

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

Dear PES Families,

In an effort to provide a safe, secure learning environment for our PES Leaders, we share these guidelines for school while under the Pandemic Response for the 2020-2021 academic year. Our efforts provide a layered approach, taking into consideration all ACS recommendations, CDC recommendations and The Alabama State Department of Education guidance. We will adjust our practices as we are advised by our governing agencies and make any changes that are necessary. We value your support and want you to know that we are working to think of every. single. thing. 😊

We want to thank our PES families in advance for your strong support of our efforts. Your child's safety, emotional stability and education are of the utmost importance to us all. A successful response to our current situation is only possible with a concerted effort to respect and follow these requests until further notice.

Students and teachers will work together at the beginning of the academic year to practice and learn routines that will be followed throughout the day. Our goal is to provide a happy, safe place for learning while maintaining a joy for school. Please communicate with our counselor, Melea Burney, if she can help in any way to support emotional needs.

We ask for your patience and grace to start the year as new routines are established and adjustments to new practices become routine. We ask that you refer to the [PES Student Handbook](#) for basic guidelines and information. The purpose of this document is to answer questions regarding COVID19 practices to begin our year.

We look forward to a great year with you! Our theme this year is “**SHINE BRIGHT!**” We can't wait to watch our leaders shine BRIGHT all day at PES!

If you have individual questions, please reach out to us! (334-887-2110)

Happy “New” Year!

Debbie Brooks

dbrooks@auburnschools.org

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

Health and Safety

1. All parents are asked to be the first line of defense in the morning before school starts. This would include making sure your child is fever-free and symptom free of any health problems that are contagious before sending them to school.
2. All faculty and staff will wear masks and/or face shields during the school day.
3. We are requiring that each student have a face covering available with them at school each day. We ask that students have masks that they can independently put on and take off. We are aware that wearing masks all day for students may be extremely difficult and impede some specific learning opportunities. The teacher will require masks to be worn during those times of the school day when physical distancing is not possible and instruction requires collaboration and student interaction. Some examples: transitions, partner reading, small group guided reading, etc. Our goal will be "*When we move, We mask*".
4. Hand washing/Hand sanitizing will be of utmost importance. Students will receive a hand washing lesson from the classroom teacher on the first day of school. Our school nurse will also provide students with healthy tips, encouraging students to wash hands frequently following all restroom trips, transitions, and interactions with school materials.
5. We will provide hand sanitizing stations throughout the main hallways for adult and student use during transitions. There will be a hand sanitizer station placed in the front office specifically for any adults entering the front office. A station will be located at the entry point of the cafeteria line to be utilized for breakfast and lunch pick up. A hand sanitizer station will be located and utilized by students upon entry and exit of the PE space for the day. All classrooms are being provided hand sanitizer for individual student use prior to any snacks or meals and other necessary times.
6. Students will remain with their homeroom class throughout the day with minimal travel through the school. Students will attend Physical Education daily, 2 classes at a time, as a cohort, supervised by two physical education teachers.
7. Resource teachers will travel to classrooms for specials. Lesson plans have been adapted to meet the needs of our current situation while balancing the curriculum, enthusiasm for learning and exploration in these classes. Outdoor spaces will be utilized when possible.
8. Lunch will continue to be eaten in the classrooms every day. Students will utilize hand sanitizer when entering the lunchroom to get their lunches and again before eating their lunch. Students will be encouraged to wash their hands after finishing their lunch.
9. Outside visitors will not be permitted to visit classrooms for any reason until further notice.
10. Parents who need to check a child out of school can do so in our school office.

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

11. University Interns who have been provided safe practice guidelines, will be assigned to some individual rooms for their course placement.
12. Students will arrive and be dismissed in an orderly fashion following safety and distance guidelines.
13. As students travel through the building for any reason, PES staff will guide them to their destinations with safe travel guidelines and distancing. When We move, We Mask.
14. The school nurse will contact parents immediately if a student has any health concerns. Parents are asked to pick their child up immediately if called regarding illness at school.
15. Students who are required to be quarantined will do so for 10-14 days and should be under the direction of a physician. "Return to school" documentation should be secured from a physician to return to school and provided the first day back to our school nurse before a student can return to the classroom.
16. Students who have to be quarantined will be provided assignments while they are out of school. We will coordinate with families on an individual basis as the need arises.
17. PES uses environmental precautions with all chemicals that enter the building to ensure air quality and energy efficiency according to our certification requirements. ACS and PES have purchased EPA-approved disinfectants for use to mitigate the transfer of germs and viruses in the school setting. These chemicals are not typical bleach and clorox, but have equal to better virus kill times and effectiveness. High-touch surfaces such as door handles, sinks and faucet handles, and any shared equipment will be disinfected daily, and as often as possible, to maintain sanitary conditions. Regular hand washing as well as other routine cleaning practices will be encouraged throughout the day
18. At PES, classrooms will hold recess, by homeroom, on a regular basis. Handwashing and sanitizing protocols will be routine for playground/outside time.
19. Each student will have their own set of headphones for computer use during the day. Headphones will be sanitized before and after each use and kept in a Ziploc baggie in the homeroom class. PES is providing all students with headphones.
20. Auburn City Schools will follow the guidance of local, state, and national health professionals and adopt a symptom-based strategy that recommends a 10-14 day quarantine period for persons both exposed to COVID-19 through close contact or for persons with a positive test. The recommendations below are based on current information and are subject to change as new information is gathered.
21. **COVID-19 Positive Diagnosis** A student or staff member with a positive COVID-19 diagnosis will be subject to a 10-14 day quarantine and will follow the guidance of their healthcare provider and the Alabama Department of Public Health.

