

# **Pioneer Return to School Handbook Spring 2021**



# 1. Welcome Back






WELCOME BACK to Pioneer!

We are so happy to be able to welcome back those of you who are able to join us for on campus learning. Although this is just for a short time every week, and we have some new procedures, we look forward to being back in person with you. Thank you for helping us with this “new” way of learning. If all of us work together, we hope to be able to return to “normal” soon.

***While this handbook offers us some guidelines, it is possible that adjustments may need to be made as we move forward in order to ensure we continue to meet the safety needs of our students and staff.*** We are under Sacramento County Public Health guidelines to re-open schools and must abide by their guidelines. Please read this and discuss with your students so they know what to expect on April 6th. Thank you.






## 2. The School Day

### COHORT A Elementary:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	 Go to PIONEER 7:45-10:26AM	 Go to PIONEER 7:45-10:26 AM	 Check in with Teacher on Zoom 7:45-8:15AM  Teacher may work with small groups as needed.	Homework	Homework
Afternoon	Homework	Homework	Homework and small groups as needed.	 Zoom with teacher 11:46AM-2: 27PM	 Zoom with teacher 11:46AM-2:27P M






Homework/asynchronous work is going to be determined by the teacher. Please make sure you connect with your teacher to understand what you are to do at this time.

## COHORT B Elementary:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Homework	Homework	 Check in with Teacher on Zoom 7:45-8:15AM  Teacher may work with small groups as needed.	 Go to PIONEER 7:45-10:26AM	 Go to PIONEER 7:45-10:26AM
Afternoon	 Zoom with teacher 11:46AM-2:27PM	 Zoom with teacher 11:46AM-2:27PM	Homework and small groups as needed.	Homework	Homework

Homework/asynchronous work is going to be determined by the teacher. Please make sure you connect with your teacher to understand what you are to do at this time.

## COHORT C Elementary:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Homework	Homework	 Check in with Teacher on Zoom 7:45-8:15AM  Teacher may work with small groups as needed.	Homework	Homework
Afternoon	 Zoom with teacher 11:46AM-2:27 PM	 Zoom with teacher 11:46AM-2:27P M	Homework and small groups as needed.	 Zoom with teacher 11:46AM-2:27P M	 Zoom with teacher 11:46AM-2:27P M

Homework/asynchronous work is going to be determined by the teacher. Please make sure you connect with your teacher to understand what you are to do at this time.

**7th/8th COHORT A: On campus Monday(Period 1,3,5) and Tuesday (Periods 2,4,6) In Person**

	Start Time	End Time	Number of Minutes
1st or 2nd PERIOD; In-Person	7:45 AM –	8:37 AM	52 MIN.
PASSING BELL	8:37 AM –	8:46 AM	9 MIN.
3rd or 4th PERIOD; In-Person	8:46 AM –	9:38 AM	52 MIN.
PASSING BELL	9:38 AM –	9:47 AM	9 MIN.
5th or 6th PERIOD; In-Person	9:47 AM –	10:39 AM	52 MIN.
Lunch & 32 MIN PREP	10:39 AM –	11:41 AM	62 MIN.
Asynchronous	After 11:41AM		84 MIN.

**COHORT A: Thursday (Periods 1,3,5) and Friday (Periods 2,4,6) on ZOOM**

	Start Time	End Time	Number of Minutes
Asynchronous	Before 10:39 AM		84 MIN.
Lunch & 32 MIN PREP	10:39 AM –	11:41 AM	62 MIN.
1st or 2nd PERIOD; Synch-Zoom	11:41 AM –	12:33 PM	52 MIN.
PASSING BELL	12:33 PM –	12:35 PM	2 MIN.
3rd or 4th PERIOD; Synch-Zoom	12:35 PM –	1:27 PM	52 MIN.
PASSING BELL	1:27 PM –	1:29 PM	2 MIN.
5th or 6th PERIOD; Synch-Zoom	1:29 PM –	2:21 PM	52 MIN.

***Asynchronous means that students are at home doing homework. Synchronous ZOOM means they log into ZOOM live with their teacher.***

**COHORT B: Monday (Periods 1,3,5) and Tuesday (Periods 2,4,6) ZOOM**

	Start Time	End Time	Number of Minutes
Asynchronous	Before 10:39 AM		84 MIN.
Lunch & 32 MIN PREP	10:39 AM –	11:41 AM	62 MIN.
1st or 2nd PERIOD; Synch-Zoom	11:41 AM –	12:33 PM	52 MIN.
PASSING BELL	12:33 PM –	12:35 PM	2 MIN.
3rd or 4th PERIOD; Synch-Zoom	12:35 PM –	1:27 PM	52 MIN.
PASSING BELL	1:27 PM –	1:29 PM	2 MIN.
5th or 6th PERIOD; Synch-Zoom	1:29 PM –	2:21 PM	52 MIN.

