

Pine Level Elementary School (Student and Family Version)
Roadmap to Reopening Schools
School Year 2020-2021



Learning Today...Leading Tomorrow
We are Stronger Together!

Guiding Principles

These five principles are set forth by the ALSDE.

1. We will be transparent. We will share what we know and what we don't know and be clear about what we can control and what is outside of our control.
2. We will be equitable. We will center decisions on what is best for all students, families, and educators.
3. We will listen. We will bring together stakeholders and experts to understand realities on the ground and to surface creative solutions.
4. We will put safety first. We will leverage data and public health leadership to inform the choices we make.
5. We will be decisive. Given the size and scope of the challenge, we will move deliberately and make tough choices. We may need to adapt and if so, we will adapt quickly.

DISCLAIMER

The plan/guidance is intended to offer Pine Level students and families guidance in the reopening and operation of the school in an effort to prevent and slow the spread of COVID-19 on our campus. The document provides a framework to prepare for the 2020-2021 school year. However, this plan may be adjusted accordingly as situations and information evolve concerning COVID-19, as well as guidance provided by ACBOE and local/state health officials. Adherence to this plan/guidance does not guarantee the prevention and/or spread of the disease.

This document does not, and is not intended to constitute legal advice or other professional advice. This plan is provided for informational and education purposes only.

Student Learning Environments

1. Modified Traditional

Virtual Learning will be incorporated (blended) continuously throughout the traditional learning environment to ensure all staff and students are prepared to transition to virtual learning in response to directives by the Governor of Alabama, Alabama Department of Public Health (ADPH), local health officials, and the Autauga County Board of Education (ACBOE).

2. Virtual Learning

Students must have Internet connectivity and a computer or laptop to choose this option over the modified traditional setting. Students approved for a technology hardship exception will be eligible to receive a laptop on loan.

Attendance will be taken for both learning environments and all Alabama truancy laws apply. Students working in the virtual learning environment are expected to work at least 6 hours a day or complete all their daily work.

In the event that class/school closures occur, virtual learning guidelines will be followed.

Continuity of instruction is a critical factor in the academic success of all students. Transferring from one learning environment to another in the middle of a grading period could adversely affect a student's grade and overall success. Therefore, a request for a change from one learning environment to another must be submitted to the school's leadership team.

Pine Level will provide parent information utilizing a variety of communication tools:

- School Messenger
- Websites
- Instagram
- Newsletters
- Teacher Remind/Class DoJo

Roadmap Recommendations

The Alabama State Department of Education (ALSDE) is providing recommended strategies that the school systems may choose to implement to protect the health of staff and students and minimize the spread of COVID-19. Recommendations are divided into three categories:

- Essential – required by law, policy, or governmental order, or a critical practice.
- Guidance – best practices gleaned from research and long-term experience and highly recommended for implementation when feasible.
- Consideration – additional best practices informed by emerging research, recent studies, and practical experience to be considered for implementation when feasible.

ALSDE recognizes that all recommended guidelines will not be possible in all settings and should be amended based on the needs of each school system and school as appropriate.

Autauga County Board of Education has the authority and flexibility to close school buildings and utilize virtual learning as needed.

Communication

- **Utilize a variety of communication tools:**
 - Remind or Class Dojo
 - Emails and/or phone calls or texts
 - Parent Conferences via Zoom or Teleconference
 - PLES Website
 - Teacher Websites
 - Instagram
 - Newsletters
 - Mrs. Harry's Messenger Callouts
- We will communicate with families on how to identify COVID-19 symptoms that indicate staff and students must stay at home and encourage families to self-report symptoms to the health care officials and Administration. See ACBOE Roadmap Appendices.
- Literature will be sent home, posted on the school website, posted at the entrances of the school, throughout the building, and in classrooms on how to stop the spread of COVID-19, COVID-19 symptoms, preventative measures (including staying home when

