

8/19/21

**Dear K-4 Parents:**

We are almost at the start of our school year! We again want to thank you for all your help in making last year a positive experience despite the limitations of the pandemic! Please take time to read our *Safe Return to In-person Instruction/Continuity of Services* document that is posted on our school website at [www.rollontigers.org](http://www.rollontigers.org). The school board approved this plan on Tuesday, August 17<sup>th</sup>. It details our plan for this year especially regarding COVID-19 concerns. Please look at this plan and let me know if you have concerns.

**In-Person Instruction-** Our school district is back to full in-person instruction. A remote learning option is not being offered.

**Masks-** The wearing of masks is optional this year at the Manhattan Public Schools. We ask that students respect the choice of students and staff to wear or not wear a mask at school. Some teachers will be wearing masks and will find ways to aid with instruction rather than being right next to students.

The **Manhattan Schools Open House/Meet your Teacher Night** will be on August 24<sup>th</sup> from 3-5 PM. This should be a great time to meet your child's teacher. We would like each family to spend 5-10 minutes in your child's classroom.

**First Day of School-** Our first day of classes will be August 25<sup>th</sup>. We ask if you attended the open house, have your child wait with their group in front of the school. If you are walking your student to their classroom, please wait until 8:10 to enter the school. **After the first day of school we ask that parents do not walk their child into the building.**

**Start of school each day-** Students will again congregate by class levels in front of the school. They will have a designated area to gather before school with their grade level. We will have an adult holding up a sign for each grade level to start the school year. Our first bell rings at 8:20 and class begins at 8:25. *This was implemented last year as a part of our safety protocol to mitigate the spread of COVID. Through this we realized that it was an overall best practice and felt we should implement it this year not only for health concerns but it helped with a successful start of the day.*

**Recess-** We will again have our playground split into zones. Each grade level will be assigned a zone for each day. As with our start of the day protocol, *this was implemented last year as a part of our safety protocol to mitigate the spread of COVID. Through this we realized that it was also an overall best practice and felt we should implement it this year not only for health concerns but it helped with a decrease of discipline referrals.* We may change this plan at some point in the year.

**Visitors-** Visitors will be allowed on a limited basis. All visitors need to check in at the office whenever they enter the building. *Teachers again will pick up your students from the front of the school and walk them to their classroom, this includes the first day.* Parents can schedule a meeting with a teacher if needed.

**School Lunch-** Students will sit with their class in the lunchroom. School lunches and breakfasts are again free this year. *To start the year, we ask that parents not eat lunch with their student.*

***Drop Off-Pick-up-***

Before School-Please drop students off down from the main office in the area not painted red.

After School-A staff member will be on duty every day in front of the school to assist students. Please use the crosswalks when coming from and going to your vehicles.

All staff will park in the main elementary parking lot which opens up more parking for parents by the basketball courts.

**Snacks-** Snacks will be allowed in classrooms as long as they are store bought. Instead of a barrel of Goldfish, individually packaged Goldfish are allowed.

**Birthday Treats-** Birthday treats are allowed as long as they too are store bought. Parents can attend birthday parties but visitors should be limited.

**Water Bottle-** Each student should have their own water bottle. We have bottle filling stations and each of our classrooms have sinks.

**Sick Students-** We feel that in-person instruction is very important and being able to continue it will be contingent on students staying home when they are ill. If your child is experiencing **two** of the following: a cough, runny nose, nausea or vomiting, sore throat, fever of 100.4F or higher please keep them home until symptoms have resolved. If your child is experiencing **one** of the following symptoms: cough (unexplained), shortness of breath, loss of taste or smell and/or difficulty breathing please keep them home until symptoms have resolved.

**School Schedule-** A school schedule is listed at the bottom of this email. Please note that we have **early out at 2:40 on Fridays for grades K-4, grades 5-12 will be released at 2:44.**

**School Pictures-** School pictures for our building will be September 8<sup>th</sup>.

We will be trying to have instruction as close to normal as possible. Please let us know if you have any questions.

Sincerely,

Neil Harvey

Manhattan K-4 Principal

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## SCHOOL PROCEDURES 21-22

### Schedule:

- 7:30 Breakfast program begins serving
- 8:10 Student supervision begins in front of school, buses arrive; walkers and car drop-offs may begin to arrive
- 8:20 First bell
- 8:25 Tardy bell, classes begin
- 9:40 K-2 Recess
- 9:55 K-2 Classes resume
- 10:00 3-4 Recess
- 10:15 3-4 Classes Resume
- 11:00 11:20 Grades K – 4 go to Lunch
- 11:45 K,1st and 2nd grade classes resume
- 12:05 3<sup>rd</sup> and 4th grade classes resume
- 1:40 K-2 Afternoon recess
- 1:55 K-2 Classes resume
- 2:00 3-4 recess
- 2:15- 3-4 Classes resume
- 3:17 Grades K-3<sup>rd</sup> grade dismissal
- 3:26 Grade 4 dismissal
- 3:35 Buses depart from school



### Friday (Changes from M-Th)

- 11:40- K-2 End of lunch recess
- 12:00-3<sup>rd</sup>-4<sup>th</sup> Grade end of lunch recess
- 2:40-K-4 Dismissal