**COHORT B: Thursday (Periods 1,3,5) and Friday (Periods 2,4,6) In Person**

	Start Time	End Time	Number of Minutes
1st or 2nd PERIOD; In-Person	7:45 AM –	8:37 AM	52 MIN.
PASSING BELL	8:37 AM –	8:46 AM	9 MIN.
3rd or 4th PERIOD; In-Person	8:46 AM –	9:38 AM	52 MIN.
PASSING BELL	9:38 AM –	9:47 AM	9 MIN.
5th or 6th PERIOD; In-Person	9:47 AM –	10:39 AM	52 MIN.
Lunch & 32 MIN PREP	10:39 AM –	11:41 AM	62 MIN.
Asynchronous	After 11:41AM		84 MIN.

***Asynchronous means that students are at home doing homework. Synchronous ZOOM means they log into ZOOM live with their teacher.***

## COHORT C: Monday and Thursday (Periods 1,3,5) and Tuesday and Friday (2,4,6) on ZOOM

	Start Time	End Time	Number of Minutes
Asynchronous	Before 10:39 AM		84 MIN.
Lunch & 32 MIN PREP	10:39 AM –	11:41 AM	62 MIN.
1st or 2nd PERIOD; Synch-Zoom	11:41 AM –	12:33 PM	52 MIN.
PASSING BELL	12:33 PM –	12:35 PM	2 MIN.
3rd or 4th PERIOD; Synch-Zoom	12:35 PM –	1:27 PM	52 MIN.
PASSING BELL	1:27 PM –	1:29 PM	2 MIN.
5th or 6th PERIOD; Synch-Zoom	1:29 PM –	2:21 PM	52 MIN.

## Wednesday Schedule for ALL Junior High:

1st PERIOD; Synch-Zoom	7:45 AM –	7:55 AM	10 MIN.
2nd PERIOD; Synch-Zoom	7:55 AM –	8:05 AM	10 MIN.
3rd PERIOD; Synch-Zoom	8:05 AM –	8:15 AM	10 MIN.
4th PERIOD; Synch-Zoom	8:15 AM –	8:25 AM	10 MIN.
5th PERIOD; Synch-Zoom	8:25 AM –	8:35 AM	10 MIN.
6th PERIOD; Synch-Zoom	8:35 AM –	8:45 AM	10 MIN.
Asynchronous	8:45 AM –	11:19 AM	154 MIN.
Lunch & 32 MIN PREP	11:19 AM –	12:21 PM	62 MIN.
Asynchronous	After 12:21 PM		26 MIN.

- Drop Off and Pick Up***

Teachers will meet their students at their classrooms. Students will wait for their teachers outside their classrooms. Please do not drop students off early.

In an effort to account for social distancing we are asking that grades TK, K, 5th, 6th (and 7th/8th when applicable) be dropped off in front of the school on Pioneer Way. Grades 1st, 2nd, 3rd, 4th be dropped off at the back entrance of the school on



Leader/Shenandoah. Siblings can be dropped off together so parents don't need to make separate arrangements. Parents are not allowed to be on campus; however, we understand that for our primary students (grades Tk, K, 1, 2) may need help. We do not have a "drop off" zone at our school so parents who wish to help their students get to class safely will need to park and walk up. We must abide by ALL County guidelines which means that you have to maintain a 6' distance from other people and wear a mask covering your nose and mouth at all times. If we are unable to maintain these basic safety precautions we may face stiff penalties, so please help us by doing your part to help our school community.

- ***Late***

If your child is late, they will need to come to the office for a late slip.

- **While on Campus**

Visitors are not allowed on campus at this time. Should you need to come to campus please abide by the 6' distancing and mask wearing Public Health guidelines. You must be free of ALL COVID-19 symptoms as well in order to be on campus for any reason.

When students need to come to the office, their teacher will call the office to let them know they are coming. When appropriate they may use the buddy system while still maintaining 6' distance from each other. Hall monitors will be available to assist when necessary.

- **Preparing for class**

We will have everything your student may need for school. We have enough supplies so students will not be sharing materials. We will need students to:

- a. Bring their charged laptop every day as we will not have enough charging cords or power stations for everyone to charge their laptops at school. Please make sure that's done the night before. (Teachers will let you know if they do not want laptops every day.)
- b. Please leave any unnecessary equipment, toys, etc. at home. We can only have what is needed for learning each day.

➤ Recess

Unfortunately, we will not be able to have recess at this time. The good news is that we will only be on campus for 161 minutes. However, we will be taking “brain breaks” and teachers will be incorporating movement and some outside time as a class.

- a. Playground equipment will be off limits. Our campus is closed to the public.

