

Elementary Return to Learn Building Plan

Name of School: Wallace Elementary School

Principal: Lori Thursby

Student Numbers:

Kindergarten (14)

- Lange- 8
- McClean- 7

First Grade (7)

- Widelski- 5
- Gintzler- 2
- Gordish- 0

Second Grade (10)

- Lewis- 5
- Stokes- 3
- Payton- 2

Third Grade (11)

- Frank- 3
- Tokoly- 5
- Bryant- 3

Fourth Grade (19)

- Oloyede- 11
- Quintero- 8

Fifth Grade (10)

- Massa- 5
- Carroll- 5

Applied Skills (13)

- Glosa- 7
- Belton- 6

Arrival Procedures:

- Students will remain in vehicles until directed to enter the building at 8:45 a.m.
- Social distancing guidelines will be followed throughout the building at all times
- Floor decals will be used throughout the building to indicate appropriate spacing
- Masks must be worn by all students/adults
- Sanitation station at Door H for each person to use upon entering
- For students arriving between 8:45 a.m. - 9:00 a.m., they will wait in the following areas with assigned seating, all tables are spaced 6 ft. apart:
 - Gym (K-2); monitors - Smith, Cruz
 - Cafeteria (3-5); monitors - Castro, Austin

- Aides will monitor students until teachers pick up students at 9:00 a.m.
- Students will be dismissed from cafeteria and gym in staggered times, by specific grade level teacher, to line up in assigned grade level hallways and use assigned grade level stairwells
- Custodian to sanitize areas after students go to classrooms

Door Entrances:

<u>Teacher or Grade Level</u>	<u>Door Entrance</u>
PACT	Door C
Headstart	Door F
Grades K - 5 (71 students)	Door H
Applied Skills Classes (K-5) (15 students)	Door M - Bus Drop-Off

Dismissal Procedures:

- Social distancing guidelines will be followed at all times
- Cones will be used outside to indicate socially distanced spacing
- Masks must be worn by all students/adults
- Parents/Guardians remain in vehicles for students in grades 2 - 5.
- Parents/Guardians, one per student, will be socially distanced lined up outside dismissal doors for pre-school, kindergarten and 1st grade.
- Dismissal times will be staggered (3:05 - 3:15) to avoid congestion at exits
- Teachers will remain with students until 3:25 p.m.
- Students not picked-up will be brought to the cafeteria to wait for pick-up

Dismissal Door Exits:

<u>Teacher or Grade Level</u>	<u>Door Exits</u>
PACT	Door C (11:40 a.m.)
Headstart	Door F (3:30 p.m.)
Kindergarten	Lange - Door D; McClean - Door E (3:05 p.m.)
1st Grade	Door G (3:10 p.m.)
2nd Grade	Door H (3:15 p.m.)
3rd Grade	Door H (3:10 p.m.)
4th Grade	Door B (3:05 p.m.)
5th Grade	Door G (3:05 p.m.)

Late Pick-Up Procedures:

- Social distancing guidelines will be followed at all times
- Masks must be worn by all students/adults
- Students not picked-up will be brought to the cafeteria to wait for pick-up
 - Thursby, Hawkins, and/or Sweeney will wait with students in cafeteria
- Communication with office via radios
- Office staff will contact parent/guardian for student pick-up at Door A
- Office staff will call person supervising student(s), via radio, to bring child to Door A when parent/guardian arrives

Breakfast and Clean Up Procedures:

- Social distancing guidelines will be followed throughout the building at all times
- Floor decals will be used in the cafeteria and hallways to indicate appropriate spacing
- Masks must be worn by all students/adults
- Breakfast picked up by students before going to classrooms:
 - Grades 3-5 will pick up breakfast through the cafeteria serving line to eat in the classrooms
 - Grades K-2 will pick up from breakfast cart on the way to classrooms
 - Students in Applied Skills will pick up breakfast from cart to take to classrooms
- Students eat breakfast in their classrooms from 9:00 a.m. - 9:15 a.m.
- For students that do not drink the milk, it must be emptied in the sink before throwing away the carton, run water in sink afterwards
- Large garbage cans placed in each classroom, classrooms provided with paper towels and extra utensil packages
- Hand sanitizer provided to each classroom for student/adult use
- Custodian begins garbage pick-up at 9:30 a.m.

