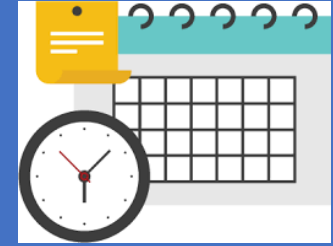


Pasadena Elementary



School Day



- Students will be split between cohort Monday/Tuesday and Thursday/Friday.
- All classroom teachers will host student hybrid and virtual, simultaneously.
- School hours are 9:35am – 4:00pm.
- Classroom teachers will share a detailed schedule.
- All students participate in circle time/building community, literacy, math, science, social studies, and cultural arts blocks.
- Lunch, Recess, Literacy-Engage will be facilitated by mid-day monitor with hybrid learners. Virtual learners will sign out of class.
- Cultural Arts will remain virtual.

- Friends, Fun, & Flourish time is hosted by school staff and could include: academic focused-small group; connection time; reading intervention; pull-out services (if applicable to your student); extracurriculars (band, strings, chorus); book club. The Cultural Arts team will continue to share a Friends & Fun time video weekly with additional activities for all students to utilize during virtual learning days.
- Switching to the 'bell hours' when school re-opens for hybrid learning will minimize opportunities for office hours. Teachers will indicate office hours in the classroom schedule shared. It is imperative students take advantage of office hours and small group as scheduled by the teacher.
- Students participating in reading interventions or receiving support for specialized instruction will continue to do so.
- Hybrid & Virtual learning students are expected to engage in learning daily. Please submit an attendance note if your student will be absent.

Cleaning Procedures



- School to be cleaned and sanitized daily as per CDC and Health Dept guidelines.
- Custodial staff are assigned to specific areas. School administrator, Chief Custodian, and Operations Manager perform room inspections for accountability.
- Increase in custodial staff to wipe high touch surfaces throughout the day. Deep cleaning nightly and enhanced protocols between cohorts.
- Cleaning supplies in storage at the school. Orders placed monthly with deliveries from AACPS Warehouse.

Cleaning during the day

HIGH TOUCH SURFACES TO DISINFECT DAILY



TABLES
COUNTER TOPS
LIGHT SWITCHES
DOORKNOBS
REMOTES
DESKS
HARD-BACKED CHAIRS
COMPUTERS & KEYBOARDS
PHONES
TABLETS
TOILETS
SINKS

Student desks will be wiped prior to breakfast & lunch mealtimes.

When students are out of the room for recess, the following will be cleaned:

- Classroom sink and bathroom areas
- Student desks and chairs
- Light switches

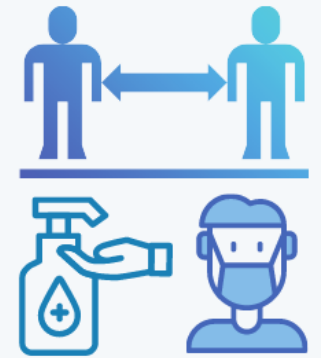
School-based Health Services



- Anne Arundel County Health Department staffs our health room with Michelle Martin, R.N. and Dawn Howard, Health Assistant.
- Contact: Nurse2182@aacps.org
- Health room staff will coordinate with classroom teachers if medication will be administered during the school day.
- Contact the Health Room if you need to drop off medication including inhaler, epi-pen, or over the counter medication. Doctor form is required.
- Students are NOT permitted to deliver or self-administer any medication.
- Hearing and vision screenings have not been scheduled. Contact the nurse if you have concerns.
- Please contact Health Room staff if your student has any food allergies or health conditions.

COVID-19 Health & Screening Measures

<https://www.aacps.org/safetyprotocols>



- Parents are requested to review the [AACPS checklist daily](#). If your child is sick or presenting symptoms, please keep your child at home.
- School staff will NOT take temperatures in the classroom.
- Health room staff will assess students when referred by school staff.
- Health room staff will communicate with parent/guardian.
- Upon entering and exiting the building, students and staff should utilize hand sanitizing stations.
- Students may not exchange birthday cards, goodie bags, or distribute birthday treats.
- Students are not permitted to share food.

Onset of symptoms or illness during the day



- Health room staff will be contacted immediately by classroom teacher.
- Health room staff will assess student and contact parent/guardian if necessary.
- If isolation is needed, health room staff will provide safe and monitored area inside health room. Student will bring belongings to health room for early dismissal.
- Health room will notify office who will pick up sick child. Main Office staff will check identification and require sign out in lobby. Parent/guardian wait in lobby. Student delivered to lobby by health room staff.

Personal Protective Equipment (PPE)



- All staff and students will be required to wear PPE (mask) and practice social distancing on school premises and while riding on the school bus.
- For students with developmental or health conditions, selected students may be eligible for a mask accommodation.
- The PTA purchased a mask for each student, and these were previously distributed. Families are responsible for providing a mask daily.
- There will be one mask break during the day during recess while students are socially distanced.
- Strongly suggested parent/guardian provide a spare mask in student backpacks in the event a mask breaks or is soiled.

