



“A to Z: Guide to Returning to Face to Face Instruction”

Following a rich tradition of community involvement, the mission of Pintlala is to empower students to become life-long learners and productive citizens in a dynamic global society by providing learning experiences that develop the knowledge, skills, abilities and attitudes for continued success.

This handbook is an A-Z guide that informs parents and their children about school expectations and procedures that have been developed to provide the best and safest learning environment for all students. We share a common goal of quality education for each child. We can achieve this goal with parental help and support. Please plan to work and communicate with us to achieve the maximum benefit for every student. This guide is a shortened version of our Parent/Student Handbook that is provided on our school website. When you have read this guide, please sign the acknowledgement form and return to your child’s teacher indicating that you have received and read this document.



Pintlala Student Creed

I will do my best to make this a great day.

I will appreciate, I will cooperate.

I will do unto others as I would have them do unto me.

I think I can, I think I can, I know I can.



Pintlala Elementary School Staff

Pre-K

Self, Christi

Pre-K Aide

McQueen, Krissa

2nd Grade

Leonard, Theresa

5th Grade

Best, Marilyn

SPED

Merriweather, Sheri
Scott, Tammy

Title One Tutor

Booker, Laura

Lunchroom Workers

Bogan, Tamera
Osborne, Romonda

Office/Attendance Aide

Parnelle, Rebecca

Speech Therapist

Sharpe, Lee

Kindergarten

Moseley, Janet

3rd Grade

Mantell, Patty

6th Grade

Meriweather, Ursula

Counselor

Smith, Kimberli

ARI Literacy Specialist

Scott, Amber

Custodians

Frank, Jesse
Osborne, Jerome

Office Secretary/Bookkeeper

Steele, Linda

Quest

Kennedy, Angela

1st Grade

Marshall, Tammy

4th Grade

Maddox, Sharon

P.E. Coach

Vaughn, Demetrius

Principal

Sampson, Angela

Cafeteria Manager

Carter, Carlotta

Librarian

TBA

Aides

Giddens, Mary
Edwards, Dana



Welcome Back from Principal Angela K. Sampson

We are happy to announce that our school doors and classrooms will reopen for students on Tuesday, October 13, 2020. The Pintlala faculty/staff and I have been planning for the return of our students since July and we are ready to welcome them back with open arms! We have put our heads together and worked really hard to think of every possible safety precaution that we could to ensure the health and overall safety of every child and every adult who will enter our school buildings. As we all know, nothing is ever perfect, but we hope this document will relieve some of your questions or worries about sending your child back to school. Please be reminded that this is a working document, so when we see that a procedure we have put in place is not guaranteeing the health and safety of all students and staff, changes will be made immediately and the document will be updated. We hope that we will meet and exceed your expectations this 2020-2021 school year!!

Thank you for trusting us with your most precious and valuable gift...your children!

MPS Mission Statement

We will engage, educate and inspire our students to succeed in college, career and beyond!

MPS Vision Statement

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

Pintlala Elementary School Mission Statement

The mission of Pintlala Elementary School is to prepare our students to be successful, self-disciplined and productive citizens. A caring, dedicated, professional staff and community will provide a challenging, diverse, and constructive curriculum in an environment that is safe and nurturing.

Pintlala Elementary School Vision Statement

The vision of Pintlala Elementary School is to become a unified faculty and community that will enthusiastically and willfully share responsibility in educating our children using innovative learning strategies. The unique abilities and strengths of every child will be encouraged by actively participating in an integrated curriculum, stimulating experiences, and developmentally appropriate activities.

Through our endeavors, we will become a school that is a sage and supportive place to work and play. The students will leave our school as highly motivated students performing on or above grade level.

Principal's Expectation

We are here to teach and learn. We will show respect for all people - ourselves, other adults, and students. We will show respect for all property - our own, the school's and other's. Pintlala Elementary School will have an atmosphere that is orderly, calm, and safe; we will be encouraging while teaching and supporting learning as well as individual student growth.

