

Harry S. Truman Elementary

1001 East 18th Street

Rolla, MO 65401

Phone: 573-458-0180

<https://www.rolla31.org>

Principal: Dr. Mandy Welch

STUDENT HANDBOOK ADDENDUM 2020-2021



Dear Parents and Guardians,

This student handbook addendum was created in response to COVID-19 and its impact on in-person schooling. As a school district, we have developed procedures in response to guidance from our state and local authorities, the Phelps-Maries County Health Department, Center for Disease Control, and the Missouri Department of Education. We are prepared to return with procedures aimed at reducing the risk of infection and protocols for how to respond in case of infection. To review Rolla Public Schools full re-entry plan, please visit the district website.

Certainly, planning for the 2020-21 school year has been different, and at times this year, it may feel impersonal and inconvenient. Regardless, we know that if we work together as a school community, we can minimize the risk of exposure, and help to ensure our students, staff and faculty stay healthy. Ultimately, we hope our efforts will reduce the chance of significant educational disruptions for our students and families.

Please join us in our efforts for a healthy return to school.

Sincerely,

Mandy Welch, Ed.D.
Truman Elementary Principal

Arrival and Dismissal Procedures

Car Riders

Arrival:

School begins at 8:05 A.M. each day. Students who are brought to school by private vehicle should not arrive at school prior to 7:35 A.M. Please do not drop off children any earlier as there will not be supervision.

To minimize student interaction we have divided the parent drop off location into three areas:

- Pre-K parents will park and walk their students directly to the Pre-K doors.
- Kindergarten & 1st grade parents will use the drop off lane in the front lot. Students will enter the main doors at the front of the building and head directly to their classrooms.
- 2nd and 3rd grade parents will use the drop off lane in the East Back Lot. Students will enter the East Wing Doors and head directly to their classrooms.
- Families with multiple students in both age groups will use the front lot.

Parents dropping off students by private vehicle are asked to pull through the drop-off lane to unload. To keep traffic flowing, please pull forward as far as possible, and unload in a timely manner. For safety purposes, students should only exit the vehicle from the passenger side.

There is no parking in the drop-off lane during arrival or dismissal times. Do not attempt to pass a vehicle that is unloading – this is not a safe practice. For safety purposes, the bus lane is designated and is reserved for buses only. Please do not use this lane for private vehicles and do not block their entrance or exit.

Dismissal:

Parents are not allowed to park and pick up their children. During dismissal, adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Please be patient during the first two weeks as everyone is learning a new routine. Once established, the car rider line will move quickly and efficiently.

The school provided vehicle tag should be displayed in the vehicle window. The teacher on duty has been instructed to require the tag for release of a student. If you or the person you have designated to pick up your child does not have the tag, they will have to come to the office and present a picture ID.

- Pre-K, Kindergarten, and 1st grade students will use the pick up lane in front of the school
- 2nd and 3rd grade students will use the pick up lane in the back east lot.
- Families with multiple students in both age groups will use the front lot.

Bus Riders

During dismissal, students will be seated by bus cohorts in the gym. Cohorts will remain masked and socially distant when possible. Please see the [Rolla Public Schools website](#) for more information regarding transportation services and student expectations during COVID-19.

Assemblies

Truman students will participate in virtual assemblies. We will not use the gymnasium for large gatherings at this time. Students will remain in the classroom and view pre-recorded presentations or

announcements to celebrate student accomplishments and learn more about our Positive Behavior Support (PBS) expectations and the monthly character trait focus.

Attendance Incentives

Perfect attendance awards for staff and students will be eliminated this year. Anyone who does not feel well, is encouraged to stay home. The safety of our students and staff is a top priority, and we are counting on everyone's cooperation to help us reduce the risk of COVID-19 spreading in our school.

Cafeteria Procedures

Truman Elementary has established a process for social distancing, not mixing different student groups, and sanitizing between groups when using the cafeteria.

Breakfast:

All students will report directly to their homeroom teacher each morning. If a student chooses to eat breakfast at school, there will be a grab and go option available in the classroom. Students will either wash their hands or use hand sanitizer after eating.

Lunch:

Each classroom will have a designated time for lunch and remain seated with their cohorts. A staff member will enter student lunch IDs to avoid student use of a keypad. Students will either wash their hands or use hand sanitizer before and after eating. Supervisors will sanitize between each lunch shift.

Classroom Parties

Until further notice, all non-essential visitors will not be permitted to visit classrooms. Items for classroom parties may be dropped off in the office.

Field Trips

Teachers will be encouraged to explore virtual field trips in lieu of physically leaving the building. We will look for relevant and engaging experiences for students to participate in.

Playground Procedures

Truman Elementary has established a process for social distancing, not mixing different student groups, and sanitizing between groups when using the playground.

Students will wash their hands or use hand sanitizer before being dismissed to the playground. While on the playground, students will be asked to play in assigned areas, as a cohort, and have staggered times for entering and exiting the building. Each cohort will be provided with their own playground equipment, to be kept in their classroom.

Special Area Classes

Truman students will travel to art, music, PE, and library. However, our master schedule has been revised to allow for cleaning between different cohorts of students. PE will adjust activities to include more outdoor play and promote social distancing, when indoors. All students will be asked to use hand sanitizer before entering and exiting special area classrooms.