

SILVER SHORES ELEMENTARY SCHOOL

“The GREATEST Corner in the Universe”

2021 – 2022

“Riding the Waves of Success @ The Shores”

STANDARD OPERATING PROCEDURES MANUAL

Dr. Jonathan Leff, Principal

Mrs. Lisa Monroe, Assistant Principal



Important School Information

School Office Hours: 7:30am – 3:00pm

Student / Instructional Hours: 8:00am – 2:00pm

After-Care Hours: 2:00pm – 6:00pm

Before Care Hours: 7:00am – 7:30am

Important Phone Numbers

Main: (754) 323-7550

Fax: (754) 323-7590

After Care: (754) 323-7551

Cafeteria Mgr: (754) 323-7560

Clinic: (754) 323-7565

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SILVER SHORES ELEMENTARY SCHOOL



August 18, 2021

Dear Silver Shores Family,

It is with the greatest enthusiasm and most open heart that I welcome you to the 2021-2022 School Year: “Riding the Waves of Success @ The Shores!” As we look BACK at the past year-and-a-half, there is no doubt in my mind that this was the most unprecedented pandemic that any of us have ever, or probably will ever experience (I hope). As we begin the 2021-2022 school year 100% face-to-face, we are super excited to welcome our Silver Eagle family back into The Shores. I believe there is no limit to what we can do and will achieve at the Shores. I am authentically committed to making every day important and better than the last. We will continue to learn from both our successes and our failures, and flourish as a community of learners that reach the highest expectations.

As Principal, I take no greater pride in watching our students succeed in their roles as both leaders and learners; taking responsibility for themselves, their learning, and our community. We will continue to be champions of student achievement, creativity, leadership, and family. We are committed to making every day important and better than the last.

Our commitment to safety and security is not only priority, it is state statute; and we will only be as strong as our own personal commitment to ensuring these are implemented with fidelity. This year is going to be extremely critical, and I am asking for your patience, understanding, and willingness to commit to keep Silver Shores Elementary as safe and secure as possible. When one feels unsafe, the focus for learning is lost.

The following bulleted information will successfully navigate you through our safety and security protocols:

- All faculty and students will wear ID badges always while in school. To keep the student badges safe, your classroom teacher will hand out and collect them daily. If your child comes home with their badge, please ensure its safety and return it to school the following day. We will have one back-up ID per student. Thereafter, a charge may be imposed.
- All visitors, volunteers, school-board employees, etc. must enter the school through the main office and present proper ID for the RAPTOR machine. Once cleared, you will be given an ID badge and buzzed into the main hallway. You must wear your ID badge in a visible location while in school.
- **The front office is open to conduct business.** If your business requires face-to-face contact with one of our staff, please ring the office doorbell, and someone will let you in as the office door will remain locked. You **MUST** wear a mask when you are inside the building, and all CDC guidelines will apply to maintain a safe and secure environment.
- The main office door into the school's main hallway has an electric strike. The only way in is by buzzer, so please be patient while waiting your turn to enter.

This Standard Operating Procedures (SOP) manual will also serve as our first Community Newsletter. There are some **very important changes this school year** that will need your immediate attention. **Please read the remainder of this in its entirety.**

First and foremost, the COVID-19 Coronavirus Pandemic continues to spike and remain a present-day threat. There is still grave concern about bringing everyone back into the building for face-to-face instruction. The District's primary concern is still the safety and overall welfare of all stakeholders, which is why the **FACIAL COVERING POLICY will remain IN-PLACE and ENFORCED.**

Students will need to bring the following items daily:

- PPE Materials: **Masks / facial coverings (MANDATORY – you may want to send your child with one to two extra masks)**, personal hand sanitizer and wipes (optional but highly recommended)
- Headphones/earbuds
- Water Bottle
- Any basic school supplies needed for the class (pencils, paper, folders, binders)
- Be in Silver Shores Mandatory Uniform (see page 7)

Students will have mask breaks throughout the day which includes recess and lunch. This is a huge undertaking, and with your support, and most important, your cooperation, we will

continue to keep Silver Shores Elementary School “The GREATEST (and safest) Corner in the Universe.”

Second, Silver Shores Elementary will receive **Title I** funds for the 2021-2022 school year. According to the U.S. Department of Education, the purpose of Title 1 funding, “is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments.”

The basic principles of Title 1 state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. For the 2020-2021 school year, Silver Shores Elementary School had 52.3% of students enrolled in the free and reduced lunch program. The additional federal funding by Title I enabled us to purchase today’s paramount educational intervention resources, which played a major role in our huge increase in student achievement; host quality Hands-On Science nights; provide dinner to our families that participated in our Title I Sponsored events; and exponentially increase our student achievement results.