Arrival

For your child's safety, DO NOT leave your child at school before 7:30 am. Teachers are not on duty until 7:30 am and students SHOULD NOT be left unattended.

Teaching and learning at Pintlala begins promptly at 8:00 am. Tardy students will be missing substantial portions of instruction which will adversely affect their education. To provide your child with the best opportunity to be successful, please make every effort to have your child at school before 8:00 am. Any students arriving after the tardy bell must report to the Main Office and be signed in for the day by a parent/guardian – NO EXCEPTIONS.

Arrival Procedures for Bus Students

- Temperature checks will be done before students get on the bus in the mornings. If high (**100.4 or higher**), a student does not get on the bus or sits in a designated area away from the other students.
- Buses will unload at 7:30 a.m. when the Pintlala bell rings.
- Temperature checks will be done as students exit the bus at school.
- Students will go directly to their homeroom class to avoid unnecessary contact with others. Students will be asked to maintain a 6ft. distance from other students and staff.
- Students who have a fever of (**100.4 or higher**) will be sent directly to the Nurse's Station, placed in an isolation area, and parents will be contacted. The school MUST have working phone numbers for parents.

Arrival Procedures for Car Riders

- Parents should remain in cars and drop off students in the car line starting at 7:40 a.m. after buses have left. Please make sure your child is prepared to exit the vehicle on the passenger side.
- **Each car will pull up to an orange cone and wait until a faculty member comes to the car.**
- Temperature checks will be done while the child is still in the vehicle.
- Students who have a fever of (**100.4 or higher**) will need to return home with the parent.
- Students will not be allowed to exit the car without a mask. If the student does not have a mask, one will be provided. **After the second time, the parent will have to take the child back home to get a mask.**
- Once students are out of the cars they will report directly to their homeroom class to avoid unnecessary contact with others. Students will be asked to maintain a 6ft. distance from other students and staff.

Breakfast

- A "Grab & Go" Breakfast will be delivered to classrooms each morning by 8:00 a.m. There is no charge for breakfast. All students may eat breakfast free of charge.
- Please make sure your child is at school no later than 7:45 a.m. so he/she will be included in the teacher's breakfast number count. However, if a student arrives after the breakfast count has been taken, the teacher will call the lunchroom and a breakfast will be sent to the classroom.
- Students will eat breakfast in the classrooms while listening to morning announcements.

Buses

- Bus drivers will sanitize buses daily at the end of morning and afternoon routes.
- The first two seats will be reserved to isolate a child that may need to be checked by the nurse upon arrival at school.
- A seating chart will be created for bus riders.
- Bus drivers will contact the route scheduler in advance to notify them if any student is placed in isolation. The route scheduler will contact the school. The school nurse will be responsible for meeting the isolated students at the bus upon arrival and taking them to the isolation room. The parents will be contacted immediately.

Checking Students In

- Only one parent and student will be allowed in the office at a time for check in. Masks are REQUIRED.
- The child's temperature will be checked by office staff before allowing the child to go to class.
- Students will receive a check in pass and can walk to their classrooms.
- The office will radio custodians to let them know a student is coming so they can assist with making sure they get to class safely.

Checking Students Out

- Parents will be asked to call the school ahead of time to check students out.
- When the parent arrives, office staff will take the check-out log to the vehicle for the parent to sign, verify ID, and put the student in the car. **Please remain in your car.**
- **If a child is checking out because he/or she is sick, the nurse** will call the office to notify us that a parent will be coming, a check out clipboard will be placed in the nurses station.
- When the parent arrives, they will call the office or nurses station to notify us that they are here to pick up the sick child. **Please remain in your car.**
- The nurse will escort the child down the walkway steps closest to the nurse's station, verify the parent's ID, allow the parent to sign the checkout sheet, and put the child in the car.
- Parents will not be sent to the nurse's station or the classrooms. **Please remain in your car.**

Chromebooks

- Each student at Pintlala Elementary school was issued a chromebook the first week of school.
- Students will be expected to bring their chromebook to school each day fully charged.
- For safety reasons, chromebooks will not be shared with other students.
- Teachers will continue to use chromebooks for face to face instruction and students will have some virtual activities to complete both at home and in the classroom.
- Each student who did not receive a device will be issued a device to use for the remainder of the school year.
- Students returning for face-to-face instruction must return their devices to use at school and to do assignments at home. Students working remotely will continue to use their devices.
- Students who do not return their devices on October 13th, will not receive another device.

