

O'Bannon Elementary Return to Learn Building Plan

Name of School: O'Bannon Elementary

(Updated 3/15 10:15 am)

Principal: Allison Lenzo

Assistant Principal: Joanie Denny

Recess Aide Hours

Jackie Flores 9:45-2:45
Jovita Zurita 10:30-2:30
Shelly Needham 10:30-1:30

Title One Aide Hours

LaShawn Cook 8:30-2:45**
Jeanine Grauvogl 8:45-3:15

Instructional Aide Hours

Laura Alamo 9:30-2:30
DestineeHall 9:30-2:30

Media Aide Hours

Crystal Fuller 9:00-3:00**

Special Ed PreK Aide Hours 8:30-3:30

Dawn Lewis, Sonia Hernandez,
Rachael Tyrone, Katherine Rachowitz,
Yolanda Woods

Special Ed Utility Aide Hours

Barb Carter 9:00-2:00**

Special Ed K-5 Aide Hours 8:30-3:30

Crystal Broz*, Tammy Huzzie,
Helene Mulloy*, Hector De La Rosa*,
Chris Flores*

LDP Classified Staff Hours

Gladys Vargas 9:00-3:30

**First to be pulled for subbing (similar to safe zone coverage)*

*** Second to be pulled for subbing*

General Health/Safety Protocols - The 3 W's WEAR a mask. WATCH your distance. WASH your hands.

- Social Distancing Guidelines will be followed throughout the building.
- Hand Sanitation Stations are located all throughout the building.
- Drinking fountains are covered and closed. Water bottles will be provided by the SCH or students can bring them from home.
- Students will be socially distanced and facing in one direction in the classroom.
- Dividers will be used in the classroom, gym, and cafeteria.
- Masks will be worn at all times, except when eating breakfast or lunch.
- Students will have assigned seats in their classroom.
- Students will have assigned seats for lunch and specials.
- Students will have individual school supplies and a supply bag to keep them in.
- Teachers will have a divider on their desks. Student desks will be six feet away.

O'Bannon Health and Safety Protocols Document -it will be shared with staff and families after the approval of our re-entry plan. (click the link below)

- [O'Bannon Health & Safety Protocols](#)

Doors open at 8:45-Students enter the building, get breakfast from the cafeteria line, and walk to their classroom. Students will stay on the right side of the hallway along the wall. If the teacher is not present in the classroom, students will sit socially distanced in the hallway outside of their room facing the wall.

- Mrs. Flores (Sped Aide)- Stationed in Main Hallway
- Mrs. Huzzie (Sped Aide)- Stationed in 5th grade pod
- Mrs. Vargas (LDP Aide)- Stationed in 4th/3rd grade pod
- Mrs. Broz (Sped Aide) - Stationed in 1st grade
- Mrs. Mulloy (Sped Aide)- Stationed in Kindergarten
- Mr. De la Rosa (Sped Aide) - Stationed in 2nd grade
- Mrs. Cook (Title one Aide) - Stationed in Main Hallway
- Denny and Lezno-Door A & Door C entrances
- Back ups: Sonia Hernandez (sped), K. Rachowicz (sped) Sonja Vasic (Speech), Kristin Duncanson (Title I)

Door Entrances Entrances:

- Door A- K-5 car riders and walkers (Door A for 2-5 dismissal)
- Door C- Bus Students (arrival and dismissal)
- Door B- Head Start (arrival and dismissal)
- Door Q - Kindergarten (dismissal only)
- Door R- 1st grade (dismissal only)
- Door S - PACT (arrival and dismissal)

Dismissal Procedures:

- Bell #1- 3:05 Pact, Pre K car riders/walkers, K, 1 (see doors above) (Head Start will follow their hours) older siblings go to K/1 students dismissal classroom to meet their sibling for dismissal
- Bell #2- 3:10 2-5 car riders/walkers (Door A) and daycare students dismissed to Door C
- Bell #3- 3:15 All bus riders walked to (Door C) (sit in gym if bus is not present)
- Lenzo & Denny Door A, Duncanson Door C, Special Area Teachers Door C, Special Education Teachers Door A, Vasic Gym
- Aides will report to assigned dismissal posts.

Aide Re-Entry Plan Building Coverage for arrival, breakfast, lunch, specials, recess and dismissal (click the link below)

- [O'Bannon Re-Entry Building Coverage](#)

Breakfast and Clean Up Procedures:

Breakfast in the classroom

- Students get breakfast from the cafeteria line, and walk to their classroom.
- Garbage cans in each pod to be shared with each room
- Students will wipe off their desks after eating breakfast

Lunch Procedures and Location(s):

Location - Cafeteria & Gym

Students eating in the cafeteria will use Door 1 for lunch service. Students eating in the gym will use Door 2 for lunch service.

K/2/5 11:00-11:30 (56 students)

- 15 Kindergarteners
- 17 Second Graders (stay from special)
- 24 Fifth Graders
- K, 2 and 5 teachers and aides take their lunch at this time

Students will sit in the same seat for specials and lunch and not share spots so tables do not need to be wiped between lunch periods. Custodial staff will wipe throughout the lunch periods as students dump their trays. Garbage cans will be brought to the students.