	<p>sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices.</p> <ul style="list-style-type: none"> Attendance waivers will be in place for the "10 day parent notes" policy.
<p>Prevention Protocols</p>	<ul style="list-style-type: none"> We will have touchless hand sanitizer stations throughout the school building. Students will use hand sanitizer each time they enter and exit classrooms. Students will be encouraged to bring plastic water bottles from home. Students will need enough water to last them through the day. All restrooms will have plenty of soap, paper towels and touchless garbage cans. Teachers will have sanitizing cleaner for use in their classroom. Students are encouraged to bring masks and hand-sanitizer from home. Student's name and homeroom teacher should be placed on the inside of masks. All Pine Level staff and students are required to wear masks during all transitions. A transition is anytime a student is up and moving. A custodian will have a sanitizing backpack and will spray/clean frequently touched services in the morning and afternoon each day. A custodian will sweep/mop floors during lunch. Teachers and counselors will teach and reinforce good hygiene measures such as handwashing, covering coughs, and wearing face masks/coverings. Signage will be posted in restrooms on proper hand washing practices. Signage will be posted in areas where masks are required. Signage will be posted in the classrooms on how to prevent the spread of COVID-19, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices. Transition movement will be limited. Deep cleaning of the school will be done prior to students/staff arriving and will continue as needed. Plastic barriers will be installed in reception areas. <p>Screening of Students:</p> <p>Implement a three-pronged approach:</p> <ul style="list-style-type: none"> Home: Families will need to be the initial point of screening each day. Parents/families will be provided with information on how to prevent the spread, COVID-19 symptoms,

	<p>preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices.</p> <ul style="list-style-type: none"> • Transportation: Signage will be posted that any student with COVID-19 like symptoms may not be transported to school. Signage will be posted in car pool areas indicating any student with COVID-19 like symptoms may not be dropped off at school. • School: Staff will be trained to visually screen students (appearance: flushed cheeks, lack of pallor in cheeks, etc...)
<p>Back to School Event</p>	<ul style="list-style-type: none"> • September 1/2- Event will be outside. Teachers will be on one side of a table, parent/student on the other. Parents will pick up Beginning of the Year information packets. Parents will fill out essential informational papers. The rest of the packet will be completed at home and returned with the student on the first day of school. Bus, lunchroom, YMCA etc... tables will be set up in the back of the school. These will be set up inside the lunchroom if it is raining. • Parents and students should not gather or socialize with others in the parking lot. • Pine Level staff, parents and students will be required to wear masks. • School supplies should be brought during the Back to School Event. All supplies should be clearly marked with the child's name and homeroom teacher's name prior to this event. (There will be no time to add names to supplies at this event.) <p><u>August 31 **</u> Orientation for Virtual Learners (times to be announced)</p> <p><u>September 1**</u></p> <p>2:00-3:30 p.m. Kindergarten, 2nd grade, 4th grade</p> <p>3:30-5:00 p.m. 1st grade, 3rd grade, 5th grade</p> <p><u>September 2**</u></p> <p>3:00-4:30 p.m. 1st grade, 3rd grade, 5th grade</p> <p>4:30-6:00 p.m. Kindergarten, 2nd grade, 4th grade</p> <p>**Teachers will contact every parent/guardian to schedule a specific time to come meet them and drop off school supplies at the Back to School Event.</p>

	<p><u>September 3</u> Zoom Virtual Classroom Tour with your Homeroom Teacher</p> <p>1:00 p.m. 5th grade 2:30 p.m. Kindergarten 1:30 p.m. 3rd grade 3:00 p.m. 2nd grade 2:00 p.m. 1st grade 3:30 p.m. 4th grade</p> <p>Instructions and invitations to the Zoom Tour will be picked up at the Back to School Events September 1/2.</p>
<p>Student Transportation</p>	<ul style="list-style-type: none"> • Refer to the ACBOE BOY Roadmap. • There will be no field trips planned until further notice. • Masks are required upon boarding and exiting the bus.
<p>Entry/Exit School Campus</p>	<ul style="list-style-type: none"> • Signage will be posted in car pool areas indicating any student with COVID like symptoms may not be dropped off at school. • Signage will be posted at all entrances informing all that enter that they must: <ul style="list-style-type: none"> ➤ NOT enter if they have a cough or a fever. ➤ Maintain a minimum of 6 feet distance from one another. ➤ Refrain from shaking hands or engaging in any unnecessary physical contact. • Per ACBOE Roadmap to Reopening of School Plan, parents, visitors and volunteers are restricted in the building past the front office for the safety of students and staff until ACBOE and health officials advise otherwise. It is our desire that parents be involved for “in-person” activities, however this is not possible at the current time. As the health risk level decreases, we will follow the ACBOE’s guidance on when parents will be permitted on campus for various activities. (Please see “Instruction” to see our plans for keeping you involved and connected to your child’s learning and classroom activities.) • Per ACBOE Roadmap to Reopening of School Plan, visitors will be restricted from having breakfast or lunch with students this school year for the safety of students and staff until ACBOE and health officials advise otherwise. • Parents, visitors, and all guests MUST wear masks when entering the school building as well as the entire time they are in the lobby or front office. • We will have touchless hand sanitizer stations throughout the school building. • Signage will be posted in restrooms on proper hand washing practices. • Signage will be posted in areas where masks are required.