Classrooms

- Teachers will be standing in the hallway next to their classroom doors greeting students as they enter.
- Students will be asked to use hand sanitizer as they enter the classrooms.
- Desks will be assigned to ensure the same child(ren) use the same desk each day.
- Morning Work should already be on the desks or written on the board when students arrive.
- Students should unpack, be seated and get started working on morning work until it is time to go to the restroom. When breakfast is delivered, students will wash or sanitize hands, eat breakfast, and sanitize hands again.

Counseling Classes

- The school counselor will continue counseling classes virtually for all students via Zoom in the afternoons.
- All students will login to their classes on their designated days/times.

Custodians

- Custodians will follow CDC guidelines to thoroughly clean and disinfect the school in preparation for returning students and staff.
- They will clean throughout the day as students, teachers, and other staff use the building.
- Adhere to a cleaning schedule provided by the Principal and MPS Logistics.

Dismissal Procedures for Bus Riders

- As buses arrive in the afternoons, students will be called over the intercom to load the buses.
- Before exiting the classrooms, they will use hand sanitizer to clean their hands.
- They are expected to maintain a 6 ft. distance as they load the buses.
- Specialists will be outside on duty to monitor and assist.

Dismissal Procedures for Car Riders

- After all buses have left, parents should stay in the car line and pull up to an orange cone.
- Parents please remain in your cars and wait for your child to be escorted to the car. Students enter car on passenger side only (safety)
- Refrain from using cell phones while moving through the car line.
- For your safety, remain in your car while waiting in the car line and during dismissal. No driver should leave their vehicle unattended once in the car line.
- Your CAR LINE STUDENT IDENTIFICATION SIGN should be posted on your dashboard to ensure that students are transitioned to appropriate adults. This is a safety measure for our students.
- STUDENT PICK UP IS FROM 2:55 PM-3:15 PM. Any students remaining after 3:15 pm should be picked up in the Main Office.

There are NO EXCEPTIONS to these procedures. These are designed to ensure the safety of our students and staff.

Emergency Cards

- An emergency card must be on file for each student. It is very important to keep these cards up to date.
- Please make sure your emergency contacts are willing to assume responsibility for your child in the event of a medical situation. Parents are strongly encouraged to keep phone numbers for emergency contacts current.

Face Masks/Face Shields

- All students **MUST have a face mask**. Masks will be worn in the classroom and common areas of the school such as: hallways, walkways, restrooms, library, etc.
- Students wearing face shields, must also wear the face mask.

Hallways

- Classes will not be allowed to congregate in the hallways both in the main building and the annex.
- Only two classes will be allowed to transition on opposite ends and sides of hallways at a time. Unnecessary movement will be limited.
- Students will maintain the suggested 6 ft. distance while waiting in lines.
- Markers or dots will be placed on the floors to show students where they should be standing.

Internet Access Policy

- In order to protect the safety of all students, parents/guardians or visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off campus).
- Furthermore, parents/guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform.
- The Internet form must be signed and returned to the homeroom teacher in order for your student to use computers at school. Please read carefully the listed consequences for inappropriate use of the internet and make sure your child understands that he/she must adhere to this policy to be allowed to use the Internet.

Library

- **Schedule-** No more than three classes will visit the library a day and times will be spaced in order to have time to sanitize in between classes.
- **Checking Out/In Books (no checking out books, only online books)**
- **Cleaning** Tables and chairs will be sanitized daily after each class visits the library. The librarian will distribute sanitizer as students enter the library.
- **Social Distancing-** Students will be seated two per table or less. (One student at the end of each table, depending on class size.)
- Students will line up one at a time and leave space between themselves to exit the library.