School PPE Info

- All teachers have received a small bag of disposable student masks, gloves, alcohol wipes, and Band-Aids.
- PES has a limited supply of spare masks if lost or string breaks.
- Some staff will utilize face shield, mask, gloves, and coveralls over clothing.
- All classrooms and offices have been equipped with hand sanitizer and antibacterial/antifungal wipes.
- There are soap dispensers inside classroom bathroom and adjacent to the classroom handwashing sink.

Hygiene



- Staff and students will be reminded to wash hands frequently during the instructional day. Signs posted throughout the school, too.
- All classrooms have a handwashing sink and a single stall bathroom.
- Students are not permitted to utilize a bathroom in another classroom.
- Staff and students will be reminded of proper handwashing techniques including the use of soap, length of time to wash hands, utilizing a paper towel to turn off water & light switch, and paper towel to touch the doorknob.

Social Distancing



- Classroom teachers will review the AACPS Code of Student Conduct lessons when students return.
- The floor tiles at student desks have been marked to provide a visual of the space required between desks.
- Staff to remind student to maintain 6 feet apart from peers when in line, transitioning to or from the classroom.
- Each class will be assigned to an area for recess, and students will remain with each area.

Meals

<http://aacpsschools.org/nutrition/>



- Food and Nutrition staff will provide breakfast & lunch meals to all classrooms.
- Students may bring a lunch from home. Ensure your student can open all items in the lunchbox. Staff are not able to heat up food in the classroom.
- Review your student's schedule in Google Classroom for the lunch block.
- As students participating in hybrid dismiss at 4:00pm, a 'to-go' bag of dinner will be provided.
- Curbside meal pickup will continue for virtual learners and community members with children ages 2-18 from 12:00 -12:30pm.
- Inform Health Room staff of any food allergies so meals can be customized for your student (i.e. gluten or dairy allergy)

Transportation

Car loop:

- Enter the car loop from Spruce Ave and follow to the back of the school. Do not block driveways.
- Students must remain in the car with the parent until school doors open and staff are on-duty at 9:15am. Do not leave your student unattended. The playground is CLOSED until school recess.
- Please display car rider tag.

Bus loop:

- The bus lane is also the fire lane. Avoid parking in bus lane in front of school.
- Bus entrance is next to school sign on Pasadena Road, and exit on Pasadena Road.

Walkers



- For arrival, please plan for students to walk to nearest school entrance: front of school or car loop.
- Students will enter through closest door to avoid walking against the flow of students entering the school.
- For dismissal, please wait for your student along the sidewalk near the playground between the car and bus loops.
- Please display a sign with your student's name and grade. Be prepared to show identification if staff member requests.
- The playground is **CLOSED** before and after school.
- Parents/guardians and students should **maintain social distancing** and must **wear a mask** on school property. **Avoid lingering after dismissal.**

Bus Riders



- Bus capacity is reduced to 21 students at this time. Students were scheduled for a bus if indicated on the family survey.
- A roster will be provided to bus driver. If your student is not on the roster, your student is not permitted to ride the bus. Contact the school.
- Students are expected to adhere to safety protocols while riding the bus (assigned seat, wear mask, social distancing). Failure to do so could result in disciplinary action according to the AACPS Student Code of Conduct.
- The bus schedule is tentative. Be prepared to be present at the bus stop at least 10 minutes before the scheduled time. If the student is not physically at the bus stop, the bus driver is not required to stop and wait. (i.e. Don't wait inside house and run to corner when you see the bus).

School Security

- Visitors must report to the office regardless of the entrance a student uses. Ring the doorbell at the front of the school and state purpose of your visit.
- At this time, the school is closed to visitors and volunteers for safety reasons.
- Dismissal will begin at 4:00pm. Please structure personal activities so that you will avoid early dismissal after 3:30pm. After 3:30pm, we will not coordinate early dismissals. This is a controlled chaotic time with staff preparing for 4:00pm dismissal.
- Ensure parent/guardian contact information on file with the school is update-to-date.

School Supplies & Student Items



- School supplies were purchased for all students for the second semester.
- Chrome Book should be brought to school fully charged in a secure carrying case with the power cord.
- If opting for your student to use a personal device, a waiver will need to be submitted to AACPS. Depending on network settings, there could be issues connecting a personal device so it is highly suggested students utilize an AACPS Chrome Book.
- If you have not picked up school supplies, ChromeBook, or the carrying case, please contact the school.

Recess

- Students will be scheduled to go outside daily for 30 minutes and will afford students an opportunity to take a short mask break while outside.
- Recess will be facilitated by a mid-day monitor.
- Rain, snow, or sunshine, your student should be prepared to go outside. Please make sure your student has a jacket with a hood and your student is wearing closed-toe shoes.
- Students will rotate through different areas outside on hybrid learning days.
- Students are invited to bring any items for recess. However, students cannot share items or engage in sports-like activities. Students can kick a ball to one another but may not catch and throw to each other. Only the student who brings the ball to school can actually pick up the ball.

Extraordinary Circumstances



- Contact Jennifer Quirino, Principal
Email jquirino@aacps.org or call 410-222-6573
- Submit an [Attendance Note](#) to our school; link also on the website