	<ul style="list-style-type: none"> • Signage will be posted in the classrooms on how to prevent the spread of COVID-19, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices. • Signage will be posted that any student with COVID-like symptoms may not be transported to school. Signage will be posted in car pool areas indicating any student with COVID like symptoms may not be dropped off at school. • COVID -19 protocol will be followed for students/staff who feel ill/experience symptoms when they come to school. • Marked spaced lines will be placed at building entrances. There will be a designated entrance and exit flow path. • It is required students wear face masks/coverings upon entering and exiting the building and during all transitions.
Start of Day/Arrival	<ul style="list-style-type: none"> • Kindergarten will stagger their students coming for the first two days. Half of their students will come Tuesday, September 8 at 8:30 a.m. The other half will come Wednesday, September 9 at 8:30 a.m. Thursday, September 10 all Kindergarten students will come at 8:30 a.m. Friday, September 11, Kindergarten will come as normal. Your homeroom teacher will notify you as to which day your Kindergartener will begin. • Kindergarten Parents can walk students up to the door (by gym), but cannot come inside the building. Parents and students must wear masks. • Parents of all other grade-levels will need to drop students off in the car-rider line before 7:57 a.m. daily. Students who are late must be checked in by a guardian, in the front office. • Students will go straight to their classes in the morning during early morning arrival, unless they are eating breakfast. Staff will be available to assist students upon entering the building daily. • Students will be required to read a book in the morning. K/1st grade students may have other activities prepared by their teacher while waiting for the school day to begin. • Students will follow arrows and signs while entering the building maintaining 6 feet distance to the greatest extent possible. • It is required that students wear face masks/coverings upon entering and exiting the building and during all transitions.
Dismissal	<ul style="list-style-type: none"> • Car-rider students will be dismissed from the gym.

	<ul style="list-style-type: none"> • Buses will load in front of the school. • Masks are required for students during all transitions and movement. • Masks are mandatory for teachers and staff during all transitions.
Breakfast Meals	<ul style="list-style-type: none"> • Signage will be posted in the classrooms, hallways, lunchrooms, and common areas on how to stop the spread of COVID-19, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices. • Breakfast will be eaten in the lunchroom. Students need to keep their personal items with them and sit on one side of the table, every other seat. Seats will be marked. • Students will use designated entrance and exit doors and follow exit flow paths marked by arrows on the floor to promote social distancing in lines throughout the entire lunchroom. • Masks are required for students during all transitions and movement. • Masks are required for teachers and staff during all transitions. • Students will remove masks once seated and ready to eat. • Food sharing is prohibited per ACBOE guidelines. • Staff will distribute napkins and utensils, using disposable plates and utensils. • Students will wash and/or sanitize hands before and after meals to the greatest extent possible.
Lunch Meals	<ul style="list-style-type: none"> • Signage will be posted in the classrooms, hallways, lunchrooms, and common areas on how to stop the spread of COVID-19, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices. • Students will eat in the lunchroom. • Students should wash hands and/or sanitize their hands before and after lunch to the greatest extent possible. • Students will use designated entrance and exit doors and follow exit flow paths marked by arrows on the floor to promote social distancing in lines throughout the entire lunchroom. • All lunch money MUST be turned in to the homeroom teacher in the morning. No money will be taken at the register. • Lunchroom staff will sanitize tables between classes.

