

**MK Rawlings Elementary
School Opening Procedures
2020-2021**



THE MISSION OF PINELLAS COUNTY SCHOOLS

To educate and prepare each student for college, career and life.

100% Student Success

All processes in this document are fluid and subject to change. Thank you in advance for your patience and understanding.

Visitors on Campus

Will I be able to walk my child to their classroom the 1st days of school?

- No, unfortunately not. For the safety of our students and staff, we will **not** be able to permit any non-essential visitors on campus. We will have staff members all around campus to make sure students feel welcome and make it to their classroom. **Pre -K, VPK and Kindergarten students are the only students that will be permitted to be walked to class the first day of school.**

May I come to the front office if I need to?

- Yes, you are welcome to call to make an appointment or ask your question over the phone. Please keep in mind that in order to follow CDC social distancing guidelines everyone who enters is expected to be wearing a mask and must certify to their wellness. We will also be controlling the number of people in the front office at one time, so please be patient you may have to wait outside the office for a moment or two to accommodate those families already in the office. It's best to make an appointment.

What if I need to meet with a staff member or Administrator?

- Our front office staff will be happy to help you leave a message for your child's teacher, the Principal or Assistant Principal, or another staff member that you wish to speak with as all meetings need to be scheduled in advance at this time and will be held **virtually.**

We need updated phone numbers and your email address this year. Make sure this information is on the white information card and yellow clinic card that you complete and return.

Meet Your Teacher

PreK- Your teacher will reach out to you prior to school to introduce them self and explain arrival and dismissal procedures.

Kindergarten – Fifth Our annual Meet Your Teacher event will take place on-line - via Microsoft Teams on Friday, August 21. All teachers, whether face to face or My PCS Online, will post an introduction of themselves and important class information on Canvas for you and your scholar to read. You can download the Teams app on your cell phone if you don't have a device yet.

Classroom Environments

What will the classroom environment look like?

- Students desks are socially distanced and non-essential furniture has been removed.
- Environments will be positive and welcoming.
- Resources will be available for students at a capacity that allows for social distancing.
- Technology integration will be utilized as much as possible
- Classrooms with tables will have plexiglass dividers. (Not with desks as they have been distanced)

Will my child need to wear a mask?

- **Yes**, students will be expected to wear masks at all times.
- Teachers will support mask breaks when appropriate and safe.
- Teachers will explicitly teach and reinforce mask etiquette.
- Students should wear a mask on the first day of school.

Will my child be able to wash and/or sanitize their hands?

- Yes, students will have access to locations to wash and/or use hand sanitizer regularly.

Should my child bring a water bottle each day to school?

- **Yes**, students should bring a filled water bottle to school each day. It can be refilled in the classroom. Water fountains will be turned off this year. There will be a water filling station located in the cafeteria.

What will teaching and learning look like for my child?

- Students will be able to use classroom resources, these will be rotated out and cleaned as needed.
- Within the implementation of social distancing teachers will provide meaningful and engaging standards based lessons that support student achievement and social emotional growth.
- Student collaboration will continue as it's a fundamental part of learning and social/emotional growth following social distancing guidelines.
- Classroom movement will be lessened, but monitoring for understanding will continue as an important part of the learning process.

Will I have conferences with my child's teacher this year?

Absolutely! They will only be held virtually on Teams or by phone.

PPE (Personal Protective Equipment)/Campus Resources

MASK ETTIQUETTE:

- Masks are to be worn at all times
- Pinellas County Schools is offering 5 washable masks for each student along with a lanyard to secure the mask during break time.
- Mask Breaks:
 - Students can take masks off and put their heads down so they can breathe downward rather than out.
 - Can occur if scholars are outside and students can safely distance following teacher guidance.
 - Teachers can schedule mask breaks to support classroom needs.
 - Parent contact will be made to support a student who is struggling with wearing a mask.

