

Luis E. Armijo Elementary/Tony Serna Jr. Elementary
Full Re-Entry Plans and Procedures

Behavior

- It is the expectancy that **ALL** students will follow the expectations of the WLVS Student safety procedures. Failure to adhere to the Code of Conduct/Safety Procedure plan could result in a change to the student's instructional delivery model at the discretion of the administration.

Healthy Facility

We have worked hard to ensure that our building is and will continue to be clean and sanitized with the appropriate disinfectants and procedures. The following are examples of our plans.

- Regular and Special Cleaning Schedules
- Adequate and Appropriate Materials and Supplies
- Staff Development for Best Practices in Covid-19 Prevention
- Handheld Individual Foggers
- Outside Cleaning Service - Available as Needed
- Installation of Hand Sanitizing Stations
- Providing of Sanitization Supplies to Classrooms and Offices
- Plexiglas sheets will be located at high traffic areas such as the office.

Beginning of the School Day:

- Students will not be screened before entering school premises. Students will be greeted and directed into the building or taken to the playground. Students are required to walk directly to their respective classrooms. NO Bathroom or Water STOPS! Students receiving bus transportation will be greeted and directed to their classrooms as they enter the building. Please refer to your duty schedule for your site as to where and when you will be located for your duty time. Both schools will keep the students of the teachers on duty in the cafeteria until their duty time is over. All other students will report to their classrooms. Teachers will stand at their classroom doors to direct students to their classrooms.
- Teachers, who are not on duty, **need** to be in their classrooms by 7:45 a.m. to receive students. **Note: We will not be able to accept students until 7:30 a.m. No exceptions.**
- All students and staff will be required to wear masks inside the building throughout the school day.

- Only district personnel will be allowed in the school site. **Parents will need to call and make an appointment to enter the building. NO EXCEPTIONS**

Hallway Traffic

- Two-way traffic will occur in several instances throughout the day. Hallways are clearly marked to indicate the expected traffic patterns. Teachers will walk students to the cafeteria to retrieve their lunch and teachers on lunch duty will walk students out to the recess field at the appropriate times.

Classroom Environment:

- Hand Sanitizer will be available in all classrooms.
- Classrooms and common areas set up 6ft to 3ft apart for social distancing, to the greatest extent possible
- Air purifiers are located in each classroom and will be used when students are present.
- Disinfectant supplies will be provided to each teacher and these supplies will be stored properly in a secure location within the classroom for use by the teachers and custodians only.
- Masks available and utilized by all staff and students. NO EXCEPTIONS.
- Water fountains in schools will not be used due to the CDC restrictions.
- Students will take required breaks that allow students to wash their hands and use hand sanitizer.
- When allowable teachers can conduct instruction outside.
- Classroom windows and doors will be kept open as much as possible to increase air circulation.

Recess:

Students will have recess on the playground on a daily basis. Classes will utilize recess equipment that is easy to clean and disinfect. Recess rules will be created by each grade level. **The schedule below must be followed to avoid overcrowding.** We will only be using the doors by the cafeteria to exit the building to the playgrounds at Luis E. Armijo and at Tony Serna Jr. we will exit through the bus drop off doors.

Luis E. Armijo:

Main Playground with ramp: Herrera; 1:00-1:15 p.m.
Tafoya; 1:15-1:30 p.m.

Sanchez; 1:30-1:45 p.m.
Mora; 1:45 - 2:00 p.m.
Garcia; 2:00-2:15 p.m.
Armijo; 2:15-2:30 p.m.

Small Playground: Varela; 1:00-1:15 p.m.
Marquez; 1:15-1:30 p.m.
Mondragon; 1:30-1:45 p.m.
Valdez; 1:45 - 2:00 p.m.

Tony Serna Jr.:

Vigil; 1:00-1:15 p.m.
Ortiz; 1:15-1:30 p.m.
Stroud; 1:30-1:45 p.m.

Teachers may take students outside for a 10 minute walk to get fresh air after the ELA Block.

Restrooms:

Restroom breaks will be staggered at both school sites and teachers need to stick to that schedule to avoid too many students in the restroom at one time. Students will be permitted to use every other stall, urinal, and sink. This means that teachers will be required to let only two students enter the restrooms at any one time while the rest maintain a 3ft-6ft distance while waiting their turn.

Luis E. Armijo:

Kindergarten will only use the restrooms in their classrooms and not the ones in the first grade hallway.

First grade will use the restrooms in the first grade hallway and will follow the schedule below and may utilize the facilities as needed:

Luis E. Armijo:

Tafoya-8:20 and 9:45 a.m.
Armijo/Garcia-8:35 and 10:00 a.m.
Sanchez-8:50 and 10:15 a.m.
Mora-9:10 and 10:30 a.m.

Afternoon:

Tafoya-12:35-12:45 p.m.
Armijo-12:45-12:50 p.m.
Garcia- 12:50-1:00 p.m.
Sanchez-1:00-1:10 p.m.
Mora-1:10-1:20 p.m.

Tony Serna Jr. :

Ortiz-8:20 and 9:45 a.m.
Vigil-8:35 and 10:00 a.m.
Stroud-8:50 and 10:15 a.m.

Afternoon:

Stroud-12:35-12:45 p.m.
Ortiz-12:45-12:50 p.m.
Vigil- 12:50-1:00 p.m.

