



PINES LAKES ELEMENTARY

PARENT HANDBOOK School Reopening Plan

October 2020



Topic	Procedure/Information
First Day Procedures	<ul style="list-style-type: none"> • Staff members will be positioned at all entry points to assist students and confirm that they are registered to attend on-campus class. • Student ID badges will be issued during arrival/breakfast. After the first day, the students will leave their badge in their desk to put on each morning. • For car riders, a staff member will meet your child on the sidewalk next to your car, ask you for your child’s dismissal information and provide you a car tag, if needed. Please expect arrival on the first few days to take longer than usual and be patient. • Parents will NOT be permitted to walk their child into class during the first few days as we normally would.
Arrival	<ul style="list-style-type: none"> • Student arrival begins at 7:20am. • Parents of PreK students will enter the front lot off Johnson Street. These parents need to assist their child in exiting the car. • Students in grades K-5 who are arriving via car should utilize main carpool off 103rd Avenue. Parents must remain in their car at all times. • Walkers enter our campus through the east or west walker gates on Johnson Street. Staff members will be positioned there to assist as well. • Bus riders will exit their school bus in our bus loop where staff members will be positioned there to assist. • At each entry point, staff members will ensure that students have their mask on & those students are registered to attend on-campus class. • No visitors or parents will be allowed inside the building.
Breakfast & Morning Supervision	<ul style="list-style-type: none"> • FREE breakfast is provided daily from 7:20-7:40am. • Students will be given a “Grab & Go” meal. There are no considerations made for dietary requests or allergies. • Students will sit at designated socially distanced seats in the cafeteria. • Staff members will provide morning supervision for all students in the cafeteria. • At 7:45, teachers will pick up their class from morning supervision in the cafeteria and escort them to class so their instructional day can begin.
Early Pick-Up	<ul style="list-style-type: none"> • Parents will come to the front office in the event their child needs to be picked up prior to school dismissal. The parent <u>MUST</u> present an ID for student dismissal. • Office staff will go to the classroom to pick up the student. Please be patient as this might take some time, depending on how busy it is. <i>Students may not walk to any location alone or with buddies.</i> • Students will not be released for Early Pick Up after 1:20 p.m. Exceptions due to emergencies can only be made by an administrator.
Dismissal	<p>Due to COVID-19, dismissal procedures are modified to ensure CDC guidelines are followed. Because of this fact, student dismissal will take longer than previous years.</p>

	<p>Parents are asked to be patient when it comes to dismissal.</p> <ul style="list-style-type: none"> • PreK Car Riders will be walked out to our PreK Car Rider area by staff at 1:30 pm. Parents must wait in their car and have their student car tag displayed. Staff will walk each child to their car, where parents will then get out to help their child into the vehicle. For safety reasons, no parents will be permitted to walk through or into the carpool areas. • K-5th Grade Car Riders will be called from their classroom to be dismissed as their car pulls up. Staff will be stationed in the hallways to ensure students know where to go and are properly social distancing. For safety reasons, no parents will be permitted to walk through or into the carpool areas. • Aftercare students will be picked up by their counselors and brought to their aftercare location. • Walkers will be walked to either the west or east walker gate and released to leave campus and walk home. • Bus Riders will be picked up from their classroom by school staff and walked to the bus loop. • Please remember that ALL dismissal changes must be made in writing.
<p>Severe Weather Dismissal</p>	<ul style="list-style-type: none"> • Severe Weather Dismissal is used when our Weatherbug system notifies us that there is lightning less than 6 miles from the school or other severe weather emergencies are taking place. • You will receive notification through the Parent Link system if circumstances determine that severe weather dismissal is needed. • Due to fast moving weather systems, unfortunately these decisions sometimes need to be made at the last minute for the safety of staff and students. DISMISSAL MAY BE DELAYED. • All car riders, walkers & bikers will remain in the classroom with their teacher. • Aftercare and bus students will be dismissed as usual.
<p>Aftercare</p>	<ul style="list-style-type: none"> • On-site aftercare is provided by the YMCA from 1:50-6:00pm. • Parents must register their child 3 days in advance of the day they want their child to begin attending • To register, visit https://www.browardschools.com/Domain/13438 <p>Programming:</p> <ul style="list-style-type: none"> • At the end of the school day, students will be dismissed to meet their counselor and proceed to the aftercare classroom • Students will receive 40-minutes of outdoor time in a designated area. The playground equipment will NOT be used. • Students will need to use their own supplies at all times. Any supplies provided by the program for the student will be kept in their individualized supply bag. • Any technology used will be cleaned before and after use. • Additional activities will be planned with CDC guidelines in place.

