

Whispering Wind Academy 20-21 Reopening Playbook



How can we best prepare our students for returning to school? Check out the [10 Things You Can Do To Prepare For Returning Back to School](#)

Face Mask Requirement

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- Masks will be required at all times while on campus.
- Students will arrive in their mask, and every student will need to have a backup mask, labeled and in a ziploc bag, inside their backpack. Teachers will have a limited supply of disposable child-size masks for emergencies.
- Cloth face masks are required for all staff and students while on campus and when riding the bus. This is consistent with [Maricopa County Department of Public Health \(MCDPH\) Face Covering Guidance](#) as they are requiring face masks to be worn both inside and outside on schools campuses. The MCDPH Director of Disease Control has informed the public that the use of face masks is the most effective mitigation strategy we can use in our schools to prevent the potential spread of COVID-19.
- PVUSD will follow MCDPH's guidance on face masks, which requires students and staff to wear a cloth face mask. **Neck gaiters, bandanas and valve masks are not allowed as MCDPH has identified these as less effective.** (See MCDPH [Not All Masks Are Created Equal](#)). Although we know that some may prefer one of these coverings, we are using what MCDPH is advising as the most effective. Our strict adherence to the wearing of cloth face masks increases our chances of continued in-person school with minimal disruptions.
- If a student is not wearing a mask:
 - Ask if they have one to wear. If not, provide the student with a school mask.
 - Is this a consistent issue, relating to forgetfulness? Email/call parents to notify them of the problem. Ask for their support in ensuring their student wears a mask when needed.
 - Is this a choice, or defiance? If the student refuses, refer to administration. Administration will remove the student from the area and will follow the code of conduct to determine consequences. Parents will be contacted.
- For further information about masks, please visit [Student Dress Code Addendum - Face Cloth Mask](#)

Enhanced Cleaning Protocols

We will do our best to ensure a clean and sanitized environment for all students and staff members. Please review our [Enhanced Cleaning and Disinfecting Guidelines](#) to view cleaning standards for each area of our school and for a list of approved cleaning products we will utilize on campus

Arrival Routines

- In order to limit the number of students entering and exiting the building at one time, it will be critical that drop off and pick up schedules are followed.
- Families with multiple students in different grade levels will need to make multiple stops or drop off at the 8:50 a.m. time.
- All students must be wearing their mask upon arriving on campus or leaving their car.
- There will be no morning recess until further notice.
- Students will walk directly to their classroom to wash hands.
- Students will not be allowed to linger on campus before school opens or after dismissal.
- School gates will open at 8:38 a.m. and be locked at 9:00 a.m. for morning drop-off.
- Students will leave the gates at 3:05 p.m. and at 3:15 p.m. for afternoon dismissal.
- Bus riders and students arriving by daycare van will be supervised on the north end of campus from the time they arrive until they can walk to class at 8:38 a.m. They will be assigned socially distanced spots and be required to wear masks.
- Breakfast will be served in the cafeteria starting at 8:35 a.m. Please drop-off students at 8:35 a.m. if they are eating breakfast so they have ample time to eat before instruction begins at 8:50 a.m.
- As we have extended drop off time until 8:50 a.m., we strongly encourage students to arrive on-time. If a student is tardy to school, they need to be dropped off at the front door. Parents will not enter the front office, unless it is a kindergarten or first grade student. The student will receive a tardy pass and either be escorted or sent to class. Please try to avoid unnecessary tardies as we would like to avoid mixing cohorts of students.