The School Board of Broward County Title I Center for Parent Involvement is located at 701 NW 31st Avenue, Fort Lauderdale, FL 33311. For more information, you may contact Dr. Daniel at 754-322-5850 or visit <https://www.browardschools.com/Page/34284> or call 754-321-1400.

Third, in order to make your school year most productive, please access the **Broward Schools Parents and Families Homepage** at <https://www.browardschools.com/domain/13351>. Here you will find a wealth of information regarding back to school, in addition to general information that relates to students and families. Please read all about volunteering at school at Broward School’s Get Involved with BCPS webpage: <https://www.browardschools.com/Page/32540>. You can also register online from this link.

*****IMPORTANT***** To expedite the beginning of year paperwork, you can access the **Back to School Online Forms** portal at <https://scaweb.browardschools.com/bts/> and fill in the forms. To ensure you have completed every step, the final page you receive needs to be printed, signed, and brought to school and given to our registrar. This form has a code that will enable our registrar to access the information and roll it in to our database, so please bring in the signature page as soon as possible.

IT IS IMPERATIVE THAT WE HAVE ALL UP-TO-DATE WORKING PHONE NUMBERS AND EMAILS

2021-2022 Student Code of Conduct / Back to School Forms link: Please review the Code of Student Conduct Handbook and complete the required forms by accessing the Back to School Forms link found on the Broward Schools' webpage at:
<https://www.browardschools.com/Page/38107>.

Fourth, I want to leave you with some general information that will positively assist you in navigating Silver Shores Elementary.

- **IMPORTANT WEBPAGES:**

- Broward County Public Schools – <https://www.browardschools.com/>
- Silver Shores Elementary School – <https://www.browardschools.com/silvershores>
- Silver Shores Elementary's Before and After Care –
<https://www.browardschools.com/Page/15456>
- Silver Shores Elementary's School Improvement Plan –
http://www.broward.k12.fl.us/ospa/school_sip.asp?school_number=3581
- Student Single Sign On (SSO) – <http://browardschools.com/sso> (see below)
- Online School Payments – <https://estore.browardschools.com/OSP/default.aspx>
- Follow us on Twitter: @SilverShoresEL; Like our Silver Shores Elementary School Facebook page

- **Silver Shores Elementary School's Leadership / Support Team:**

- Principal – Dr. Jonathan Leff (jonathan.leff@browardschools.com)
- Assistant Principal – Mrs. Lisa Monroe (lisa.monroe@browardschools.com)
- School Counselor – Mrs. Christine Coschignano
(c.coschignano@browardschools.com)
- ESE Specialist – Mrs. Maribel Lauzurique*
(maribel.lauzurique@browardschools.com)
- Literacy Coach – Ms. Jessica Abraham (jessica.abraham@browardschools.com)
- Office Manager – Mrs. Nicole Lawson (nicole.lawson@browardschools.com)
- School Psychologist – Ms. Ivette Arango (ivette.arango@browardschools.com)
- School Social Worker – Mr. Godfrey Clarke
(godfrey.clarke@browardschools.com)
- School Registrar – Ms. Dee Degroff (ddegroff@browardschools.com)
- School Microtech – Mr. Lumony Leconte
(lumony.leconte@browardschools.com)
- School Resource Officer – Officer Lesley Harris (lharris@miramarpd.org)
- Campus Monitor – Ms. Lisariny Rivera (lisariny.rivera@browardschools.com)

I look forward to the year ahead and many more to follow, and I authentically and sincerely thank you for your generosity in continuing to have faith in The Greatest Corner in the Universe.

Thank you very much, be well, and stay safe,



Dr. Jonathan Leff
Proud Principal

UNIFORM POLICY: MANDATORY UNIFIED DRESS CODE

Silver Shores has a Mandatory School Uniform policy. Please have your child dressed in the appropriate school uniform as compliance will be monitored daily and consequences will result for students out of uniform (unless it is a “dress down” day). There is information in the front office regarding our uniform policy and In Unison, our school uniform supplier.

**Silver Shores Elementary School
Parents and Students
Shop for your kids uniforms**

THIS 2021 SEASON WILL BE CARRIED OUT THE SAME MANNER AS LAST YEAR.

In Unison will NOT host onsite sales at the school. As a safer alternative we will once again support our customers by offering a reduced flat rate shipping fee of \$5.99 on all orders placed from June 15th until August 1st.