	<p><i>Snack & Supper:</i></p> <ul style="list-style-type: none"> • Snacks and supper will be provided to students. • The afterschool staff will use appropriate PPE when assisting students during snack and supper. • Students will eat at designated socially distanced seats in the cafeteria. • Counselors will ensure that hand washing takes place before and after eating. • No sharing of food is allowed. • Afterschool groups will have a rotation schedule for restroom use. Students are required to go one at a time. Students will be escorted to the restroom by an adult. • All fees will be submitted directly to YMCA prior to students beginning the program. • Aftercare students will be dismissed from the program using a touchless system. Parents MUST call fifteen minutes prior to arriving at the school for pick up. Pick up will be in the front parking lot off Johnson Street. Parent will remain in their car while aftercare staff walks the child out. Be ready to show your ID for student pick up. <p><i>Safety Precautions and Procedures:</i></p> <ul style="list-style-type: none"> • Afterschool staff and students will be provided supplies to sanitize their area during the program hours. • All students and staff in the program are required to wear PPE equipment as per CDC guidelines.
<p>Clinic</p>	<ul style="list-style-type: none"> • There will be at least one Health Care Professional on campus daily. • Teachers will contact the front office if a student is hurt or not feeling well. The nurse or a staff member will go to the classroom to get the student. • Based on the student’s symptoms, the child will either be brought to the clinic or to the isolation room. • The clinic is adequately stocked with required supplies. • The surfaces and equipment in this room are disinfected after taking care of infected individuals.
<p>Isolation Room</p>	<ul style="list-style-type: none"> • Any students displaying COVID-19 symptoms will be brought to the Isolation Room rather than the clinic. Parents will be contacted to pick up their child WITHIN ONE HOUR. • Students will be monitored until they are picked up by their parent. • Parents will be asked to call the front office, and the child will be brought out to the parent for early pick up. • The student must have a note from their Health Care Professional to return to school. • The isolation room is adequately stocked with required supplies. • The surfaces and equipment in this room are disinfected after taking care of infected individuals.

<p>Lunch</p>	<ul style="list-style-type: none"> • All students will be offered a pre-selected Grab and Go meal. Students may choose to bring their own lunch. No sharing of food is permitted. • Floor stickers will remind students where to stand in the serving line to ensure social distancing. • PreK students will be provided their lunch in the classroom, supervised by staff. • Students in grades K-5 will eat lunch in the café with supervision provided by staff. • Students will sit at designated socially distanced seats in the cafeteria. • Students will only be permitted to use the café bathroom in case of emergency. Staff will monitor to ensure only one student uses the restroom at a time. • Students are responsible for gathering up their garbage and throwing it away. • At the end of the lunch period, staff will dismiss students by class to the designated line up area. • Staff will clean café tables prior to next use and empty trash as needed.
<p>Specials</p>	<ul style="list-style-type: none"> • Students will continue to receive specials virtually, whether by going to the specials class or remaining in the classroom. • Special teachers will eliminate the use of shared materials/equipment between students due to COVID-19.
<p>Instruction</p>	<ul style="list-style-type: none"> • Teachers will continue with eLearning as they did when attending school virtually. • Admin will notify parents of which teacher’s classroom student’s will be physically placed in if their assigned teacher is working remotely. • Students who are “nested” in another teacher’s room will be expected to follow their assigned teacher’s instruction. • Due to our start time reverting to our regular schedule (7:20) & to accommodate lunch for all classes, there will be adjustments to our daily schedule. We have reached out to team leaders for input and appreciate everyone’s patience with the changes necessary. • If teachers take their class outside for recess and/or Structured PE, they will ensure students practice social distancing. • Students <u>will NOT be required to wear masks at Structured PE if outdoors and social distancing.</u> • Playgrounds will be closed & no sports equipment will be used if classes do go outside. • ESE teachers will continue to provide virtual instruction and support to our ESE students.
<p>Safety & Security</p>	<ul style="list-style-type: none"> • Our SRO and Campus Monitor will continue their roles to ensure the safety and security of staff and students while on campus. • Hand sanitizer is provided throughout the building, including common areas and entry points. • Plexiglass has been installed in the front office and cafeteria to protect students and staff. • Water fountains cannot be used and have been turned off and covered.