Inside the Classroom

- Masks are required for all students, staff, and essential visitors.
- Encourage frequent hand washing and sanitizing, especially prior to transitioning away from desks or to another area of campus.
- Assigned seats will be required to ensure students are limiting their interactions with others as well as to help with contact tracing.
- Maximize distance between students, as much as possible. If a classroom only has tables, students should be seated facing the same direction or as far apart as possible by limiting the number of students at each table.
- Keep students within their classroom cohort as much as possible. For example, table partners in the classroom should also be table partners in the cafeteria.
- Eliminate sharing of materials, supplies, textbooks, and technology as much as possible. Encourage parents to supply their student with the necessary daily supplies (crayons, pencils, notebooks, scissors, glue sticks, markers, rulers, etc.)
- If you have a district-issued Chromebook, please have your student bring their device and charger on the first day of school. These will be left on campus moving forward.
- Computer labs should not be used, unless students are bringing their own devices.
- Eating in classrooms will be prohibited. Secondary recess/scheduled snack breaks to be held outside and socially distanced. This will also serve as a mask break.
- Every student should bring a clearly labeled, reusable water bottle with a straw opening. The straw will allow them to sip at their water without removing their entire mask. We are installing two hydration stations which have water bottle fillers.
- Backpacks, lunches, water bottles, jackets, and other personal items need to stay at the students' desks. No shared bins for lunches.
- Carpet/rug time will be prohibited due to the inability to adequately sanitize or socially distance.
- Students and staff will wash/sanitize hands when entering a room.
- If manipulatives are utilized as part of a lesson or activity, they will be allocated per student and sanitized between use.
- When pulling students for small group instruction, attempt to maintain distance as much as possible.
 - Consider flipping horseshoe table to where the students are on ends and the teacher is at the head of the table
 - Limit small groups to intervention groups within the classroom to 2-3 students
 - Limit time with intervention groups to no more than 10 minutes

- Volunteers will not be allowed in classrooms.
- Staff may wear face shields **in addition to** a cloth mask.
- Maintain neutrality regarding opposing opinions with COVID-19 students may share.
- Adhere to FERPA privacy guidelines regarding students that are sick or at home. (students may ask)
- Use disposable Health Office passes and always call the nurse first before sending.
- Flexible seating will be limited to only seats that can be sanitized between use. (cloth/pillow flexible seating will not be an option at this time)
- Attempt to sanitize areas used for pull-out services between use.
- Students pulled-out for reading intervention, special education services, or any other reason must be distanced from others as much as possible. Make every attempt to cohort pull-out services by grade level.
- There will be no birthday treats allowed for the duration of the school year.

Restrooms

- Limit restroom use to the number of available stalls in the restroom.
- Classrooms should only send one student at a time to the restroom.
- Teachers will review with students that if all stalls/urinals are being used, they will need to wait outside until a student exits.
- Eliminate the use of bathroom passes; use a sign-out sheet, as appropriate.

Transitions & Hallways

- Directional markers have been placed in the hallways. Hallways will look like roads, with students spaced as far apart as possible. Students and staff will travel in the direction of the posted arrows.
- Teachers will educate students on the importance of following directional arrows and lines in the halls, as well as keeping distance between students while in line.
- Wall-mounted hand sanitizer pumps have been intentionally installed throughout the building for frequent use.
- Stagger dismissal times for lunch, honors/resource, and extra recess to reduce the number of students in the hallways.
- Teachers will emphasize the need for students to keep their hands to themselves, and to not touch nearby surfaces while passing by (walls, desks, etc.)

Specials

- Specials classes will occur within the normal classroom for the first two weeks of our return to school in an effort to transition students back safely. At the end of the first two weeks, the staff will review the plan to continue having spe
- Specials schedules will remain intact; *however art, music and STEM will start 5 minutes later due to the need to sanitize chairs/tables between classes. Pick-up times for art and music will remain the same as the rest of the specials classes.*
- When Specials occur in their normal classrooms, 5 minutes of time will be scheduled between classes to sanitize tables.
- Transition time between classes going to and from Specials will be reduced with a gap between classes and providing different staging areas as classes are lining up.
- Specials teachers will rotate the use of equipment to ensure proper sanitization occurs between use
 - Example- PE 1st Hour- Basketball, PE 2nd Hour- Hockey, PE 3rd Hour- Basketball, etc.
 - Band and strings: students will not share mouthpieces and instruments will be wiped down between classes. Discourage the sharing of instruments.
 - Vocal Music: Students seated following social distancing to the greatest extent possible, all facing the same direction. Students should not share recorders. Mallets and instruments should be disinfected between classes.
 - Students will bring their own basic materials to Art. Mrs. Starmer will communicate which materials need to be brought for class.
- During High Heat days, or rainy days, PE will be held in the PE Room.

