



Dear Parents and Students of Park Elementary School,

We are so excited to welcome you back to school for the 2020/2021 school year!!!! We have been working hard cleaning and preparing for the first day of school, Wednesday August 19th. Teachers have been training and preparing all summer for students to return and they cannot wait!

Below are some important dates and items. PLEASE read through this ENTIRE document so you are informed on all things Park Elementary:

New School Hours: School will begin at 8:45 am and end everyday at 2:15 pm. Please do not drop off or send your child to school before 8:15 am. We do not have supervision available until then and we cannot ensure student safety if they arrive before 8:15 am. If a student arrives between 8:15 am and 8:30 am they will either: 1) eat breakfast in the cafeteria; 2) go outside to play; 3) sit in the gym socially distanced.

Drop Off and Pick Up: In order to keep our students safe, we are asking all parents that pick up and drop off their students to use the PULL THROUGH LANE on the East side of the school. We can no longer have parents pick up or drop off students at the main entrance of the school (West side). If your child rides their bike or walks, they may enter and exit through the main entrance.



Free and Reduced Lunch: This can be accessed through Infinite Campus. Once logged in to your parent portal, go to the message center on the left side of the screen. Click on **More**, then click on **Meal Benefits**, then **click here to start the application process**.

Infinite Campus- Parent Portal (New Student Information System): Thank you very much for being patient while we switch over from Aspire to Infinite Campus. I hope you will take the time to browse in your Parent Portal to see what is available. Also, there is an app that you can download that will put all the information you need at your fingertips. Please scan this QR Code to download the app:



Donations: If you have not yet paid the donation fee, please do so ASAP. Teachers use these donations for classroom supplies, class parties and rewards, and technology.

Face Coverings: These are required of all students and staff and can include: masks, shields, gaiters, or handkerchiefs as long as both nose and mouth are covered. Please label your child's face covering with their name. Face coverings do not need to be worn during recess, PE, or lunch. Additionally, we will allow mask breaks throughout the day while socially distanced. Each student will receive a face mask and a face shield. Face shields need to remain at school. **PLEASE encourage your child to practice wearing a mask now.** We have a supply of washable masks here at school if your child happens to forget theirs. *****ALL VISITORS entering Park Elementary MUST wear a face covering and check in at the office!**

Water Bottles: Due to COVID germs, all of the drinking fountains in the building will be covered for safety. We are encouraging each child to bring a bottle of water. Please label your child's water bottle with their name. Teachers will allow a "refill" time each day. Water bottles will be sent home each Friday to be washed and brought back on Monday.

Lunch Containers: We highly suggest that parents send home lunches in disposable bags or containers that can be thrown away after the child eats. Children who bring a reusable lunch container will have to be responsible to place it in a designated location, pick it up, and take it home each day.

Birthday Treats: During this school year, **birthday treats for students MUST be store bought or commercially prepared and INDIVIDUALLY WRAPPED AND SEALED.** We will not be able to hand out birthday treats that are open bakery items such as doughnuts or cupcakes. *****Sending birthday treats is completely optional and is the choice of the parent.** Teachers and staff make every effort to celebrate children on their birthday and sending treats is not necessary.

Parent and Volunteers and Visits: During the Covid-19 pandemic, we must be stewards to protect students and staff from exposure to the virus. We are working closely with the Utah County Health Department and are setting up our school to be able to do effective contact tracing should someone at the school test positive. For this reason, we will be limiting the number of people who are allowed in classrooms.

ALL VISITORS TO PARK MUST CHECK IN AT THE OFFICE AND BE SCREENED PRIOR TO ENTERING THE BUILDING FOR ANY REASON.

If a parent needs to contact or see their child, come to the front office and your child will be called up to the office.

We want parents to know that we LOVE having you at our school and don't want anyone to feel unwelcome or nervous that you won't have access to your child. This is not the case. It is because we care so much about your child that we will be enforcing these protocols.

Sick children at school: If a child exhibits symptoms of COVID while at school, parents will be contacted and expected to pick their child up as soon as possible. The child will wait in a designated quarantine room until their parent can arrive.

Parent Role: Before sending students to school everyday Parents/guardians will check daily for the following COVID-19 symptoms:

- Fever at 100.4 or greater
 - Chills
 - Cough
 - Runny nose or nasal congestion
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Headache
 - Diarrhea
 - Fatigue
 - Nausea and vomiting
 - Muscle and body aches.
 - Recent loss of taste or smell
- If your student has exhibited any of these symptoms in the last 48 hours, please do not send your student to school.