Our store will remain open from Monday to Saturday. Parents are welcome to shop in store or online and by selecting the in store pick up option to AVOID SHIPPING COSTS.

EXCLUSIVE UNIFORM VENDOR
IN·UNISON®

kids

NEW ADDRESS:

4432 N. University Drive, Lauderhill, FL. 33351

Tel. 954-749-3340/954-749-1751

SHOP ONLINE: www.inunisonkids.com

Tops: Hunter green, white, navy or light blue polo-style with emblem. Students may also wear non-collared shirts with emblem and the Silver Shores spirit T-shirt.

Bottom: Navy or Khaki slacks, plaid, khaki, or navy shorts, skorts, or jumpers. **Regular blue jeans on Fridays only.** (No baggy or oversized jeans; no leggings).

Shoes: Athletic shoes are recommended, however. Students must follow School Board Policy regarding footwear. Students may not wear backless shoes.

Belts: Required for pants or shorts with belt loops.

As per school board policy no backless shoes, no hats, bandanas, or other head coverings, no sunglasses. Please see the student code of conduct for clarification.

On Cold Days:

Dress code must be adhered to everyday including cold days. Students may not wear sweatpants, jogging pants or another non-uniform pant. Uniform shirt still needs to be worn, sweatshirts and jackets need to be plain with no writing on them. During the cold weather season jeans may only on Fridays and must be accompanied by a uniform or spirit shirt. Long sleeve shirts may be worn under a short-sleeved uniform shirt. In addition, sweatshirts and jackets may be utilized but must be plain with no writing or pictures on them.

On cold mornings, school doors are opened at 7:15 am to allow students into the cafeteria. Waivers for sincerely held religious beliefs only, may be requested the first 10 days of school.

ONLINE RESOURCES

Students have at home all the online educational resources they have in school, including online textbooks (see below), the *iReady* online program (ELA and Math), and Reflex Math. Students access their own SSO Launchpad at <http://browardschools.com/sso> (see below). I HIGHLY encourage you and your child to utilize these online educational programs at home. Please contact your teacher for more information.

ACCESSING SINGLE SIGN-ON (STUDENT)

1 – Enter <http://browardschools.com/sso> into the URL bar

2 – Find the purple tab titled Register Now / Login

Click link to be directed to login page

USERNAME – 10-digit student number beginning with 06

PASSWORD – Pmm/dd/yyyy

ex. Birthdate of Jan 1, 2004 = P01/01/2004

ACCESSING CANVAS (STUDENT)

1 – Go to sso.browardschools.com

2 – Sign in with student number and password (see above) to get your personalized launch pad

3 – find the CANVAS tile and click to access

4 – use the “COURSES” button on the left-hand of the screen to find your teacher’s Canvas page

5 – when you enter the Canvas course, check the announcements at the top of the page, then scroll down to access the assignments, etc.

6 – teacher will be providing a TEAMS video conferencing link for you to access for live instruction

ACCESSING DIGITAL TEXTBOOKS

- 1 – Log into SSO as STUDENT (same directions as above)
 - USERNAME – 10-digit student number beginning with 06
 - PASSWORD – Pmm/dd/yyyy
 - ex. Birthdate of Jan 1, 2004 = P01/01/2004
- 2 – Find the APP titled – ONLINE STUDENT TEXTBOOKS
 - Click on app
- 3 – Find the tab on the left side of the screen titled HOME
 - Below HOME is ELEMENTARY – click on ELEMENTARY
- 4 – You should now be on the webpage that is titled ELEMENTARY TEXTBOOKS
 - At the bottom of the screen is Language Arts, Mathematics, Science, Social Studies
- 5 – Click on the subject area you want – then scroll below to find your child’s grade level
 - Click on the student book link

FortifyFL is a Suspicious Activity Reporting APP that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Downloading the APP from your Cell provider’s APP store allows instant access for one to provide a description of the threat, share pics and videos, and optionally submit their contact information. Once a report is made, FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of Education and Florida Department of Law Enforcement coordinated its development and roll-out – <https://getfortifyfl.com>

SaferWatch is a web and mobile based security system that was built to provide a higher level of safety for individuals and enhance security for organizations including schools, corporations, public venues, neighborhoods and communities. SaferWatch empowers users to report an incident as they see it happening or submit a tip at a later time. SaferWatch provides real-time two-way communication during emergency and non-emergency situations. Users, administrators, security personnel and law enforcement can now seamlessly communicate all on the same secure network. SaferWatch Alerts provide detailed safety instructions based on the incident and the ability for users to contribute information. SaferWatch is also key for organizations to provide duty of care to their employees and customers and help mitigate risk. You can download the APP from your Cell provider’s APP store – <http://www.saferwatchapp.com>

DAILY HEALTH ASSESSMENT – IMPORTANT!!