End of School Day:

- Dismissal will entail duty staff to monitor, and guide pick up students to their respective form of transportation all while maintaining the 3-6ft social distancing to the greatest extent possible.
- At Luis E. Armijo, parent pick up will be outside of the building on the sidewalk so that proper distancing can be maintained. In bad weather students will be kept in the first grade vestibule.
- At Tony Serna Jr., Parent pick up will be held in the front of the building as usual maintaining proper spacing.
- Bus pick-up will be carried out in the same manner at Luis E. Armijo.
- At Tony Serna Jr. bus students will line up on the pavement directly behind the principal's office and the buses will pick them up there. A teacher will be on duty at this location.

Breakfast and Lunch:

- Students will eat breakfast in their respective classrooms.
- Lunch will be in the cafeteria using the recommended distancing or to the greatest extent possible. When allowable students will eat outside, and additional mitigation practices are recommended for any congregate breaks
- Tony Serna Jr.: Lunch will be from 11:45 to 12:30 p.m.
- Luis E. Armijo: Kindergarten Lunch from 11:00 to 11:45 a.m. and 1st Grade from 11:45 to 12:30 p.m.

Sick Students in School:

- If a child or staff member exhibit any of the following symptoms, staff members will immediately be escorted to the isolation room and sent home. Parents will be called to pick up their child. Some symptoms may include:
 - New Loss of taste or smell.
 - Congestion or runny nose.
 - Cough
 - Fatigue
 - Muscle or body aches
 - Sore throat

- Headache
- If parents do not respond or refuse to come for their child, then the procedure on which government agency should be notified to have the child removed from the site and seek proper medical attention. For now, it is CYFD.

Fire Drills:

Procedure:

- Teachers will have their students evacuate the building using the procedures in the School Safety Plan.
- Teachers will take their students to the predesignated areas and line them up.
- Teachers will have each student spread their arms to their sides and turn sideways to ensure that no other students are touching them and are maintain proper safe COVID-19 distancing.
- Teachers will then have students face forward.
- **All Students and staff should have their masks on!**
- Teachers will then take roll call and make sure all students are present.
- Teachers will immediately notify the drill supervisor if a student is missing.
- Teachers will wait for the all clear signal and then proceed inside, maintaining proper distancing in line and from other classes.
- Teachers will fill out their Fire Drill reporting forms and turn them in to the secretary.
- Fire drills: 1 a week for the month of April and once for the month of May.

**Luis E. Armijo and Tony Serna Jr.
Discipline Matrix-Mask Requirements**

Student not wearing their mask- 1st Warning:	Verbal warning, instruction to wear mask at all times.
Student not wearing their mask- 2nd Warning:	Verbal warning (2nd verbal) with additional information and demonstration of how to correctly wear a mask.
Student not wearing their mask- 3rd Warning:	Written warning/write-up and parent phone call with notification that next offense will subject student to being sent home for virtual learning .

Student not wearing their mask- 4 th Warning:	Written warning/write-up and parent notified that the student will be sent home for virtual learning for 2 weeks.
Student not wearing their mask- 5 th Warning:	Written warning/write-up and parent notified that the student will be sent home for virtual learning the remainder of the school year.

****If a student DELIBERATELY coughs or spits on another student and/or staff member, police will be called, and parents notified, and the student will be required to complete the school year via virtual instruction.**

Safety Procedures for Students Entering Luis E. Armijo Elementary/Tony Serna Jr. Elementary
Parents and staff should follow these Procedures

- Students will agree to wear a mask to cover nose and mouth all day, except when breaks are given to eat. Students will agree to be screened and have temperatures checked as needed. A temperature of 100.4 and above will not be allowed and they will be sent home and may return once fever free for 24 hours without taking fever reducing medication. Students must be picked up within one hour.
- Parent must have students on site not before 7:30 a.m. **No exceptions!**
- **Parent will drop off students at the front entrance of the building**
- It is recommended that students bring their own water bottle as the water fountains will not be in use.
- Staff will direct students to their classroom where their classroom teacher will take charge of him/her.
- Should a student begin to feel ill they will be sent to the COVID-19 isolation room for screening. Should a student show signs of COVID-19 they must be picked up within one hour.
- Students will agree to sanitize hands with soap and water or hand sanitizer thoroughly and frequently throughout the day.
- Students will agree to maintain a physical distance of six feet from other people in communal spaces on and off school grounds during school related to the greatest extent possible.
- Students will agree to stay to the right in the hallways, maintaining a physical distance of 6 feet from others to the greatest extent possible.
- Students will agree to walk immediately to their next classes during passing times without stopping in the hallways.
- Parents will agree to monitor their child(ren) for symptoms of COVID-19 including taking their temperature and will contact their local health center if they have COVID-19 symptoms. If students are not feeling well parents will keep their child(ren) home and contact the office.

- If tested positive for COVID-19 parents will notify the school to ensure all contact tracing is done to help prevent the spread of infection to the greatest extent possible. Timeline for returning to in-person will be determined in collaboration with site administration and the District Nurse.
- Students must carry their Chromebooks with them at all times.
- Lunch and breakfast will be provided for the students and they will eat in the cafeteria, following all rules of behavior.
- Recess will be scheduled for all students on the playground and students will follow all safety rules.
- Parent will pick up the students promptly at 2:50 p.m. No Exceptions.

Note: This will be in effect beginning Tuesday, April 6, 2021 on a weekly basis. If parents or students do not follow these safety procedures, then the student/studentssi will be returned to fully online instruction. Under the current COVID-19 Emergency all of these safety procedures must be strictly followed.