Lunch

- Teachers will take a daily lunch count and send it to the lunchroom no later than 8:30 a.m. Students will be allowed to choose one meat item. There is no charge for lunch.
- Lunch will be eaten in classrooms or at picnic tables outside. There are only 10 tables so we will have to alternate days of sitting outside.
- Each class will be responsible for making certain the tables are thoroughly wiped down and cleaned for the next class to use.
- Classes may also use the grassy areas in the garden for lunch. Classes will not be allowed to sit together. Students should be seated socially distanced (6 ft.) from one another.
- Classes eating outside should not interfere with physical education classes.

Nurse's Station

- A full-time nurse is on staff at Pintlala; however, the nurse is not used as an option if medical attention is needed.
- Once the nurse finds that a student does not meet the requirements to remain at school, parents will be contacted and medical attention may be required.
- Students who are sick or display symptoms of COVID-19 such as: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, etc. refer to:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Remember, if your child is sick, please do not send them to school for the health and safety of all students and staff.

Parent Conferences

- All parent conferences will be held by appointment only and preferably via Zoom.
- Teachers and parents may also choose telephone conferences.
- The principal must be notified 24 hours in advance if a parent or teacher chooses to hold a face to face parent conference. Parents must be socially distanced at all times. **No visits to classrooms will be allowed.**

Physical Education (PE)

- Students will receive 30 minutes of PE daily.
- PE Class will be held outside either on the concrete slab or the PE field.
- According to state guidelines, the slides and playground equipment cannot be used until we receive further notice.
- Students will be required to sanitize their hands before and after the use of any PE equipment (balls, jump ropes, etc.).
- Activities will be planned that will maintain the 6ft. distance.
- After PE students will be able to drink water from their personal water bottles. **The water fountains will not be accessible for usage.**
- On rainy days, the PE portable will be used to teach health/nutrition or physical education standards. (If there are no classes meeting in the library, it may also be used.)
- All indoor areas will be cleaned and sanitized after each class visit.
- Students continuing virtual instruction will log in for a pre-recorded PE lesson each day.

Restrooms/Restroom Breaks

- Restroom rotations by classes will be allowed. (*Restrooms will be cleaned throughout the day.*)
- Students will not be allowed to run back and forth to and from the restrooms and other areas.
- Whole class restroom breaks will be scheduled so that classes will not cross paths.
- Only 2-3 students will be allowed to go into the restrooms at a time (Ex. 2 boys/ 2 girls)
- Students will be REMINDED to wash their hands using the 20 second CDC recommendation before exiting the restroom. (Students will also be asked to use hand sanitizer when they return to the classroom.)
- Students will be encouraged to clean hands thoroughly with soap and water during the day and not solely use hand sanitizer all day.
- Custodians will thoroughly clean restrooms after each class.

Snack Time

- Students will be allowed to bring a healthy snack/drink to have at this time if they would like.
- Parents will be responsible for sending a snack, juice, and/ water for students.
- Absolutely no snack buckets can be sent home for class sharing.
- Parents should only send items that students are able to open themselves.
- Teachers will not be able to open food containers, bottles, juice boxes, etc.
- Students should bring their own full water bottle daily.

