

Pinedale Elementary



Back to School Plan 2020-21

Goal

We are excited to start the year and like many of you anxious and nervous as well. The academic, physical, and social-emotional development of our students is important to us. We have worked to align our back to school plan and daily practices with the Board of Education's plan to best keep students and staff safe, but to also be part of an engaging learning environment and a positive learning community.

This document contains key information about the return to school plan and safety practices we will continue as needed throughout the 2020-21 school year. Please keep in mind that this is fluid document and may change due to decisions and guidance from RCAS and community health.

The goal of this plan is for each family to have the information they might need to help them make their decision in enrolling children for face-to-face instruction, distance learning, or home school. It also will create transparency on the practices and procedures Pinedale Elementary has put in place to best align with the district's Back to School Plan.



Protocols

As per Rapid City Area School Board of Education the following are primary protocols for all students, staff, and visitors who attend Pinedale Elementary:

Masks on person at all times or worn in the school when social distancing is not possible.

- Break away lanyards will be provided for each student.
- 2 reusable masks will be provided by the district for each student.
- Picture badges.

Masks required on the school bus.

Screening of students - completed at home (Nurse will provide procedures).

Screening of staff - Completed in building for Level 2.

Separate nursing locations for sick students and well students (bumps/bruises).



Safety is Priority One

Pinedale Elementary's steps in following the RCAS Plan focused on our building routines, minimizing risk, maximizing distance when we can, and other building practices considered for implementation:

We have outlined our steps in the following areas:


- ✓ Arrival to school/Breakfast
- ✓ Office and Nursing
- ✓ Classrooms
- ✓ Lunch
- ✓ Specials
- ✓ Recess
- ✓ Hallways/Dismissal
- ✓ Bathrooms
- ✓ Technology – Learning Management System
- ✓ Red Flag Days



Arrival


- * Staff will encourage social distancing of students at all times!
- * We Encourage Parents to say their good-byes before the bus ride or at drop off as parents will not be allowed on the playground. (Exception: Kindergarten parents are allowed to assist child to doors for 1st week; we ask that those parents wear a mask)
- * There will be designated line-up areas for each grade level. Some of the areas may be determined by grade level teams or individual teachers.
- * Upon entering the building, students will be asked to put their masks on if they have not already! (Late arrivals must enter through main entrance and follow protocols)
- * School bells are staggered to reduce congestion in hallways upon entering:
 - 1st bell @ 7:55 = Kindergarten and 3rd grade enter
 - 2nd bell @ 7:58 = 1st and 4th grade enter
 - 3rd bell @ 8:01 = 2nd and 5th grade enter
- **All students must be in their classrooms @ 8:05.**

Breakfast

- * Breakfast will be served from 7:35 – 7:55am each morning. (Students that finish prior to 7:55 will be dismissed to the playground)
 - * Tables will be marked as per distancing rules. All distancing protocols will be adhered to when possible.
 - * The full price cost for breakfast is \$2.15 (pending School Board approval). Milk is \$.55. Full price lunch is \$2.75. Free and reduced breakfast/lunch is available for those who qualify.
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Office

Our office staff would love to assist you! Please feel free to call anytime during office hours 7:00 – 4:00.
605-394-1805

- * Due to Covid -19 all guests entering the building (including family) need to schedule an appointment.
 - * Any guest entering our building must wear a mask as set forth by the RCAS Board of Education. (You may be asked to take your temperature and sign in.)
 - * We now have voicemail capability, if no one answers please leave a message and someone will return your call as soon as possible.
 - * Arriving late - Parent will bring the student no further than the main entrance.
 - * Early Pick-up - Office staff will bring student no further than the main entrance.
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Nursing

Pinedale currently shares a nurse with West MS. She is in the building each morning until 12 noon. Office staff will fill that role in her absence as they are Unlicensed Medical Aides. The district is working on hiring additional support in this area to help with the Covid -19 needs.

* Pinedale has designated a “covid - 19 room.”

- This room will house students that are showing symptoms related to Corona Virus.
- Regular Nurse office will be for well students (non – covid - related sickness)
- Office staff will assist with band - aids, ice packs etc...


* Teachers will send students to nurse if they suspect an illness (same as before Covid - 19)

- Students with a temperature greater than 100 will be sent home

* **ALL** students with a temperature at or above 100 will be isolated until parent/guardian/emergency contact can pick student up. This includes bus students.

Classrooms

As per RCAS Board of Education, staff and students will wear masks while inside the building and where social distancing is not possible.

- * Classroom spacing for social distancing protocols when possible. (min. 3ft. / 6ft max)
 - * Students will have their own supplies (no sharing) and have their own bag of math manipulatives.
 - * Masks will be worn. There will mask breaks every 90 to 120 minutes.
 - * Classroom Library books will be turned in and will rest for 3 days before re - issue.
 - * Classroom routines will include hand washing regularly. Students will sanitize work areas and supplies.
 - * WIN groups are suspended. Small group design in each classroom only. No cross - classroom activity.
 - * No Student Helpers: A plan for book bags/boxes will be developed at teacher discretion.
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Classroom Continued...

- * Students are encouraged to bring water bottles as water fountains will be disabled! (Bottle filler near office will be available.)
- * Teachers and custodial staff will be sanitizing throughout the day, especially with the use of computers and other equipment.
- * Classes will use outdoor entrances for transitions whenever possible to alleviate congestion in hallways. Outdoor routes will be utilized whenever possible.
- * Cubbies will be utilized. Each teacher will develop a system of physical distancing. Management groups will be developed by each teacher.
- * Hallway direction of travel will be designated by tape and 3' to 6' physical distancing when walking/waiting.
- * Please try to schedule medical appts on day opposite of on – campus attendance.

