Arrival and Breakfast Procedure for Hybrid/Online Model

- No parent drop off before 7:15, preferably 7:30
- Parent Communication:
  Newsletter, parent link, Warren Home Page Announcements, Warren Facebook, Class Dojo, zoom meetings with parents prior to school starting to discuss safety protocols.
- Each teacher will have a Zoom Meet and Great Before the 10th and principal will be present
- Only drop off will be at the front door of the school for K-5, Principal or CSP at front door directing students where to go; 7:20 on
- no parents in building only to sign in late or out early
- Gate on west side of school will remain locked until end of day
- Morning Breakfast: staff in café to make sure physical distancing is enforced
- Tables will be wiped down after a child is done by custodian
- Students in café, classroom, K, 2, 4 outside or 1, 3, 5 rotation
- adult in library for early students that are not outside- video playing for students to watch
- 2 monitors and 2 teachers outside to help physical distance
- No playground equipment except soccer ball.
- Hand sanitizer outside
- Pre-K drop off at east playground gate
- First Bell: Line up in socially distant areas: K-1 on east basketball court, 2-3 on south basketball court, 4-5 by south cafeteria doors under solar panels
- Physical distance markers (Paint of concrete or cones) for line up to insure safety
- First week teaching about ‘Air Plane Arms” for physical distancing
### Classroom Environment

- Students must bring own water bottle with name on it
- Students keep backpacks and jackets at desk
  
  all students have their own supplies, either in their desk or in plastic zip locks or bins including headphones and blank paper
- All students face 1 direction and desks 3-6ft apart
- Extra furniture, toys, etc will be removed from classroom
- Drinking Fountains will not be used, only to fill up water bottle
- All students in desks when possible, no sharing of tables
- One kidney shaped table for small group instruction – if we get to this point
- Students have their own face shields that must be worn in the classroom, masks will be worn to and from school and at recess/ lunch. Shields will be cleaned by teacher at the end of the day
- Washing or sanitizing of hands every hour to 1.5 hours during brain break, first thing in the morning and then right after lunch
- Every student will have their own computer and will wipe down at end of day before storing
- All 4th and 5th grade students will have individual restroom hall passes that are laminated and with name clips
  
  o Only allow 1 student to use the bathroom from your room at a time (1 male, 1 female)
- Volunteers will be very limited if any and they will stay in the classroom: NAU volunteer
- Complete First Aid kits – multiple gloves, calamine lotion, band aids etc. So students will not need to go to nurse
- Proctors will be rotating in and out of the room to check on students, especially tech help with students.
- Custodian will wipe down classroom tables and desks while students are at lunch and at the end of the day

### Transitions
- Students will walk socially distant and stay on their side (N or S) and (E and W) to the best of their ability
- Fine Arts Teacher and Counselor will push in
- Ex Ed Resource will push in when appropriate
- Gate Teacher will meet in the teacher’s lounge for their session, physically distant
- EL teacher will escort student to her room for instruction and clean after every class.
- Hands free door, propped open when appropriate

**Recess/ Healthy Play Requirements**

**Playground- no playground equipment will be used**
- Playground will be divided up into class play areas using cones and or paint
- Playground equipment will be taped off
- Only soccer balls and kick balls can be used- no soccer keeper
- Any equipment used will be wiped down after use
- Games that do not require touching anything can be played
  - Red light/ green light, shadow tag, Simon says, get creative
  - Foosball setup
  - Personal jump rope – no sharing

Hand sanitizer outside
MPR to use bathroom 1 at a time

**Lunch Procedure for Hybrid Model**

- Students will enter the SW door and exit the NW door
- Normal Warren lunch procedure: seats facing one direction and spread out more, students will sit on their own numbers
- Monitor / adult will help keep students in line at a physical distancing in line to obtain their lunch
- Students will tell Mary in Café their name to get their lunch
- No sharing table: milk will be kept and given to Miss Rita in Nurses office- she will wipe down
- Students will be dismissed to clean up via socially distant
- Teachers will need to be on time to pick up their students
- Ex Ed students will eat in café or their room whichever is easiest for them
- If needed for more room students will eat on picnic tables outside of café
- Custodian will wipe down tables after students finish
## Dismissal Process / Requirements:

- If parents need to pick up child early, it must be done before 1:30 otherwise they will wait till end of day
- Parents will wait outside for children preferably in cars
- Teachers will need to either go to bus or parent pick up
- Teacher AK will pick up radios and go to bus area
- All students riding the bus – mandatory mask
- Teacher MB will station herself in south hallway to make sure students are physical distancing
- Counselor will station herself in North hallway to help students’ physical distance
- Kinders and 1st graders will be dismissed at 1:45
- Kinders and 1st grade will exit the gate on east side of school
- Kinders and 1st will wait up against the school on east side of door
- Kinders who ride the bus with a buddy will wait for the buddy before getting on bus
- Bus will fill from back to front
- Dismiss kinder buddy at 1:45- buddies will have passes
- 2nd and 3rd will exit school via front door and wait on sidewalk near street
- 4th and 5th will exit out west school door and west gate and wait up against building
- Late bus: riders will wait under the ramada, under the solar panel- 2 classes, ex ed in wildcat room,
- Assign a teacher to each bus to help students get on and stay separated
- Dismiss students on time.
- Order a new megaphone for bus area

## Parent Communication:

- Newsletter, parent link, Warren Home Page Announcements, Warren Facebook, Class Dojo, zoom meetings with parents prior to school starting to discuss dismissal protocols.

## Nurse

- Nurse- We need to cut down on the visits to the nurse’s office. It is only for sick or very hurt students. DO NOT SEND STUDENTS to the nurse’s office unless:
  - Student is sick
  - Nosebleed
  - Bleeding more than a little scrape that you cannot take care of in the classroom
  - Student is hurt badly
- Teachers have Band-Aids and soap to clean up scrapes and small cuts
- No need for ice
- More complete first aid kits- see above
- Medicine – Nurse assistant may bring it to the student
• Wellness room will be in teacher’s lounge – principal will monitor sick individual
  Warren will hang a clear shower curtain around cot

### Kinder Parents

- Kinder teachers will meet with each family before the start of school to show them around school, assess each student and hopefully this will help with the first day of school issues. No parents will be allowed in the building or playground.

### Other areas and ideas

- There will be a barrier in front hallway to keep non-wildcats out. All gates locked.
- Wipe down all tables at lunch and doorknobs throughout the day