	<ul style="list-style-type: none"> • Students will sit every other seat at their assigned tables. Seats will be marked. • Students will enter one door and exit the other door and follow the arrows. • Students must maintain social distancing to the greatest extent possible. • Masks are required for students during all transitions and movement. • Masks are required for teachers and staff during all transitions. • Students and staff will remove masks once all students are seated and ready to eat. • Students may not share food per ACBOE guidelines. Due to this policy, students will not be permitted to bring in special snacks to share with the class until the COVID-19 threat level decreases. We will follow the guidance of the ACBOE and local health officials.
Transitions	<ul style="list-style-type: none"> • Signage will be posted in the classrooms, hallways, lunchrooms, and common areas on how to stop the spread of COVID-19, COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. See ACBOE Roadmap Appendices. • Hand sanitizing stations will be utilized and will be located in common areas. • Transitions will be limited to the greatest extent possible. • Hallways - There will be directional arrows and social distancing will be followed in transitioning. Entry and exit doors will be marked when applicable. • Students will stay 6 feet apart to the greatest extent possible. • Students should stay in the same line order for each transition. • Masks are required for students during all transitions and movement. • Masks are required for all staff in transitions. • Students will remain in their homeroom class. Pair/pod teachers will rotate in 3rd-5th grades. • Students will be provided frequent reminders, including signage, to stay at least 6 feet apart to the greatest extent possible.
Large Group Gatherings	<ul style="list-style-type: none"> • Faculty, parents and students are discouraged from gathering in groups in the parking lot. • Limit unnecessary congregations of staff and students. • Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using playground equipment simultaneously, etc...

	<ul style="list-style-type: none"> • We will stagger schedule for large group gatherings – recess, lunch, physical education, etc... • We will utilize outdoor spacing for social distancing when appropriate. • Signage will be posted throughout the school and at entrances reminding students and staff to remain 6 feet apart to the greatest extent possible.
<p>Student Learning Environments and Pedagogy</p>	<p>Modified Traditional (Face-to-Face) Learning</p> <p>Classrooms</p> <ul style="list-style-type: none"> • Social distancing will need to be maintained to the greatest extent possible. • Teachers will rotate instead of students rotating classes for 3rd-5th grades. • Students and teachers do not have to wear masks in the classroom as long as the students are seated 6 feet apart to the greatest extent possible. Masks are required for students anytime they stand up to transition in the classroom or leave the classroom. • Masks are required for staff and students during all transitions and will be able to take the masks off once students are seated socially distant to the greatest extent possible. • Students will have assigned seats in the classroom. • Students will be encouraged to bring no spill plastic water bottles to keep in the classroom. Please send enough water for the day. No metal or glass water bottles. Students will be instructed to pack water bottles away at the end of the day and are not to be used during school dismissal. Water fountains will not be used this year. • Outdoor space will be utilized for instruction when appropriate and possible. • Lockers will NOT be used this year. • Students need their own supplies. All supplies need to be clearly marked with the student’s name and the homeroom teacher’s name. <p>Instruction</p> <ul style="list-style-type: none"> • Each teacher will start the year by watching a hand washing video and discussing that masks are required to be worn covering nose and mouth. • Counselors will go room to room beginning the second week discussing COVID prevention, signs of, etc... • Performance Series will be given to 2nd-5th grades as soon as we return to identify learning gaps. Parents will be notified of students with learning gaps in reading. • 1st grade teachers will use a Reading Assessment to identify learning gaps.

- Teachers will use intervention programs such as Lexia, Freckle, one on one instruction, etc... to address these gaps.
- Every teacher will use Schoology and SchoolsPLP curriculum daily.
- Schoology is the Learning Management System purchased by the State Department for all of Alabama.
- DIBELS, PS, State Assessments are required to be taken by all students, even virtual learners.
- **Parents will be able to connect to their child's classroom through Zoom. Teachers will periodically invite parents/families to attend a class activity as a way for parents/families to be more involved.**
- Teachers will utilize virtual lab experiences or teacher demonstrations as much as possible.
- Frequently touched areas will be cleaned and sanitized throughout the day. See ACBOE Roadmap Appendices.
- Teachers will utilize face shields for interaction that requires students to see the teacher's mouth as a part of instruction.

Social and Emotional Learning

- Leader in Me lessons and discussions will occur 10-15 minutes per day.
- Counselors will be going into classrooms for counseling lessons.