Lunch

We have made the following revisions and implemented practices to increase distance between students as they transition to lunch, eat lunch, and leave lunch along with other hygiene routines:

* We created another lunch time, reducing the number of students eating lunch (includes recess):

11:20 – 11:50 = Kinder, 3rd grades

11:40 – 12:10 = 1st and 4th grades

12:00 – 12:30 = 2nd and 5th grades

* Tables will be taped for distancing purposes for occupancy.

* Classrooms will stay together when eating lunch. (Previously open seating)

* Use of the courtyard for lunch whenever possible. (extra seating on stage if needed)


* Staggered dismissal for lunch.

* Students wipe down tables before and after eating. Staff will disinfect tables before and after lunch table usage.



Specials

Specials consist of PE, Music, IMS, Library, and Fine Arts and are another vital part of your child's education. These are also some of our highest traffic areas given all students in the building will go into these classrooms. The following guidelines will be in place to increase social distancing:

- * P.E. will be outside when possible. On P.E. days, please have children wear appropriate attire!
 - * Music will remain in Annex. Teacher will practice social distancing as much as possible.
 - * IMS will remain in the Library. Social distancing protocols will be in effect. Students will bring streams with them to IMS.
 - * Library will continue allowing students to check out books. Books returned will remain quarantined for 3 days before re-issued.
 - * Band/Orchestra schedules will remain in - tact. Teacher/Parents will follow protocols for instrument use and disinfecting.
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Recess

Recess is a vital part of your child's day, now more than ever! Not only does it provide a break for students mentally but will also allow some time out of their masks, if they choose.

- * All Staff will adhere to start/end times of recess to avoid congestion. Designated line-up areas will be developed by the classroom teacher.
- * No playground equipment from home will be allowed.
- * Students will wash hands/sanitize before and after recess.
- * If school playground equipment is used, students will wipe it down before putting it away.
- * Recess schedules are as planned:

9:45 – 9:55 = Kinder and 3 rd grades	12:50 – 1:00 = Kinder and 3 rd grades
9:55 – 10:05 = 1 st and 4 th grades	1:00 – 1:10 = 1 st and 4 th grades
10:05 – 10:15 = 2 nd and 5 th grades	1:10 – 1:20 = 2 nd and 5 th grades


Dismissal

Steps to lessen hallway traffic when possible:

- * All Staff must adhere to dismissal times to avoid congestion.
- * Staggered dismissal times for all:
 - 2:40 = Bus students
 - 2:45 = Kinder and 3rd grades
 - 2:48 = 1st and 4th grades
 - 2:51 = 2nd and 5th grades
- * Students will use same entrance for dismissal as arrival.
- * Hallways divided with tape (walk on right side)
- * Follow PBIS/Conscious Discipline Guidelines (Hands to self, eyes forward, walk etc...)
- * Teachers assigned Playground Sweeping duty to make sure all students reach destinations.
- * Parents are encouraged to wash/disinfect students' items daily when possible.

Bathrooms

Bathrooms are also very busy areas in a school. Below are the guidelines we will implement to increase social distancing:

- * Students will use the bathroom closest to classroom. Classrooms with independent bathrooms will be at the discretion of the classroom teacher.
 - * No classroom bathroom breaks.
 - * 2 students in the bathroom at the same time. Hooks will be outside of bathroom for a lanyard, bathroom pass – alerting others that capacity is met.
 - * Classroom and hallway routines will be taught and posted.
 - * Signage will be at each bathroom and in hallways. Signage for hand - washing will be posted at each bathroom and hallway.
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Learning Management System


A Learning Management System (LMS) is the consistent platform that we will use to work and communicate with students/parents in a remote environment (as well as in person instruction).

- * K-2 will be using SeeSaw as their online learning management system for communication, posting of assignments, posting recorded instruction, and collection of student work. (Variances from grade level to grade level)
- * Grades 3-5 will be using Google Classroom as their online learning management system for posting of assignments, posting recorded instruction, and collection of student work.
- * **All** grade levels will utilize Zoom for instruction and bringing students together. This will take place mostly on “E” Fridays. (Variances from grade level to grade level.)
- * DOJO will be utilized as main communication piece for **ALL** classroom teachers and office personnel. New students to Pinedale will be connected upon opening of school.
- * District will provide further instructions as to disinfecting computers issued to students.



Red Flag Day

Living in South Dakota guarantees we will have days when it is raining hard or the wind chill will fall below zero. On these days we will have a Red Flag morning or day depending on how long it lasts. A red flag will be placed outside the back entrance of playground and out front to signify a Red Flag Day.

- * On a Red Flag Day, students arriving early will enter the building right away at their designated entrance.
 - * Unless they are here for breakfast, students here from 7:30-7:45 will go to the red bench outside of their classroom.
 - * Students arriving at 7:45 or later will enter building through main entrance and proceed to breakfast or their classroom bench area.
 - *All students enter the classroom at the teacher's discretion.
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How to Reach Us

Please do not hesitate to call us with any questions. We are here to help any way that we can!!!

* 605-394-1805

* Email:

* Principal- chip.franke@k12.sd.us

* Secretaries- Cathy.Zastrow@k12.sd.us, Anna.Klinski@k12.sd.us

* Teachers- first name.last name@k12.sd.us (format above)