It is the responsibility of all staff and families to complete a daily health assessment prior to reporting to school/work.

In order to enter Broward County Public Schools facilities, all individuals should answer the following self-assessment questions at home each morning prior to departure:

- Does my child or a household member feel warm, have a fever or elevated temperature (100.4), or have the chills?
- Does my child or a household member have a persistent cough, runny nose or sore throat?
- Has my child or a household member recently had a loss of taste or smell?
- Has anyone in my household tested positive for COVID-19?
- Has my child or a household member been in close, unprotected contact with anyone who has tested positive for COVID, who was sick with a fever and cough or confirmed/suspected of having COVID-19 (spent longer than 15 minutes within 6 feet of someone)?
- Is my child or a household member feeling otherwise sick or ill today?
- Is my child or a household member awaiting test results for COVID-19?
- Has my child or a household member tested positive for COVID-19?
- Has my child or a household member been told to self-quarantine or self-isolate by a medical professional, school staff or an employer?

If you can answer “NO” to all of these questions, your child may proceed to school. **If any member of your family answers “YES” to one of these questions, please contact our school nurse for additional guidance.**

SCHOOL BOARD POLICY 2170E: FACE COVERINGS

One of the school board’s highest priorities is to ensure the health and safety of its community including employees. Students and the public. The center for disease control and prevention (CDC) and the Florida department of health (FDOH) advise that people who may be infected with covid-19 (whether symptomatic or pre-symptomatic) play an important part in reducing community spread. The use of face covering by everyone can limit release of infected droplets when talking, coughing, and/or sneezing.

ACCEPTABLE FACE MASKS

All students, visitors and vendors must supply and wear their own face coverings while at or inside a school district campus/facility or inside a school district vehicle.

The following face covering types are approved for compliance with this policy by persons other than school district employees:

- Commercially Produced Face Coverings: Commercially produced surgical masks or respirators are acceptable for compliance with this policy;
- Cloth Face Coverings: Cloth face coverings are acceptable for compliance with this policy provided that the face covering covers both the nose and mouth of the person and fits snugly against the sides of the person's face with no gaps.
- **Students may not share face masks with any other individual.**

NO STUDENT or EMPLOYEE: shall wear a face covering that has markings that are suggestive, revealing, indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or any other basis. Additionally, face coverings shall not be used to promote a political party or an individual seeking elected office.

PROPER FACE COVERING USE, REMOVAL, AND DISPOSAL/WASHING

When putting on and wearing the face mask, students should:

- Wash their hands or use hand sanitizer before putting it on their face;
- Place it over their nose and mouth and secure it under their chin;
- Ensure that it fits snugly against the sides of their face and seals around the bridge of their nose to the extent practicable;
- Ensure that they can breathe well when wearing it;
- Do their best to not touch the face mask while wearing it and wash their hands or use hand sanitizer any time they inadvertently do so;
- Remove the face mask as needed to blow their nose, eat, or drink, but do not place it around their neck during those times; and
- Replace the face mask if it becomes soiled or wet.

When removing the face mask, students should:

- Handle only by the ear loops or ties;
- Fold the outside corners together;
- Avoid touching their eyes, nose, or mouth;
- Dispose of a face mask by placing it in a trash receptacle that closes, in a receptacle designated by the school, or in a trash receptacle off school property after leaving campus;
- Wash their hands or use hand sanitizer immediately after removing or otherwise handling the face mask; and
- Wash the face mask after each use.

ARRIVAL/DISMISSAL

THERE CAN BE NO CONGREGATING OF ANY KIND – ANYWHERE – BY ANYONE! Please try to keep your distance from others. Silver Shores will abide by CDC guidelines and SBBC Policies and Protocols set forth.

ARRIVAL

- All car riders will be dropped off in the front car loop, except ESE Pre-K and InD students, whose parents may park in the front parking lot and walk them to the front door (same applies to pick-up) – Officer Harris will control the flow of traffic into the school as well as prohibit anyone from dropping off and making a U-turn in the car line
- Student walkers and bikers will use the front doors to enter / exit school. Bikers will use the bike rack in the front of the school near the flagpole.
- Upon entering the building, students will enter the cafeteria if they opt for grab-and-go breakfast and remain there until 7:55am, at which time they will be dismissed to go directly to class.
- Students not eating breakfast will proceed to their classroom area, and sit in the hall quietly and physically distance (use floor markings and signage as a guide)

All car riders / walkers / bikers will enter through the front doors. Bus riders will enter through the bus loop area.