- Students who refuse to wear a mask may be assigned to an alternative instructional option, including MyPCSONline.
- When in close proximity, working in a group, large crowds, moving through the hallways, the mask will need to remain on.
- Reminders, signage, practice for mask usage will be clearly articulated and demonstrated.

Water Access

- It is recommended that students bring their own water bottle to school. Bottles should be clearly labeled with the student's name and taken home daily. Left over bottles will be discarded.
- A water bottle filling station is located **in the cafeteria**. The District will also be retrofitting a fountain in the café and at PE.
- Water fountains have been disconnected for safety reasons. Sinks remain on.

Hand sanitizer

- All classrooms will be provided hand sanitizer. Families may also donate sanitizer to support classrooms and common areas.
- Students are permitted to have individual hand sanitizers and will be expected to use them appropriately.

Hand washing

- Sinks and hand washing stations will be located in classrooms and across the campus.
- Time will be provided for students to wash/sanitize hands throughout the school day.

Clinic/Sick Room

- Rawlings has a designated location for the clinic for traditional care **and** a location for students who are experiencing Covid-19 symptoms near the front office.
- Should your child become ill, parents are expected to **immediately** come to pick up their child or send someone to do so (please make sure that anyone who may pick up your child is on your emergency card). Additionally, you will need to have a backup plan if you are not able to leave work.

Student Arrival

We are re-designing the car circle to maintain social distancing and the safety of our staff and scholars. Please refrain from parking your car unless you have been asked to drop something off in the front office. Please follow the signage and staff directions.

Remember to “Drive Like Your Child Lives Here”!

Morning Arrival Processes:

- All students must have their mask on when they arrive on campus at the bus circle, car circle, and walking gates.
- Only school staff should be on campus. Parents, volunteers, and mentors are **not** permitted on campus during arrival or any time during the day at this time.
- Students are permitted on campus 20 minutes before the beginning of school. It is imperative that all families respect this request. Students will not be allowed on campus to wait until 8:25am; this includes no early drop offs or walkers.
- Arrival time 8:25, Breakfast gate opens at 8:25.
- If you need to have your child arrive sooner, please contact the onsite RCLUB for early child care as there will be no exceptions to this rule.

Entry Locations:

- **Pre-K Students:** Families will come through the car circle this year. Stay in the car line until you reach station 1, 2 or 3. Your child’s teacher or assistant will come out to the car to get your child. You will sign them in when your teacher gets your child from your car. This will take place at the doors at the end of the Pre K Hallway.

All Other Students (K-5)

- **RClub** drop off times- 6:30 AM- 8:15 AM - Group Leaders will walk students to their class and drop them off. Students walk in a line and circle around the campus to drop off.
- **Bus riders** will be dropped off at the bus circle as usual and go to class. There will be a cart by the back gate for students to grab a breakfast and go to class.

- **Car riders** will be dropped off at both drop off stations- and proceed to the gate as follows: those to the north of the front office door will enter through the K pod walkers gate, those dropped off south of the front office will enter through the walkers gate only. **Non – classroom instructional staff** will be on duty in the car circle.
- **Walkers and Bike riders**- Students on foot and bikes **may only enter thorough the gate on the corner of 68th street and 62nd Ave.** They will use that sidewalk to go up to walkers gate to enter or to the K walkers gate in the afternoon. Walkers will not use the crosswalk near the flagpole. This crosswalk will be closed.
- **R'Club**
Students must be signed in prior to 8:15 AM.

BREAKFAST

- **Breakfast Distribution Locations:**
 - Students will be directed to get a “Grab and Go” breakfast at all serving locations (breakfast carts in courtyard or on various locations on campus at entry points).
 - Students will be directed to report directly to their classroom to eat breakfast.
 - Cafeteria will NOT be open for student seating.
 - Classrooms will open for students at 8:25 a.m. to eat their breakfast and independently read.
 - RClub Students will eat in the café and be escorted to class at 8:35 by the RClub Staff.

What if students arrive at school prior to 8:25 a.m.?