Lunch Procedures and Location(s):

- Social distancing guidelines will be followed throughout the building at all times
- Floor decals will be used in the cafeteria and hallways to indicate appropriate spacing
- Masks must be worn upon entering and exiting the cafeteria, they can be removed during eating
- Sanitation Station at cafeteria entrances
- Lunches served in the cafeteria:
 - Grades 3, 4, & 5 - 11:00 a.m. - 11:30 a.m. (total of 40 students)
 - Grades k, 1, & 2 - 11:40 a.m. - 12:10 p.m. (total of 31 students)

- Students in Applied Skills eat in their classrooms - 11:15 a.m. - 11:45 a.m.
(K-2, 8 students; 3-5, 6 students)
- Students have assigned seats, two students per table, all students facing the same direction
- Seats are labeled with students' names and lines indicating where to sit at table
- Lunch tables are spaced 6 feet apart
- Serving line will be divided; one side for cold lunch, one side for hot lunch
- Upon completion, students will be dismissed from cafeteria in staggered times, by specific grade level teacher, to line up in assigned grade level hallways and use assigned grade level stairwells
- Tables will be sanitized between and after lunches
- Hawkins and/or Thursby will be lunch supervisor

Recess Procedures and Expectations:

- Social distancing practices will be followed at all times
- Cones will be used outside to indicate appropriate spacing
- School-wide sign-up sheet for use of the playground will be available for teachers to use to schedule a recess time
- Teachers can sign up to take their students outside for recess (15 minute periods)
- Teachers/students can use the large concrete area
- No large or small playground structures or recess equipment can be used
- All students/staff must exit/enter Door H to go to playground
- All students/staff must use hand Sanitation Station upon re-entering building

Restroom Procedures and Locations:

- Social distancing guidelines will be followed at all times
- Floor decals will be used in the hallways to indicate appropriate spacing
- All students/staff must wear face masks
- Students will line up outside bathrooms and stand on distanced floor labels
- One student (one boy and one girl) at a time will use the restroom
- Restrooms will be sanitized hourly
- Classrooms will follow a grade level bathroom use schedule in order to avoid congestion at the restrooms

<u>Teacher or Grade Level</u>	<u>Restroom Location</u>
PACT, Headstart, Kdg. & 1st grade	Bathrooms in classrooms
2nd grade	Bathrooms across from 2nd grade classrooms
3rd grade	Bathrooms across from 3rd grade classrooms
4th grade	Bathrooms across from 4th grade classrooms

Specials Schedule Considerations:

- Follow district special schedule
- Social distancing guidelines will be followed at all times
- All students/staff must wear face masks
- In-person students remain in classrooms, special teacher is virtual
- Classroom coverage for teachers:
 - 4 - 9:50 a.m. - 10:20 a.m. - Austin (Title I interventionist)
 - 5 - 9:50 a.m. - 10:20 a.m. - Wippo (Media parapro)
 - 2 - 10:30 a.m. - 11:00 a.m. - Garcia, Boone (recess aides)
 - 3 - 12:00 p.m. - 12:30 p.m. - Garcia, Boone (recess aides)
 - K - 12:45 p.m. - 1:15 p.m. - Garcia, Boone (recess aides)
 - 1 - 1:30 p.m. - 2:00 p.m. - Garcia, Boone (recess aides)

Library Book Check-Out/Return Procedures:

- Libraries will remain closed to students
- Our paraprofessional aide, Dawn Wippo, 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' theme and the number of students in the class. Dawn will check those books out to the teacher, and those books will remain in the classroom for the 2 week period. Library books DO NOT go home with the students. After the two week period, teachers gather the books to return to the library. Dawn 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 she checks them back into Library World). If students are still reading their books, they keep them instead of putting them in the box to return to the library.
- Dawn will do book checkout 3 out 4 days of the week.
- Dawn will also monitor the number of books that haven't been returned from March and keep trying to get those back from students.
- Reminder - Library books DO NOT go home with the students.

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

- Social distancing guidelines will be followed throughout the building at all times
- Floor decals will be used in the health office and hallways to indicate appropriate spacing
- Staff should call the health office, when possible, to inform the health office staff that a student is ill and will need to visit the Health Office. 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.

- 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 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.
- 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. 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.

Identify the Waiting Area for These Students:

- Social distancing guidelines will be followed at all times
- Students that are sick (non-Covid) will wait in the Health Office waiting area separated from the reserved Covid-19 area.
- Non-Covid-19 area is located directly upon entering the Health Office from the Main Office hallway.
- Parent/Guardian signs-out student using main office Chromebook
- Parent/Guardian will pick-up student at the health office door, via front lobby vestibule

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

The following staff members will be used for specials, lunches, call-offs and/or emergency situations:

- Y. Garcia (Recess Aide)
- T. Boone (Recess Aide)
- V. Patino (Instructional Aide)
- D. Wippo (Media Paraprofessional)
- P. Austin ((Interventionist)

- M. Solano (LDP Paraprofessional)
- A. Sweeney (Instructional Coach)
- M. Hawkins (Assistant Principal)
- L. Thursby (Principal)

In the event that a substitute teacher is unable to cover a classroom, teachers will use a “buddy system” to support one another. Students from an uncovered classroom may go to another teacher’s classroom for the day. The number of students in one classroom with combined students will not exceed ten.