Lunch

WWA Regular Lunch Schedule		
Grade	Lunch	Recess
K	10:19 - 10:36	10:37 - 10:59

1	10:46 - 11:03	11:04 -11:26
2	11:13 - 11:30	11:31 - 11:53
3	11:40 - 11:57	11:58 - 12:20
4	12:34 - 12:51	12:52 - 1:14
5	12:07 - 12:24	12:25 - 12:47
6	1:01 - 1:18	1:19 - 1:41

- We will be operating the Summer Food Service Program through December 2020. All students will be able to eat breakfast and lunch for free. School meals will be Individually packaged. Students getting a school lunch will not have to provide their name or student ID to get the free meal. We will not have to ring in each student individually at the registers until after winter break. When we switch back to the National School Lunch Program in January, we plan to have ID cards for all students that can be scanned at the register instead of using the keypads.
- If a student brings their own lunch, all items must be prepped and easy for the student to open. Staff will only be able to assist students in opening school milk cartons. Staff will not be able to open yogurt tubes and fruit cups or peel fruit.
- When possible, pack student lunches to be disposable. We suggest brown paper bags and disposable bags or containers to limit contact.
- If a student forgets their lunch, a parent may bring it to the front office **before 10:00 a.m.** and place it in an empty cubby with their student name and teacher clearly labeled. It will be taken to their classroom by a staff member wearing gloves. After 10:00 a.m., lunches will no longer be accepted and we will be providing the student with a school lunch. At this time, special lunches (takeout, fast food, subway) will not be allowed. No food deliveries will be accepted (UberEats, DoorDash, etc.). This includes parents sending in drinks and lunches for teachers.
- All students will wash their hands prior to leaving the classroom for lunch.
- All tables will face the same direction and all students will sit facing the stage.
- Each homeroom class will sit together in assigned rows and seats. Seating charts will be provided.
- School staff will disinfect/clean between each grade level. We have allowed for a ten-minute transition between grade-level lunches to allow for cleaning and sanitizing.
- Limit the number of students to two per bench.
- Each lunch period will be limited to one grade level.

- Teachers may not arrive at the lunchroom more than one minute before their scheduled time.
- Teachers will wait for a duty aide to greet their students before leaving the drop off area.
- When a student has finished their lunch, they will put their mask back on.
- All students will sanitize hands before exiting the cafeteria to the playground.
- No lunch visitors will be allowed.
- On heat advisory/rainy days, recess will take place in the classroom.

Recess

- Masks will be worn by students during recess.
- Students are not allowed to bring equipment from home to use at school. A tub containing playground balls and jump ropes will be available for each class/grade level. These will be sanitized.
- Students will sanitize/wash hands before and after recess before reentering their classroom.
- No health office passes during recess - a staff member on duty will radio the health office that a student is coming to the health office. We will maintain student confidentiality when on the radio.
- Playground structures will be wiped down after each grade level or as often as possible.

Dismissal

- “All hands on Deck” after school for at least for the first two weeks to help ensure distancing and student safety occurs
 - Staff members in the area can help reinforce distancing until it becomes the norm
 - Homeroom teachers will practice these procedures with their students during the first week back in-person to eliminate confusion
- Staggered dismissals times:
 - *3:05-Kindergarten through third grade & older siblings: students in classrooms, halls, or any area that allows for proper distancing based on parent pick-up, sibling pick-up, Kid’s Club, etc.*

- o *3:15- Remaining Students grades 4-6 are dismissed. Parents may need to arrange two pick up times for students in multiple grades*
- o *Mascot will take arrivals at 3:05 pm & 3:15 pm*
- o *Bus riders will be staged outside of the gates and socially distanced to maintain social distancing as much as possible.*
- If a student needs to be picked up early, the front office staff will notify the teacher. The last time for early pickup is 2:50. The student will be responsible for gathering their belongings before heading to the front office. Parents will need to allow extra time for this process when picking up students for doctor appointments and early dismissal. At least 15 minutes is recommended. Parents will be required to wait while wearing a mask in the front lobby.
- “All hands on deck” after school to help ensure distancing and student safety occurs
- Students waiting for parent pick-up will need to “find a spot” to stand on (distancing spots will be placed in pick-up area)
- Staff members in the area can help reinforce this concept until it becomes the norm
- Homeroom teachers will need to practice these procedures with their students during the first week to eliminate confusion
- Parents will not be able to enter campus gates to wait outside classroom doors.