	<ul style="list-style-type: none"> • Students will wash their hands when entering the classroom. • Students and teachers will wear a face mask in the classroom. • Students will store their personal school supplies in a Ziploc bag or pencil box and keep it inside their desk or bring it home with them daily. • Students will not share supplies. • Classrooms are stocked with proper PPE such as masks, wipes and gloves. • Teachers will keep a seating of their class. • Any staff who enter a classroom must be entered on a daily log for contacting tracing purposes. Teachers will keep logs in their classroom.
Restroom Use	<ul style="list-style-type: none"> • All PreK-Fifth grade classrooms have bathrooms inside the classroom. • Students are to be sent to the restroom one student at a time. After using the restroom, student MUST wash their hands before returning to their area. • Restroom use will be monitored by a staff member. • Students will be encouraged by the teacher to use the restroom before coming to the cafeteria for lunch.
Movement and Signage	<ul style="list-style-type: none"> • Stickers have been placed on the floor to remind students of social distancing guidelines. • When transitioning from the classroom, students will social distance and walk on one side of the hallway. Our hallways are wide enough permit two-way traffic. • There are posters throughout our campus and inside classrooms reminding students and staff to social distance, wash hands, and proper mask protocols. • Staff will remind students of social distancing while transitioning via outside hallways/walkways.
Classroom Layout	<ul style="list-style-type: none"> • Student desks must be six feet apart. • Students will be required to remain at their desks. Students may not share desks or sit at another student’s desk. • Teacher’s desk should be at least 6 feet away from student desks. • Carpets will not be used due to cleanliness and COVID-19 social distancing guidelines. • Classrooms cannot exceed the revised capacity as noted on the sign posted on each door.
Laptops	<ul style="list-style-type: none"> • Students are required to bring their laptop to school each day. • Students MUST sanitize their laptop before coming to school each day and MUST have it fully charged. • Technical issues will be addressed by our staff. • It is STRONGLY recommended that your child bring their own headphones/earbuds to school each day.
Personal Items	<ul style="list-style-type: none"> • Students may bring a bookbag to school each day. • Students personal items (jacket, bookbag, earbuds, water bottle, etc.) must be

	<p>labeled with student’s name.</p> <ul style="list-style-type: none"> • It is suggested that students bring their own water bottle(s) each day. • School uniforms are suggested, but not mandated at this time.
Cleaning Procedures	<ul style="list-style-type: none"> • There is an established disinfection/cleaning schedule for all rooms/offices and commonly used surfaces. • Students’ desks are sanitized daily after the students leave for the day by the custodial staff. • Students are to wash their hands every two hours. • Students are to leave their chairs in place and not stack them at the end of the day due to sanitation concerns. • Students are to pick up trash from the floor that is around them and place it in the trash can. • All materials must be cleared off student and teacher desks and tables on a daily basis for facilities serviceperson to sanitize these items.
Emergency Drills	<ul style="list-style-type: none"> • Per District mandate, emergency drills (fire, lockdown/code red, tornado) will be conducted as required throughout the school year. • All drills must comply with COVID-19 safety protocols, which include, but are not limited to, social distancing, wearing of approved facial coverings and minimizing opportunities for students to congregate.
Daily Home Health Checks for COVID-19	<ul style="list-style-type: none"> • Parents will be expected to do a symptom check each morning. If a student is sick, they MUST stay home. Check for common COVID-19 symptoms among children: <ul style="list-style-type: none"> ➤ Fever over 100.4 degrees without fever-reducing medication ➤ Headache ➤ Sore Throat ➤ Persistent Cough ➤ Runny Nose ➤ Recent loss of taste or smell ➤ Chills ➤ Fatigue ➤ Nausea/Vomiting ➤ Diarrhea • It is highly recommended for students who present COVID-19 symptoms to be seen by their healthcare provider to seek a medical evaluation and obtain a COVID-19 test, if appropriate. • Any student or family member with a confirmed case of COVID-19 in the household, MUST self-isolate at home a minimum of 14 days before returning, as well as provide proof of two (2) negative test results and have no fever or symptoms before returning.

	<ul style="list-style-type: none">• Parents or guardians are required to inform the school nurse in the event there is a positive case of COVID-19 in their household.
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