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

22. COVID-19 Positive Exposure

If a student or faculty member is diagnosed positive for COVID-19, the parents or guardians of any student with risk of infection due to close contact will be notified. Parents and guardians will be advised to contact the student's healthcare provider to be assessed and given further directives.

23. A student or staff member with positive exposure will need to complete a 10-14 day quarantine measured from the date of last exposure.

Classroom Learning

1. Homeroom assignments will be communicated by phone call this year instead of posting assignments on our front windows. Meet Your Teacher will be remote this year. Families will be provided an opportunity to "Meet The Teacher" via online by making an appointment with the homeroom teacher. This special time will be designed to meet and talk about your child. This is always a special time for our students and teachers and we look forward to making these important connections with you.
2. Curriculum Night is scheduled for August 26 for Grade 3 and August 28 for grades 4 and 5. This will be a remote session and information will be communicated by the homeroom teachers after school starts. The purpose of this evening is to discuss the curriculum, classroom schedules and forms of communication that will be used by the teacher throughout the year to keep you informed and connected.
3. Our PTO will make available to you a form to sign up to join PTO (\$5.00 per family), purchase a school shirt and purchase a school planner (\$5.00 per student). All of this can be accomplished online and these items can be delivered to your child's classroom by PES staff members.
4. PTO is offering a "**PICK PACK**" this year to all students. The Pick Pack will include, PTO membership, a planner, a t-shirt, a PES water bottle, a PES magnet and a PES drawstring bag. The cost per pick pack is \$25.00 payable to PES PTO by check or Myschoolbucks.com.
5. Teacher: Student ratio is very important. This will continue to be a consideration as we move into these 2 platforms. If a student who attends school is placed in a homeroom class, but moves to the Remote Learning option during the semester, all efforts will be made to return that student to his/her original homeroom should that student return in January. But, it cannot be guaranteed due to enrollment of new students during the year and the continued work to keep ratios balanced. But every effort will be made to keep homeroom rolls consistent and balanced.
6. At PES, it will be a priority with every effort made to place student desks 3 to 6 feet apart. We will make every effort to arrange other classroom furniture to allow

Pick Elementary *Ready to Re-Engage* Guidelines

2020-2021

more space for distancing. Students will remain with their homeroom class and their “cohort”. A Cohort is 2 homerooms, who will attend PE at the same time, or go to lunch at the same time and could be connected by a common restroom area between rooms. Keeping homerooms classes and Cohorts the same will minimize the crossover with other students and adults during the day. Cohort classes will never be mixed together, but instead they will have similar schedules during the day. Outdoor spaces will be utilized as much as possible. We will also allow and encourage classroom movement for student benefit utilizing classroom specific spaces on campus. Students that are pulled for Title I intervention services, EL services, or special education services will be pulled by those specific instructors, using strategies to minimize crossover with other students and adults.

7. The classroom water fountains will not be available, however, we are encouraging students to bring their own water bottles each day.
8. Teachers will continue to provide individualized learning opportunities based on academic needs following all CDC guidelines for schools.
9. Students will keep their own school supplies in their desks and supplies will not be shared.
10. Custodians and Teachers will follow a disinfecting routine throughout the day. Frequently touched surfaces will be disinfected throughout the day.
11. All staff members will wear protective face coverings at school.
12. Our CNP will strictly adhere to all safety guidelines.
13. Students will not punch in lunch numbers as they have in the past. Instead, the numbers will be entered by our CNP Staff.
14. Parents are encouraged to make all school-related payments on www.MySchoolbucks.com and avoid sending money with children.
15. Every child with a disability is entitled to services based on their Individualized Education Plan (IEP). In the traditional model, students will be supported in settings outlined in the IEP (inclusion, individual, small group, whole group, etc.). In the remote model, students will also be supported by Special Education teachers based on the IEP, but an amendment to the original plan may be written to accommodate for remote learning.
16. We will not attend any off campus fieldtrips fall semester. Our teachers will use our school campus and other creative means for exploration of exciting destinations.
17. We will not host large group assemblies and all evening programs will be remote fall semester.

Remote Learning

Students enrolled in remote learning will follow all district guidelines previously provided in terms of device requirements, time of instruction, and orientation meetings. Students who enroll in the Remote Learning platform in August will stay enrolled in that platform and have the option to join the school setting in January, 2021.