Health Office Protocols

- All parents will be required to complete the [COVID-19 Parent Acknowledgement and Disclosure Form](#).
- Over the counter medications, such as Tylenol and Ibuprofen, will only be administered with parent permission for parent specified conditions (migraines, menstrual cramps, etc.). Parents will be asked to complete a new [Over-the-Counter Medication Permission/Record](#) that includes permission to administer Benadryl in the event of an allergic reaction and topical medications.
- Students with chronic health conditions such as asthma, allergies, diabetes and seizure disorders will have additional paperwork for parents to complete.
 - o [Asthma Emergency Action Plan](#)
 - o [Allergy Emergency Action Plan](#)
- The CDC recommends metered-dose inhalers with spacers over nebulizer treatments during the COVID-19 pandemic. If your student requires nebulizer treatments, please contact your physician to see if an inhaler with a spacer would

be appropriate. All inhalers used on campus must have a spacer. If your student is going to self carry an inhaler with a spacer, please complete the asthma action plan.

- Staff must always contact the school nurse before sending any child to the health office. You may not send a student without notifying the nurse.
- Staff will be asked to call, then send students to the school nurse if they have any of the following symptoms. Staff will use their best judgement. If they look ill, send them to the nurse.
 - Fever or looks flushed
 - New cough
 - Chills/constant shaking/sweating
 - Sore throat
 - Shortness of breath or trouble breathing
 - Fatigue
 - Headache
 - Runny nose or congestion
 - Body or muscle aches
 - Abdominal pain
 - Nausea, diarrhea, or vomiting.
 - New loss of sense of smell
 - New loss of sense of taste
- **The school nurse will assess the student and determine if the student needs to be sent home and the length of time the student is to remain at home. The school will have a low threshold for sending students home. The school health office has an isolation room to use if students are showing symptoms. Parents will be asked to pick up their child in a timely manner.**
- Parents will be asked to screen their student for symptoms at home before heading to school in the morning. The following checklist, provided by MCDPH, will assist in this process.

ANYONE SHOWING SYMPTOMS OF COVID-19 OR WHO MAY HAVE BEEN EXPOSED TO COVID-19 SHOULD NOT BE AT SCHOOL.

1. Since you were last at school, have you been diagnosed with COVID-19?

- YES
 NO

If a person is diagnosed with COVID-19 based on a test, their symptoms, or is showing symptoms without a COVID-19 test, they should not be at school and should stay home until they meet the criteria below.

2. Have you had close contact (within 6 feet for at least 10 minutes) with someone diagnosed with COVID-19 in the last 14 days, or has any health department or health care provider been in contact with you and advised you to quarantine?

- YES → The child should not be at school.
 NO → Proceed to Question 3

3. Do you have any of these symptoms? Note, symptoms related to a known chronic condition that are unchanged should not be considered reason to exclude.

- Fever ($\geq 100.4^\circ$) or chills
 Cough
 Shortness of breath or difficulty breathing
 Fatigue
 Muscle or body aches
 Headache
 New loss of taste or smell
 Sore Throat
 Congestion or runny nose
 Nausea or vomiting
 Diarrhea

If a person has any of these symptoms, they should go home, stay away from other people, and contact their healthcare provider.

- Should a student or staff member test positive for COVID-19, parents of students that have been within sustained contact of that person will be notified using this [Positive COVID-19 Case Parent Letter](#).
- It can be confusing to know how long to isolate at home after testing positive for COVID-19. Check out MCDPH's [Home Isolation Decision Maker Tool](#) to help you know when it is safe to be around others.
- Please visit this [COVID-19 FAQ](#) for more detailed information.

This document may change as new information is provided to us from PVSchools, MCDPH, CDC, and other governing organizations. Thank you for your flexibility.