1/3/4 11:30-12:00 (57 students)

- 15 First Graders
- 18 Third Graders (stay for special)
- 24 Fourth Graders
- 1, 3 and 4 teachers and aides take their lunch at this time

Procedures

- Students will have assigned seats
- Miss Jackie, Ms. Jovita, Ms. Shelly, Ms. Hall and Mrs. Alamo will monitor students with Assistant Principal
- Students will sanitize hands when entering and exiting the cafeteria
- 2 custodians in the cafe/gym area to wipe tables down after students eat
- Students will have assigned seats for lunch and specials

OPTIONAL-Recess Procedures and Expectations: *Recess is optional, at teacher discretion, and is supervised by the teacher. Social distancing guidelines will be followed. No playground equipment, no balls, jump ropes, etc. can be used. Recess aides may join you at this time to assist if they are available.*

Location

- In the classroom or outside

- Recess Aides/Alamo/Hall report to the rooms to assist
 - Fifth Grade 12:30-12:45
 - First Grade 10:30-10:45
 - Kindergarten 12:10-12:25
 - Fifth Grade 12:30-12:45
 - Third Grade 12:50-1:05
 - Second Grade 1:10-1:25
 - Fourth Grade 2:05-2:20

Restroom Procedures and Locations:

Procedures:

K-1 use classroom bathrooms

2-5 Take classroom breaks- no more than 1 student at a time, one boy and one girl allowed at a time. Lined up socially distanced in the hallway. Students may be allowed to use the restroom individually in emergency situations.

Locations

Head Start Bathroom

- Located across the hall from their classroom for students
- Class bathroom break would be in the bathroom in the main hallway across from the cafeteria

PACT/PreK Bathrooms

- Located in their classrooms

K/1 Bathrooms

- Located in their classrooms

2nd Grade/Shawver Bathroom

- Located in the 2nd Grade Pod

3rd Grade/Gajardo/Gaudiana Bathroom

- Located in the 3rd Grade Pod

5th Grade Bathroom

- Located in the 5th Grade Pod

6th Grade Bathroom

- Located in the 6th Grade Pod

Specials Schedule Considerations: All specials will be held in the Gym/Cafeteria. Students will bring their art supplies, chromebooks, and headphones with them. Students will sit at their assigned seat that they have for lunch and specials.

4th/5th Grade Specials 9:50-10:20

Second Grade 10:30-11:00 (bring chromebooks/art supplies to lunch)

Third Grade 12:00-12:30 (bring chromebooks/art supplies to lunch)

Kindergarten 12:45-1:15

First Grade 1:30-2:00

- Current Specials Schedule will be in place
- All Specials will be virtual for the rest of this school year

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 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 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.

Schedules will be made so that the paras are set to do book checkout only 3 out 4 days of the week. That additional day can be used for them to come help box up/prepare materials for the move. We also request that their schedule be set up to equally split all classes between the remaining 3 days and equally split on a rotating 2 week schedule.

- Classroom library Books can be returned at the end of the day Thursday and should not be touched until the following Monday.

Management of the Health Office

- 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.

Staff Coverage for: Specials, Lunch, Call Offs (see top of document)

- All teachers will post assignments in their Google Classrooms for absences. Aides will then cover like they do at the Safe Zones. They will help monitor students while they complete their work in their Google Classrooms.
- Aides will take turns covering as subs if needed. We would keep this on a rotating schedule to keep it fair.
- Lunch/Recess Break Coverage
 - Laura Alamo, instructional aide
 - Destinee Hall, instructional aide
 - Jackie Flores, 5 hour recess aide
 - Jovita Zurita, 4 hour recess aide
 - Shelly Needman, 3 hour recess aide
 - Back Up Aides for lunch coverage
 - LaShawn Cook, Title One
 - Crystal Broz, Special Ed aide
 - Barb Carter, Special Ed aide

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

Stay on the right side of the hallway. Take the shortest path to your destination. Arms up for the visual of staying 6 ft apart. (stay out of my bubble) 6 foot circle stickers placed throughout the hallway.

Discipline Issues:

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.

Minor-teacher uses the O'Bannon tracking sheet as usual.

Major-Teacher contacts the office. Lenzo, Denny, or Cook report to the classroom for consultation with student. If removal is deemed necessary-student will be brought to the office or Mrs. Cook's room. Students do not come to the office with a DAR. In school or out of school suspensions may be issued. Follow the same Behavior Consequence Rubric.

Procedures for Late Arrival and Early Dismissal:

Same procedure-students signed in and out of the office. ID must be shown for early dismissals.

Tornado and Fire Drill Procedures:

- Go to your assigned locations and stay 3-6 feet apart (stay in your bubble), facing in the same direction

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

- Teachers will continue with MM to start the day
- Brain Breaks will be scheduled in the AM and PM
- Teachers will review over social distancing procedures, personal hygiene and other safety measures during MM time as well as when needed throughout the day for their inperson students
- Hallway practices will be videotaped and shared with students before returning to in person.

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.

Number of Students returning in April

A134 PACT	6	C115- 1st	3	B127--4th	9
A130 Sped Pre K	0	C116-STS	2	B125-3rd	5
B111 Sped Pre K	2	C119-1st	7	B123-3rd	9
B120 Sped Pre k	6	C120-2nd	5	B121-3rd	4
B114-K	5	C122-2nd	6	C210-5th	6
B116-K	5	C124-2nd	5	C212-5th	5
B117-K	5	C126- 4th	6	C213-5th	8
C113-1st	6	B 128-4th	9	C215-5th	4

Pictures of Classroom Set Up







(Updated 3/15 10:15 am)