Library

- Books will be pulled for each grade-level and given for class use each week.
- Library classes will occur in the classroom or outside.

Technology

- Students will need their own headphones.
- Students will have a device to use in the classroom. If the devices are shared, sanitizing occur between users.

Virtual Learning

- Virtual Learning is parent choice.
- Parents are responsible for computer, printer and dependable Internet. The device needs to be a Chromebook or computer. Phones and tablets may not suffice. iPads may be

	<p>able to do most everything, but ACBOE Virtual Learning FAQs state a computer, laptop, or Chromebook are required</p> <ul style="list-style-type: none"> • Paper packets will not be provided in Virtual Learning. • Student may participate in Virtual Learning or Traditional Learning, but not both. • Virtual Learning teacher(s) will be an ACBOE employee, not guaranteed to be a Pine Level teacher. • We will have E-Learning days: 9/18, 10/2, 11/23, 11/24, 12/21, 12/22, 3/29, 3/30. • Parents must wait until the end of the nine weeks if they want to swap from online learning to traditional and vice versa. • Students will be required to return to a designated location to take benchmark assessments. • Families will be notified if their student has been identified with reading deficiencies. Intervention programs will be used to address gaps.
Special Ed/Gifted	<ul style="list-style-type: none"> • Special Education students and Gifted students will receive services.
Physical Education/Snack	<ul style="list-style-type: none"> • We will have 30 minute P.E. periods. • Teachers/Coaches will provide appropriate clothing reminders since we will try to conduct PE outside to the greatest extent possible. • If equipment is used, it will be sanitized between classes. • Social distancing will be maintained in the gym and on the playground. • Students will use marked entry and exit doors and use directional arrows to help maintain social distancing. • Students will use sanitizer before and after P.E. • Students will be provided an additional recess daily with their classroom teacher. This may occur inside or outside. • Snack will be sold at the end of P.E. by the coach assigned to each class. • Per ACBOE Roadmap, students may not share food. • Students cannot bring in special snacks for their birthday and share with the class.
Restrooms	<ul style="list-style-type: none"> • Restroom breaks will be organized and scheduled while adhering to social distancing guidelines to the greatest extent possible. • Custodians will regularly clean and sanitize restrooms. See ACBOE Roadmap Appendices.

Vulnerable Populations	<ul style="list-style-type: none"> • Staff will be in contact with parents of students considered medically vulnerable. • Staff will review and update as needed all current individualized plans (IEPs, 504s, healthcare) to decrease their risk for exposure to COVID-19. • Pine Level will provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.
Staff or Student Illness at School	<ul style="list-style-type: none"> • Implement the ACBOE COVID-19 Protocol. See ACBOE Roadmap Appendices. • Utilize additional health room to separate anyone who exhibits COVID-like symptoms. • Use Standards and Transmission Based Precautions when caring for sick people (school nurses and other healthcare providers) • Notify local health officials, principal, and family immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • Close off areas used by a sick person and do not use before cleaning and disinfecting. Use COVID-19 Protocol for procedures in cleaning and disinfecting. See ACBOE Roadmap Appendices. • Advise sick staff members and children not to return until they have met ADPH criteria to discontinue home isolation. See ACBOE Roadmap Appendices. • Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow state ADPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state ADPH guidance for home quarantine. See ACBOE Roadmap Appendices.
Health Services	<ul style="list-style-type: none"> • COVID-19 training will be provided to staff by nurses during in-service days. • There will be a well side and a sick side in the nurses' office. • Children with medical needs that will make them at risk to COVID will be addressed before school starts by the nurses, counselors, SPED teacher, and LEA. • Spacing must be 6 feet apart in waiting areas. These areas will be marked. • Provide frequent reminders for faculty and students to read the signage to stay at least 6 feet apart to the greatest extent possible. • Directional reminders will be posted on doors and floors. • COVID-19 Emergency Protocol will be followed. See ACBOE Roadmap Appendices. • Temperatures will not be taken daily.

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| | <ul style="list-style-type: none">• A physician release is required before an employee or student who was diagnosed with COVID-19 or flu returns to work or school.• Confidentiality will be maintained of COVID-19 cases and adhering to FERPA and HIPPA requirements.• Counselors will be our mental health liaisons to work with district, local public health agencies, and community partners. |
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