

Corral Drive Elementary

Corral Drive Elementary is dedicated to the safety of our students, staff, and families. This document outlines processes and procedures that align with the “Together Again – Back to School Plan” of the Rapid City Area Schools. Together, we will meet CDC guidelines for school safety to the highest extent possible within the constraints of our facility and resources.



The areas addressed in this plan include:

- Student arrival and dismissal
- Lunch and Breakfast
- Storage of personal items
- Classroom environment
- Bathroom and water breaks
- Passing times
- Recess
- Specials classes
- Office procedures and visitors
- Learning Management System (LMS)

As new information is gathered, we will continue to update our school processes and procedures. The overwhelming and continued support of our school community has been greatly appreciated. We look forward to the upcoming year and the challenges ahead.

Student Arrival

- To minimize the number of students on the playground before and after school, Corral Drive will implement a rolling drop off and dismissal.
- Student drop off time will be from 7:50-8:05.
- Upon arrival to school, students will enter the building at their designated door.
- Teachers will be ready for students in classrooms at 7:50. Paras and specialists will assist students outside.
- Parents/guardians are asked to say “good-byes” at the sidewalk. Parents will not be allowed on the playground before or after school.
- Students arriving after 8:05 will need to enter the building through the front door.
- Students wanting breakfast can enter through the main entrance starting at 7:35.

Student Dismissal

- Students will be dismissed by family (last names) starting at 2:30 to help students meet up with siblings/parents quicker and easier. This will also eliminate congestion in hallways and improve traffic/parking issues.

2:30 – Last names A-E and L-R

2:35 – Last names F-K and S-Z

2:40 – All bus students and Kids Stop

- All students will be picked up by 2:50.
- Students will exit the school through the grade level doors.
- Kids Stop will go to the lunchroom through the hallway.
- No parents will be allowed on the playground. Parents may wait at the sidewalks on either the east or west side of the building
- Students on the playground after 2:50 will be escorted to the office
- Special consideration and information will be provided to Kindergarten and 1st Grade families the first two weeks of school to help ease the transition for parents and students.

Lunch and Breakfast

- Students wishing to eat breakfast will enter through the main entrance starting at 7:30. They will proceed directly to the lunchroom and remain in the lunchroom until 7:50. They would then go directly to class.
- To maximize physical distance during lunch, students will sit with their designated class in assigned seats. Every other seat will be utilized
- Only one grade level will be in the lunchroom at a time.
- The master schedule will be adjusted to allow 5 minutes between grade levels for sanitizing. Tables will be sanitized between each lunch time.
- Traffic patterns will be adjusted to minimize contact in the serving line and hallways. Students will enter the lunchroom through the hallway and exit through the gym. Markers will be used to assist with physical distancing in the serving line.
- Students will scan ID cards for lunch to minimize contact.
- Lunch monitors and paras will be utilized for additional supervision on the playground (see recess).

Storage of personal student items

- To minimize contact of items transported to and from school, personal items will be stored within the classrooms (crates, totes, cabinets)
- No playground equipment, toys, stuffed animals, etc. can be brought from home unless used for instructional purposes (show and tell) with approval.

Classrooms Environment

- Classroom space will be arranged to maximize physical distance between students.
- Classroom routines will be modified to include hand washing/sanitizing when students enter and exit the room.
- Students will not share personal supplies and materials.
- Supplies and instructional manipulatives provided for students will be sanitized between uses.
- Staff will provide mask breaks when physical distance over 6 feet can be maintain. This includes the use of outdoor spaces when weather permits.
- Two rooms will be set up in the office area to accommodate medical needs of students.
- General visits to the nurse's office (band-aids, ice packs, medications, etc.) will be administered in the well child room.
- Additional information regarding screening processes for students exhibiting symptoms will be provided to families through the school nurse.

Bathroom and Water Breaks

- Throughout the day, students will use the bathrooms/sinks closest to their location.
- Only one student per classroom will be allowed to leave the room at a time.
- Only two students will be allowed to be in the student bathrooms at a time.
- Students will be required to sanitize or wash hands prior to returning to the classroom.
- Students will need to bring a water bottle to school.

Passing Times

- To minimize cross contact during passing times, hallways will be labeled to indicate traffic patterns and directions. One-way traffic will be used where possible.
- When possible, classes are encouraged to utilize outside sidewalks when going to specials and lunch.

Recess

- Students will wash hands before and after recess
- Recess times and locations will be staggered by grade level and cohort.
- No equipment (balls, jump ropes, etc.) will be brought from home

Specials Classes

- PE and music will be encouraged to utilize outside spaces as weather permits.
- Specials teachers will follow the same physical distancing recommendations as classroom teachers
- Additional guidance will be provided by RCAS

Office Procedures and Visitors

- Visitors will have limited access to the building for official school business only. Appointments will be required.
- Visitors will be required to wear a mask if entering.
- Students arriving late to school will be checked into the office. Parents/Guardians will report to the main office entrance and have students buzzed into the office.
- For early pick-up, parent/guardians will buzz the school office at the main entrance. Parents/Guardians may wait in the vestibule for the student.
- Staff will contact the office prior to sending students.

Learning Management Systems

- All students will be issued a computer at school. The computer will be sent home daily to help facilitate distance learning as needed.
- Parents will receive primary communication from the school and teachers through Class Dojo and email.
- To help minimize the number of computer software platforms, Kindergarten, 1st and 2nd grades will utilize Seesaw and Grades 3-5 will utilize Google Classroom to share curriculum materials and turn in assignments.
- Students will begin training with the software on the first day of school. This will ensure a smooth transition to distance learning if needed.
- Parent tutorials will also be created and shared with parents to help assist students.

Contact Corral Drive Office

Hours: 7:30 to 3:30 M-F

In-person: by appointment only

Phone: 605-394-6789

Email: RapidCityCDOoffice@k12.sd.us