Virtual Teachers

- J. Gintzler, 1st grade
- L. Oloyede, 4th grade
- A. Massa, 5th grade
- L. Belton, intermediate applied skills classroom

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

- Social distancing guidelines will be followed throughout the building at all times
- Floor decals will be used in the hallways to indicate appropriate spacing
- Masks must be worn by staff/students at all times when moving through the building
- A single direction flow of traffic will be utilized in the building.
- Each grade level has a specific hallway and/or stairwell for entering and exiting cafeteria
- Each grade level has a specific hallway and/or stairwell for going to classrooms upon entering school
- Each grade level has a specific hallway, stairwell and exit door for dismissal

Procedures for Late Arrival and Early Dismissal:

- Social distancing guidelines will be followed throughout the building at all times
- Masks must be worn by all students/adults
- Any student arriving after 9:00 a.m. will enter through Door A, student’s name will be taken if student arrives after 9:10 a.m. in order to be marked tardy
- Student will be walked to his/her classroom
- Student having an early dismissal will be called to the office will be pick-up by office staff and student will exit through Door A
- Parent/Guardian signs-out student for early dismissal using main office Chromebook

Tornado and Fire Drill Procedures:

- **Fire Drill:**
 - Social distancing guidelines will be followed at all times
 - Masks must be worn at all times by students and staff

- Students will follow their dismissal procedures; exiting building at their assigned doors and walk to the playground, staying socially distanced
- Upon completion of the drill, grade levels will return to the building in staggered times, staying socially distanced
- **Tornado Drill:**
 - Social distancing guidelines will be followed throughout the building at all times
 - Masks must be worn at all times by students and staff
 - Students and staff will walk to their tornado shelter location, students will be socially distanced in their locations
 - Upon completion of the drill, students and staff will return to their classrooms in staggered times
- **Lockdown Drill:**
 - Social distancing guidelines will be followed at all times
 - Masks must be worn at all times by students and staff
 - Students will move to a location in the room that is not visible through the door window, staying as socially distanced as possible

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

- In-person classes will be a hybrid model. The teacher will be instructing in-person students as well as virtual students. **Fridays will remain asynchronous learning days from home.**
- Students that are absent from in-person school, may still log into their classrooms virtually and/or complete assignments to be counted as present
- Chromebooks will be provided at school, students do not bring their Chromebooks from home.
- Student lockers will not be used
- Information/guidelines will be shared with parents regarding school safety procedures and protocols
- The following will be taught and/or reviewed during the first week of in-person instruction:
 - Appropriate mask wearing
 - Appropriate social distancing
 - Appropriate hand washing and sanitizing
 - Lining up
 - Walking in hallways
 - Bathroom expectations
 - Needing or getting academic materials
 - Movement in classroom
 - Drills (classes will practice individually before whole school drills are scheduled)

- How to ask questions and/or get teacher's attention
- Submitting work; what to do when assignments are complete
- Health Office Procedures
- Breakfast/Lunch Routines
- Backpacks

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.

Other Expectations/Protocols:

- Students **do not** have to dress in uniformity of color but should wear clothes appropriate for the school setting. It is important that students make hygiene practices their priority during these times. Please ensure that all personal clothing items have been recently washed before arriving at school.
- All deliveries are to be dropped off at the main office, Door A, and then sanitized.
- No visitors in school buildings, only essential personnel will be permitted.
- Field Trips will not occur.
- Monthly staff and faculty meetings will take place virtually.
- Parent conferences and discipline meetings will be virtual as well.
- Students will have assigned seating in the classroom and cafeteria, to allow for contact tracing should there be a COVID positive case.
- All water fountains will be TURNED OFF, bottled water will be available.
- Students will be responsible for preventing the spread of germs by refraining from sharing personal items when possible.
- For a student not following the expectations for wearing a mask, he/she will receive his/her first two warnings from the teacher. A third offense may result in home contact from an administrator. Refusal to adhere to the safety guidelines may result in the student being removed from in-person learning.

Revised 3/15/21

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