➤ Changing Cohorts

Changing cohorts can happen one time if the school can accommodate the change based on county guidelines for social distancing. Please contact the school office to request a cohort change.

## **2. Checking for COVID Symptoms at Home**

Please keep your child home and notify the office if your child has:

- Fatigue
- Fever of over 100 degrees
- Cough
- Shortness of breath
- Body aches
- Headache
- Loss of taste or smell
- Congestion or runny nose
- Nausea, vomiting or diarrhea

Anyone with these symptoms may not be on campus. If you have any of these symptoms, you will have to stay home for AT LEAST 10 days since the symptoms began and be completely free of symptoms for 24 hours upon your return. Pioneer office staff will provide guidance when you call in with any of these symptoms.

Exposure to a known COVID-19 Case, regardless of symptoms or not, must stay quarantined for 14 days from the last date of exposure to the positive person.

Twin Rivers has a contact tracing team that will be organizing and communicating contract tracing protocol as needed. (Pg. 33 and 34 of the Road to Reopening)

See pg. 33 of the Twin Rivers Road to Reopening for more information on COVID-19 symptoms and contact tracing.

### **3. If your Child Gets Sick at School**

The teacher will call for an office staff member to escort your child down to the office. If weather permits, students will sit on chairs 6' apart outside the nurses office while parents are contacted to come and get them. We can not keep them due to the Public Health risk. Students exhibiting ANY of the symptoms above can not return to school for at least 10 days and must be fever free and symptom free for 24 hours. If they have had known exposure to a positive COVID case, they must stay home for 14 days and return when they are again symptom free.

### **4. Visitors**

We are not allowed to have visitors on campus at this time.

### **5. Classroom Expectations**

The main thing we need to remember is that during this pandemic time we can not share materials and must remain 6' apart and wear a mask at all times while on campus.

#### **➤ Class limit**

No more than 15 people, including staff, will be allowed in the classrooms.

➤ **Procedures**

We will spend at least the first week back at school learning about schoolwide procedures and what it looks like for our new learning environment i.e. how to walk through the hallways, stay to one side, 6' apart, masks on etc.

Classroom teachers will spend time teaching expectations.

Handwashing and or hand sanitizing will be a normal part of our classroom life.

Leave personal belongings at home that are not school related. Your teacher will tell you which supplies are needed daily at school.

## **6. Using the Bathroom**

Classroom teachers will incorporate scheduled bathroom breaks. If students have to use the restroom outside of the scheduled time, they will have a personal lanyard to hang outside the bathroom indicating that they are in there using the restroom. There is a maximum of 2 students at a time in the restrooms, therefore 2 lanyard holders. If the lanyard holder already is full, they must wait until another student leaves the bathroom. They should wait 6' away from the door to allow for social distancing.

## **7. Student Discipline (masks, social distancing)**

Per the Twin Rivers Memorandum of Understanding with our Teachers, students who do not wear a mask will not be able to continue in person learning. As well, students who do not maintain the social distancing guidelines may be put on distance learning for the remainder of the year as well. In these critical health times, it is imperative that students abide by the guidelines so we can keep our staff and students safe as well as our campus open for learning.

## **8. Keeping our Campus Clean**

### ***What will be cleaned every day***

- Touch surfaces will be routinely cleaned throughout the day, especially those on the outside of the buildings such as door handles.
- Cleaning logs will be kept in rooms and restrooms throughout the campus.
- Restrooms, classrooms, the office and the cafeteria will be disinfected every day.
- A more methodical cleaning and disinfecting will take place throughout campus on Wednesdays when no students are on campus.
- Classrooms are equipped with cleaning kits and are ventilated throughout the day.
- Teachers will pick up daily sanitizing supplies (spray bottles and rags) at the sanitizing stations.
- Touch points will be cleaned in between classes.

## **9. Lunch/Breakfast/Snacks/Water Bottles**

Eating will be limited on campus. We will not be providing food to eat during our on campus learning. Having a “snack time” is on a per teacher basis so please check with your child’s teacher if you’re not sure. If your teacher does plan on a snack break, all eating must be done outside in accordance with all Public Health guidelines.

While we do have running water and access to wash our hands, we do NOT have access to drinking fountains. Please send your child to school daily with their own water bottle.

Lunch will be given out at the end of the day as a “grab and go” lunch with breakfast packed for the next morning. Cafeteria staff will deliver lunches to the classrooms before dismissal.

Drive through lunch is being planned and updated regularly. Please visit the Twin Rivers Nutrition Services page for details on school lunch drive through services.

(<https://www.schoolnutritionandfitness.com/index.php?sid=1509725207245>)

## **10. When Your Child's Teacher is Sick**

If the teacher is quarantined, if possible, they will continue teaching from ZOOM. The decision to quarantine staff/classes is made by Sacramento County Public Health in conjunction with the Twin Rivers District office.