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

It is very important for families to know that the Auburn Remote Learning model is NOT the same as the Emergency Distance Learning Model used in the spring of 2020. Students and families should expect to be engaged in daily (see approximate time below) online learning with the standards, pacing and rigor used in the traditional model.

At PES, students participating in remote learning will be placed in a grade specific homeroom class with a Pick Elementary teacher. This homeroom will be similar in size to the traditional learning environment and will be with other students zoned for Pick Elementary. Classes will be taught by a live teacher who will guide daily learning and assignments. Students will receive the same curriculum as their peers in school and be required to complete assignments timely. Remote learning will require self-discipline, time management and self-motivation. Student work will be assessed and graded as it is in school. Progress reports and report cards will be provided following the ACS calendar.

Remote learning teachers will utilize the Schoology platform to communicate activities, instruction, and assessments. The State of Alabama has purchased a standards based curriculum for all remote learning. Instruction will be a combination of Webex (face to face) instruction provided by the PES teacher, other instructional videos, independent practice activities, etc. The Schoology platform will serve as the vehicle to get all instructional components to the student and family at home and then back to the teacher to measure mastery. Remote learning teachers will continue to communicate with parents via email, Schoology, phone, etc. We will continue to utilize professional response times within 24 hours of the initial contact during the work week to address questions and concerns. Parents can request a conference with the Remote Teacher at any time to discuss their child's progress.

Attendance will be taken daily and will be determined by student participation in daily/weekly instruction and completion of assignments and assessments. Remote learning and traditional learning will be aligned with lessons and pacing as much as possible. This will allow grade level planning and provision of quality instruction if students are quarantined or become sick.

Distance Learning

Distance learning is separate from **Auburn Remote Learning Model** and occurs should a class or student be quarantined. During quarantine (10-14 days) students will still receive instruction from their PES homeroom teacher or a PES staff member. Every effort will be made to support families during this process. During the first weeks of school, students will be trained on the learning platforms that will be used should quarantine occur in order to make this transition as easy as possible.

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

PES Resource Classes

1. All resource teachers will travel to classrooms for resource classes until further notice. This will keep homeroom classes from unnecessary travel throughout the building during the day.
2. Students will attend physical education classes daily as required by the State Department of Education. These classes have been adapted to follow all school recommended safety guidelines.
3. Students will have time for recess. Teachers will work with their students to provide individual activities that students can participate in safely with minimal equipment and limited proximity to each other.
4. Resource teachers will follow disinfecting guidelines as they work with individual rooms each day.

Arrival and Dismissal

1. Students can arrive at school by 7:05am each day (not earlier) and are required to be in their desks, ready to learn by 7:30am daily. The arrival time (7:30am) for PES has not changed.
2. School dismissal is at 2:20pm daily. We are asking for your patience the first few weeks as we load buses and vans safely. This may mean a delay in getting to a bus stop until a routine can be established. This will be the same for car riders. We anticipate many car riders this year.
3. Students will be dismissed at the end of the day in waves according to their mode of transportation and will be supervised by PES staff members. We ask for your patience as we begin the year and make necessary adjustments to our arrival and departure routines to ensure safety for all each day. An arrival/dismissal rhythm will take some time.
4. Students will report to their homeroom classes in the morning upon arrival instead of sitting in a holding area as in years past.
5. Teachers will establish and teach safe morning routines beginning the first day of school.
6. Students who ride the bus will be required to wear their masks on the bus.
7. Please refer to the PES Student Handbook for other specific transportation guidelines, forms and practices.

Pick Elementary *Ready to Re-Engage* Guidelines 2020-2021

After School Program

After school programs will operate as scheduled with proper distancing and grouping as practical and feasible. Afterschool schedules and student interactions are being prepared to minimize student crossover and meet social distancing guidelines. Similar measures for cleaning and sanitizing that take place during the school day will continue during the After School Program hours. Parents who come into the building to pick up their children will be required to wear masks.

Bus Transportation

1. Students who ride the ACS bus will need to wear a face covering.
2. Students will have assigned seat on the bus.
3. Students will use hand sanitizer when getting on the bus.
4. Bus driver and aides will wear face coverings/eyeglasses and/or safety goggles.
5. Parents will need to screen their child before putting them on the bus every morning.

Please know that while this situation is unprecedented, we are doing our very best to balance quality education and instruction, social and emotional needs of students, families and staff, as well as the health and safety of our students, families and staff. We will continue to adjust plans and protocols as needed and as suggested by the Alabama Department of Public Health in order to best serve our students and families. If you have any specific questions, please reach out via email or phone call to Mrs. Brooks or Mrs. Reetz. We are happy to help and support in any way we can. Our school team has met all summer and will continue to consider practices and procedures that we believe will be in the best interest of our PES Leaders to keep us all safe and healthy.

Sincerely,

Debbie Brooks, principal
dbrooks@auburnschools.org

Debbie Reetz, assistant principal
dtreetz@auburnschools.org