**Pinewood Elementary School’s Reopening Information**  
for School Year 2021-2022 (effective 8/30/21)  
School hours: 8:30a.m. - 3:45p.m.

**Introductory Statement:** Pinewood Elementary School is committed to supporting the health, safety, and social and emotional needs of our students and staff to ensure a positive, productive, and fulfilling teaching and learning environment for our school community.

**Arrival & Dismissal Procedures:**
- When visiting school property for arrival or dismissal all parents and students should wear face coverings and follow social distancing by spacing themselves to the greatest extent possible from other people and families and following the signs on the ground. Parents should exit the school property ASAP after dropping off, or picking up, their children.

**Arrival:**
- **Walkers:** Students will follow social distancing and enter the building through the front door of the school.
- **Car Riders:** Parents should pull as far forward as possible in the student drop-off area and remain in their vehicle. A staff member will open the right-side door of the vehicle for the child/children to exit. Students will follow social distancing and enter through the front door of the school.
- **Bus Riders:** Students will exit the buses and follow social distancing to enter the north side doors to the school. Staff will be in the bus drop-off area to assist.

**Dismissal:**
- **Walkers & Car Riders:** Parents should follow social distancing and pick up their child/children at the exterior door of each child’s classroom. In the case of siblings, each child must be picked up at their homeroom teacher's exterior door. A sign, with the teacher's name will be in the window adjacent to the door. **Exceptions:** 3rd and 4th grade students will exit the building through the front door of the school. Parents should meet their children outside.
- **Bus Riders and After School Day Care Van Riders:** Students will be dismissed from their classrooms according to their assigned bus. They will follow social distancing in the hallways to the northside doors to meet their bus. If/when necessary, students may need to line up, socially distanced, in the gym before exiting the building. All bus riders will be sitting in assigned seats on the bus and there will be one child to each seat. Siblings will be assigned seats together.

**Face Coverings:**
- Face coverings are required for all persons in a BCPS facility or vehicle. Face coverings are required during transportation to/from school on a bus. Face masks are optional for students when they are outdoors at recess.
- Each school, office, and school bus will have a supply of disposable face coverings for students and employees who forget their face covering or whose face covering becomes soiled or damaged.
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<thead>
<tr>
<th>Screening &amp; Stay Home When Appropriate:</th>
<th>Social Distancing:</th>
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<tbody>
<tr>
<td>• All employees and students are expected to screen themselves daily for symptoms of COVID-19.</td>
<td>• Classroom furniture is arranged to provide separation between students, to the greatest degree possible.</td>
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<td>• <strong>Remain home</strong> if you have symptoms, confirmed COVID-19 illness, had recent contact with a person with COVID-19 and/or awaiting test results.</td>
<td>• We have reduced the incidence of gathering of students in any area including our arrival and dismissal procedures and movement in the hallways.</td>
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<td>• Parents will receive a screening checklist and magnet with the screening practices.</td>
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<tr>
<th>Hand Hygiene:</th>
<th>Breakfast &amp; Lunch:</th>
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<td>• Times for handwashing or use of hand sanitizer to include before and after meals, upon arrival to schools, offices, and home, before and after use of any shared items, before and after recess, after use of the restroom, after sneezing/coughing and other times hands are contaminated.</td>
<td>• <strong>Breakfast</strong>: Breakfast will be available (without charge) for all students each day. Breakfast will be served in a “grab and go” model and will be offered to each child as they enter the building. Breakfast will be eaten in the classroom and should be finished by 8:55a.m.</td>
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<td></td>
<td>• <strong>Lunch</strong>: Lunch will be available (without charge) for all students each day. A hot or cold entrée lunch will be available each day. All lunches include a container of reduced fat milk. Chocolate, reduced fat milk is available upon request. There is also a yogurt box lunch available each day for students who would prefer another selection. There will be no snack or à la carte items available for sale. Students may bring their own bag/box lunch to school. Please be sure to include all utensils and paper products in your child’s lunch and have them practice opening the containers that you are providing. Water, or another preferred beverage must be brought from home. Students will eat lunch in the cafeteria with social distancing between students and all students forward facing in the same direction. Masks can be removed while children are eating or drinking.</td>
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<th>Supplies &amp; Devices:</th>
<th>Visitors:</th>
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<td>• At this time, all K – 5th grade students are required to bring their computer and charging cord to school and leave it at school, for use in school.</td>
<td>• To visit a BCPS school, we suggest that visitors make an appointment.</td>
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<td>• Students may be required to bring other instructional materials as designated by their teacher, i.e., math and/or ELA worksheets, novels, etc.</td>
<td>• Visits may be conducted remotely or in person.</td>
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<td>• School supplies such as pencils, crayons, markers, scissors, etc., may not be shared between students. Teachers will be sending classroom supply list requests, as necessary.</td>
<td>• Visitors will be required to wear a face mask and practice social distancing.</td>
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<td></td>
<td>• The number of visitors admitted to the building at any one time, may be limited.</td>
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Recess:
• Students will go outside for recess every day, weather permitting. Masks are not required during outdoor recess. However, parents may request that their child wear their mask while outside at recess.
• Students may use the fields and courts. Playground equipment such as balls and jump ropes will be provided. As necessary, playground equipment will be wiped down. At times, teachers will support students in organized activities.
• In the event of inclement weather, indoor recess will be provided. At times, teachers will support students in organized activities.

Common Areas:
Hand sanitizer dispensers have been installed and/or set-up throughout the building and in every classroom. Cleaning of high touch areas will be provided throughout the school, and throughout the day, by custodial staff.

Hallways:
• All hallways have social distancing signage reminding students and staff to keep a social distance from others.

Bathrooms:
• All bathrooms have been set up to provide social distancing. Every other bathroom stall, urinal, and sink is open. Handwashing signs are in every bathroom.

Cafeteria:
• The cafeteria seating area has been set up with social distancing between students and all students will be facing in the same direction. Only one grade level will be in the cafeteria at a time. Cafeteria staff will serve lunches to students through the kitchen serving station line. Cafeteria helpers and/or custodial staff will be wiping down tables and benches with BCPS approved disinfecting solution between lunch periods.
• Cafeteria breakfast and lunch menus, will be available on-line, each month, on bcps.org

Outside Campus, Fields, and Courts:
• Students will go out for recess each day, weather permitting. Recess time and location will be scheduled to provide students with time to enjoy recess, while maintaining social distancing from others.

Instructional Considerations:
• Students will attend class in-person, with the same students in their class, five days a week, Monday through Friday.
• Fourth and fifth grade students may attend math with their homeroom class or switch to another class for math.
• All students will attend their special area classes in the designated special area classroom, i.e., Gym, Library, Art Studio, or Music Room.

Things to Consider:
• Students should bring a water bottle with water in it to school each day. Please label the water bottle with your child’s name. Water to refill water bottles will not be available from school water coolers or fountains. All water fountains are turned off. Water coolers may only be used with disposable paper cups provided at school.
• Your child’s daily and weekly schedule will be provided by their homeroom teacher.