Lunch and Breakfast at the School:

- Face Coverings will not be required in the lunchroom.
- Students will be assigned a table with their class, and we will be spacing them out for social distancing.
- Students will have 10-15 minutes to eat their lunch and will then be excused.
- Signage will be used to help students know the line flow as well as where to sit.
- Classes and Grade level lunchtime will be staggered.

Classroom Instruction

- Each teacher will be using a learning platform in class (Google Classroom, Canvas or Seesaw).

- If you have any questions about the learning platform your students' teacher is using, please reach out to the teacher.
- Teachers and students will be sanitizing throughout the school day.
- If school supplies are to be shared between students and classes they will be sanitized between each use.
- Desks and students will be spaced as much as possible.
- Face coverings will be worn in class.

Office Protocols

- Excusing students tardy or absence needs to be done over the phone or email (tammy.howell@nebo.edu) when possible.
- Parents checking students out early can call the office ahead of time but still need to come into the office to sign the check-out form.
- **ANYONE coming into the school needs to come directly to the office to check-in.**
- Please follow the entry and exit signs that will be posted.

Other, Transitions, and School Sanitation

- Signs and arrows will be placed throughout the school.
- Designated entry and exit signs will be used throughout the school building.
- For at least the first semester we will not be holding any large gatherings, this includes assemblies and performances.
- Teachers will be scheduling SLCs with individual families throughout the SLC scheduled week.
- For at least the first semester we will not have any before or after school activities.
- Classrooms will be sanitized each night and periodically throughout the day.
- Students will be trained on hand sanitizing.
- Frequent cleaning and sanitizing of high traffic areas will be done on a regular basis.

What If's: There are lots of questions and “what if” scenarios that you may have. I am confident that we have prepared and taken appropriate measures to ensure student and staff safety. If you have questions, I encourage you to read the Districts Guidelines and FAQ page, and also the State of Utah School COVID Manual. We are following the direction given to us by the Utah State Health Department and the Utah State Board of Education. Please know that student and staff health and safety is very important and we are taking it very seriously. All documents are attached below.

[Districts Guidelines and Plans](#)

[Districts FAQ Page](#)

https://coronavirus-download.utah.gov/School/COVID-19_School_Manual_FINAL.pdf

Remote Learning: Students who have chosen remote learning will meet their teacher virtually at another time and do not need to attend the Open House on Tuesday, August 18th. You will be contacted by your child's remote learning teacher before school starts. If you need to check out a chromebook to use at home, please contact Mrs. Howell in the front office who is handling device check out. Parents will be required to fill out and sign a contract and will be given the option to pay \$30 for coverage on the device in case of damage or loss. The cost to replace a broken or stolen device is \$300 if you choose to opt out of the coverage.

August 18th- School Open House- 10 am-4 pm for 1st -6th grade students. In order to allow for social distancing, we will be holding this based on last names. Face masks will be required of all who enter the building. Please do not stop and visit in the hallways or gather in groups while inside the school. ****If your child is in need of a backpack, please pick one up on the tables near the cafeteria****

- 10:00-11:00: A-B
- 11:00-12:00: C-G
- 12:00-1:00: H-K
- 1:00-2:00: L-O
- 2:00-3:00: P-R
- 3:00-4:00: S-Z

August 25th- Kindergarten Open House- 9 am-3:30 pm: In order to allow for social distancing, we will be holding this based on last names. Face masks will be required of all who enter the building. Please enter through the east doors. Please do not stop and visit in the hallways or gather in groups while inside the school. School will be in session for our 1st-6th grades, so please be courteous of the learning taking place.

- 9:00-10:00: A-D
- 10:00-11:00: E-H
- 11:00-12:00: I-M
- 12:30-1:30: N-Q
- 1:30-2:30: R-U
- 2:30-3:30: V-Z

August 19th- First Day of School for 1st-6th grades. School begins at **8:45 AM and ends at 2:15 PM every day.** ****Please make note of the new release time**** Because we are trying to social distance as much as possible, we encourage students not to arrive at school earlier than 8:15 am. We are still planning to hold our annual Red Carpet Welcome, with some modifications. Please have your child enter on the West side of the school (the main entrance) to be able to participate. ****Parents, we realize what a special day the first day of school is and want you to be a part of this day with your child(ren).** Because of COVID, we are asking all visitors to always check in at the office before entering any part of the building. For this special day, we will allow you to drop your child(ren) off at their class if you would like to. Please wear a face covering at all times in the building. We would also ask that you drop your child(ren) off and then quickly exit the building.

August 26th: First Day of School for Kindergarten. AM Kindergarten will be 8:45-11:00 and PM Kindergarten will be 12:00-2:15 every day.

This is going to be a wonderful year! We are so excited to get the students back into the building and look forward to the great memories we will make. I appreciate your support and look forward to seeing our Park Panthers on the 18th!

Mrs. Hughes