Uniforms

- All students are required to wear uniforms daily.
- SHIRTS: White, Hunter Green, Navy, or Yellow – solid, no stripes or prints – collared polo-type (long or short sleeve). Shirts must be tucked in and properly buttoned. No writing or logos depicting clothing brands or team logos are permitted on shirts – monograms are acceptable.
- PANTS: Khaki or Navy regular length pants, shorts, or skorts. Shorts and skorts must be NO SHORTER than two inches from the crease in the back of the knee. Girls may wear Khaki or Navy capri length pants. No writing or logos are permitted on pants. Optional plaid skirts are also acceptable.
- SKIRTS FOR GIRLS: Khaki or Navy. Skirts must be NO SHORTER than two (2) inches from the crease in the back of the knee. Khaki or Navy jumpers are allowed and must be worn with a uniform shirt. Slits in skirts/jumpers must meet the 2-inch regulation. No writing or logos are permitted on skirts/jumpers. (Tights or leggings may be worn with skirts or skorts, but must coordinate with the uniform colors of white, hunter green, navy or gold.)
- BELTS: A belt is required for pants with belt loops. Only one belt may be worn with attire. Standard belt buckles only.
- SHOES: Shoes must cover the foot completely. Athletic shoes are preferred due to physical education activities and for comfort. (If your child has not learned how to tie his/her shoes, please consider purchasing shoes with velcro fasteners. **Teachers will not be able to tie shoes.**) Socks should be worn with shoes as appropriate. Boots – both weather and work must fit properly. No bedroom slippers, flip flops, stilettos, or slides will be allowed.
- JACKETS: Solid colored without LARGE PRINT branded logos or writing. Team logo jackets are appropriate. Jackets should not be oversized or “too tight”.
 Students are to wear clothing that fits properly. Girls may wear tights or leggings with skirts or skorts during cold weather. Pants must be worn at the waist. Oversized or “too tight” clothing – including pants, skirts, shirts, jackets, etc. will NOT be allowed.
- The principal will have final determination if a student’s attire is inappropriate and a parent will be contacted to bring other clothing. If a student is in violation of a dress code requirement, the parent will be contacted to assist in providing appropriate clothing. If the violations continue, the parent will be asked to meet with the school principal to discuss a resolution.

Visitors

- For the protection of all students, teachers, and staff, there will be no visitors allowed on campus unless they are affiliated with the school district.
- There will be no visitors allowed in classrooms.

Water Fountains

- Water fountains will not be used until further notice.
- Students should bring a full water bottle labeled with his/her name to school daily.

MPS SCHOOL CALENDAR

Important Dates

Event	Date
First Day for Students	August 10, 2020
End of 1 st Grading Period	October 8, 2020
End of 2 nd Grading Period	December 18, 2020
End of 3 rd Grading Period	March 19, 2021
Last Day for Students	May 27, 2021

Progress Report Dates

1 st Nine Weeks	September 15, 2020
2 nd Nine Weeks	November 17, 2020
3 rd Nine Weeks	February 2, 2021
4 th Nine Weeks	April 27, 2021

Report Card Dates

1 st Nine Weeks	October 15, 2020
2 nd Nine Weeks	January 14, 2021
3 rd Nine Weeks	April 1, 2021
4 th Nine Weeks	May 27, 2021

Staff Development (Students Will Not Attend These Days)

Tuesday, August 4-Friday, August 7, 2020
Friday, October 9, 2020
Friday, May 28, 2021

School Holidays

Event	Date
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving	Monday, November 23, 2020 – Friday, November 27, 2020
Winter Holidays	Monday, December 21, 2020 – Monday, January 1, 2021
Dr. MLK Jr. Holiday	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Spring Holidays	Monday, March 22, 2021 – Friday, March 26, 2021

Pintlala Elementary
A to Z Guide to Returning
to Face to Face Instruction
Notice of Receipt

Student:

Grade:

Homeroom Teacher:

Yes, I have received and read or had read to me a copy of the Pintlala Elementary School “A to Z Guide to Returning to Face to Face Instruction” for the 2020-2021 school year. I understand and support the information as outlined in this handbook. I understand that if I should have questions about the information covered or any other concerns, I should contact the school and speak with the school principal.

Parent/Guardian Signature

Student Signature

Date

[Tear out this page, sign, and return to your child’s teacher by Friday, October 16, 2020.](#) If you have any questions about the information contained in this handbook, please feel free to contact Angela K. Sampson, Principal, at (334) 288-9523.