- The parents of students who are observed arriving at school prior to 8:25 a.m. will be contacted by a school staff member to provide additional resources if needed, including the number to the onsite RCLUB, and/or to be informed of our safety protocols. If the practice continues, families may be recommended to MyPCS online as a safety measure.

Will students get breakfast if they are tardy?

- Breakfast service closes at 8:45 AM, so if a student arrives tardy, breakfast may not be available.

Transitions, Recess, etc.

HALLWAY TRANSITIONS

- Students should walk in line following social distancing procedures to the best of their ability under teacher direction.
- Signage will be present in hallways to support social distancing and students will be explicitly taught these expectations by their classroom teacher.
- Teachers should designate a line leader and train them to lead the class while the classroom teacher walks at the end of the line to monitor that social distancing is being met.
- Students are wearing masks during **all transition times**.

RECESS

- Students can use recess as time to get fresh air, experience a mask break, and maintain social distancing while having their recess time.
- Students will have lanyards for their masks and should maintain wearing their lanyards while at recess. Teachers will teach recess guidelines for personal space during recess and it is the expectation that scholars follow these guidelines during recess.

Media Center

- A plan will be created to support checking out books to support literacy.
- Classrooms are equipped with libraries. Students will wash their hands prior to and following book shopping. They will be provided with baggies to store their selections. Items will be cleaned prior to return for usage.

Lunch & The Cafeteria Plan

Cafeteria

- The cafeteria is set up so that students can eat while maintaining social distancing.
- Once students are seated they may remove their masks to eat, but will have mask lanyards on so that masks are readily available.

- Students will be provided pre-packaged the lunch options that have been outlined by the county.
- PreK and Kindergarten students will have lunches delivered to their classrooms.
- At this time, we anticipate plexiglass dividers for our scholars in the café.
- Areas will be sanitized by café staff between seatings.

Lunch

All lunches will be pre-packaged and available via a bag, clamshell box or a wrapped serving plate. Items will be handed to students to minimize contact with items. Pre K, VPK and Kindergarten students will eat in their classrooms. All other grades will eat in the cafeteria.

Student Dismissal

We will follow strict release procedures. Please have a set plan for your child including a rainy day plan. Communicate this with your teacher. If your plan changes, call the front office or write a note to the teacher.

Car Riders-

PreK Only: Families will come through the car circle this year. Stay in the car line until you reach station 1, 2 or 3. Your child's teacher or assistant will come out to the car to bring your child to your car. You will sign them out when your teacher gets your child from your car.

K-5 Families may enter the car circle at 2:45 PM. Please pull around to the numbered stops as directed by our staff. Dismissal begins at 2:50 PM. Students will be called from their classroom to come to the car circle once you arrive. We appreciate your understanding and patience as this will take longer but it is for the safety of your child to maintain social distancing.

Bikers/Walkers—Dismissal begins at 2:55 PM We ask that you wait on the edge of the property, near the walker's gate for your students to come to you. Wear a mask and socially distance as we have many students on campus.

How will students be dismissed?

- All students are expected to use social distancing, wear masks and follow adult directions during dismissal.
- There will be a staggered dismissal process to ensure social distancing and limit foot traffic through the hallways. See the times above.
- Upon dismissal students are expected to quickly and safely leave the campus-no additional stops along the way or congregating in hallways
- Pre-K will be dismissed from the same spots as the morning. Stay in your car and move to spot 1, 2 or 3. We will make every effort to have older siblings ready in the PreK area. Please have patience with our process.
- Please make sure your family sign is on your rearview mirror so that staff can quickly call for your child's or children's names.
- When directed by staff members, please pull up to our loading zone and a staff member will call for your student.
- Students are asked to quickly load into their car so that all cars in the loading zone can be dismissed at the same time so that the next load of cars can be directed into the loading zone.
- For the safety of students and staff, students will not be called for or loaded outside the loading zone.
- Please be patient as we are instituting these new processes for the safety and wellness of all our students and staff. You can expect a longer wait time. Thank you for your patience and understanding!