	8
Sp Ed:			
Steele		Classroom aides	1
Celestin		Classroom aides	4

Please Describe Hallway Traffic Flow/Procedure for Classes and Large Groups

- Signage will be posted in the halls. Students will travel on the designated signs of the hall. Students will remain 6 ft apart in halls.
- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.

Procedures for Late Arrival and Early Dismissal

- Any students who are tardy or arrive after 9:15 will enter through Door A. Primary students will be escorted to their classroom.
- Parents must inform the office that a child will be picked up early. The office staff will dismiss the child directly from the office. The parent will sign out the child at Door A.

Tornado and Fire Drill Procedures

In view of the current pandemic, it is not feasible to have all students conduct a drill of either tornado or fire all at the same time. However, students need to be aware of the procedures for a drill and their location. We will conduct all school drills. During the first 10 days of school (suspended curriculum) teachers will model the expectations for drills to their students. All school drills will be conducted.

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

During the first 10 days of school, all teachers will walk students to their designated areas for drills and emphasize the expectations.

Teacher	# of students	Location (Tornado)	Location (Fire)
K:			
Ferry	9	K hallway	Door M
Markovich	7	K hallway	Door L
Smolen	12	K hallway	Door N
1st:			
Champion	9	1st grade hallway	Door K
Huseman	10	1st grade hallway	Door K
Padilla	8	1st grade hallway	Door K
2nd:			

Hubbard	3	2nd grade hallway	Door B
Marquez	3	2nd grade hallway	Door B
Miranda	8	2nd grade hallway	Door B
Zepeda	3	2nd grade hallway	Door B
3rd:			
Brown	6	cafeteria	Door K
Gibson	8	cafeteria	Door C
McGilvrey	4	cafeteria	Door K
Perryman	7	cafeteria	Door C
4th:			
Bevil	7	cafeteria	Door A
Kaminsky	6	cafeteria	Door A
Mullins	9	cafeteria	Door C
Navarro	6	cafeteria	Door A
5th:			
Banks	9	girl's locker room Gym	Door A
Howe	5	girls' locker room' Gym	Door A
Johnston	6	boys' locker room	Door A

		Gym	
Nelson	8	boys' locker room Gym	Door A
Sp Ed:			
Steele	1	2nd grade hallway	Door B
Celestin	4	cafeteria	Door C

SUSPENDED CURRICULUM

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

- The number of students is subject to change based on a variety of reasons, but the survey will not be reopened.
- Teachers introduce and review safety protocols. Practice drills. Class and building expectations.

Grade	Procedures for suspended curriculum
K-1st	For all Kindergarten: Establish classroom rules, hallway rules, lunchtime and recess rules with new safety protocols. Re-imagine reading corner, read alouds, and stations in regards to distancing. Still unknown procedures: going to nurse, bathroom, drinks, lunch, specials. All of this with major adjustments from being at home for over a year. No naps, strict schedule, snacks whenever wanted, or mom and dad around for immediate feedback.
2nd-5th	10 days of suspended learning. May be less days depending on the needs of the students and/or grade level.

CONSEQUENCES FOR NOT FOLLOWING CDC/MASK/SOCIAL DISTANCING GUIDELINES

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.

Escorts

Location	Escort's Name
Escort primary/intermediate tardy students from office to class	Rosa Chavez, Secretary
Escort primary/intermediate tardy students from office to class	Debbie Newman, Office Manager
Escort primary/intermediate tardy students from office to class	Barbara Marshall, Title 1 Parent Liaison

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.

*****Staffing Requests/Needs*****

- Media Paraprofessional
- 4 additional aides to cover general education teachers on medical certified list approved by HR
- 1 floating aide to assist with kindergarten and first grade students throughout the day (take students to washroom, office, health office, tardies, early dismissal) and to assist students with diabetes/seizure disorders/other health impairments to the health office or to return to class from the health office.
- 1 floating aide to assist with 2nd and 3rd grade throughout the day (take students to washroom, office, health office, tardies, early dismissal) and to assist students with diabetes/seizure disorders/other health impairments to the health office or to return to class from the health office.

This document has been prepared by Lincoln's Leadership Team:

Samantha Ferry, Kindergarten Teacher

Annette Husema, 1st Grade Teacher

Laura Zepeda, 2nd Grade Teacher

Stephanie, McGilvrey, 3rd Grade Teacher

Natalie Bevil, 4th Grade Teacher

Crystal Nelson, 5th Grade Teacher/Union Representative

Roger Mullins, Lead Teacher

Denise Sorge, Title 1 Reading Interventionist

Myriah Hernandez, Intermediate Special Education Teacher

Miriam Soto-Pressley, K-5 LDP Teacher

Renee Whelan, Art Teacher

Jennifer Bartos, School Nurse

Barbara Marshall, Title 1 Parent Liaison

Makaena Toodle, Head Custodian

Wilma Vazquez, Assistant Principal

Yolanda Bracey, Principal