Students will be required to use hand sanitizer upon entering the classroom, and practice good hygiene throughout the day. In addition, everyone will always wear masks, unless otherwise specified during designated times of the day.

LATE BELL – 8:00 a.m.

Instruction starts at 8:00 a.m. therefore, students must be in their classrooms **BEFORE** 8:00 a.m. or they will be considered tardy. **We will allow flexibility for the first week, then it will be expected that they are in class at 8:00am.** After 8:00am, you will have to walk your child into the front office and sign them in as tardy.

DISMISSAL

Students should go directly home at dismissal time, unless enrolled in the Afterschool Program or clubs (when they begin). Please, *no early dismissals, unless a true emergency.* With that said, if you need to change dismissal, you must call the school or send the front office and your child's teacher an email in the morning of what the change is. ***To reduce last minutes changes, all changes must be done before 1:00 pm.***

DISMISSAL TIMES

Silver Shores will utilize a staggered dismissal approach – car riders will be brought to the cafeteria, and we will use the “rainy-day” dismissal protocol. A staff member will approach your car and read the school dismissal tag hanging from your rear-view mirror (it should have your child’s name, grade level, and teacher written on it, so it is large enough to read from a short distance). We will relay the name to the cafeteria, where your child will be waiting and let him/her know you are here.

Staggered dismissal times to the cafeteria:

1:45pm – PK / InD

1:50pm – K / 1st Grade

1:55pm – 2nd / 3rd Grade

2:00pm – 4th / 5th grade

Bus riders – will report to the bus area

Walkers and bikers will go to cafeteria with their respective grade levels and will be dismissed at 2:00pm

After Care students will go to their respective classroom when the others go to the cafeteria.

CAR RIDERS: Cell phones should not be used while driving on campus

It is essential that all parents follow the school traffic rules when bringing or picking up children at school. Your cooperation and assistance are expected in implementing a safe flow of traffic. The safety of our children is our primary concern. Officer Harris will control the flow of traffic into the school as well as prohibit anyone from dropping off and making a U-turn in the car line.

When approaching the school, please drive up as far forward as possible. Please make sure your child is ready for a quick exit from the vehicle when stopped at the drop-off line. ***This is not the time to sign homework, put shoes on, fill up the backpack or begin a conversation with your child.***

Children are not permitted to load/unload from the left-hand thru lane. For safety reasons, children must exit the car from the passenger side. All cars must display an SSE-issued parent pick up card and hang it from the rear-view mirror at dismissal. If there are several people who pick your child up, please request additional cards.

AFTER CARE STUDENTS

After Care students will report directly to their designated location when their grade level begins staggered dismissal. Their counselor will be waiting to welcome them.

BIKE RIDERS

The fenced area by the cafeteria side door is provided for students to park their bicycles during school hours. All bicycles are to be parked in the rack. We suggest that students record their bicycle serial numbers and safeguard them with a lock. The school assumes no responsibility for bicycles. The bike rack will be locked at 8:00am and reopened at 2:00pm.

Students are expected to walk their bicycles on the school grounds. It is both unlawful and dangerous for two or more children to ride on one bicycle. When traveling to and from school, students must obey all traffic regulations. Students who do not practice safe riding habits will be asked not to ride their bicycles to school. Bicycle helmets must be worn, by law, as of January 1, 1997 (Bike Helmet Florida Law Section 316.2065, F.S.). Helmets should be labeled with the name of the student. Rollerblades and Hoverboards are prohibited on School District property. The school assumes no responsibility for these items.

BUS RIDERS

Students may ride the bus to which they are assigned. They must follow all school district bus rules. Students may **not** ride another bus to go home and visit a friend. Upon arrival to school, students are to report directly to the cafeteria or their classroom. There is no drop-off of students by private car allowed in the bus loop area.

WALKERS

Walkers are expected to use the sidewalk and designated pedestrian crossing areas. The main car entrance is not a pedestrian crossing. **Parents who walk their child to school must wear a mask upon entering school grounds, and will drop off their child where the overhang begins (on either side of the car loop) – please DO NOT walk your child to the front door as we will be closely monitor the number of people present in the car loop area.**

EARLY DISMISSAL

If a student needs to leave school early for an appointment, an authorized adult must produce identification and sign the student out in the main office **prior to 1:30pm.**

RAINY DAY DISMISSAL

Please plan (when applicable) with your child so that he/she knows what to do when it is raining at dismissal time. On days with lightning or extremely heavy rain, students will be held in the building until it is safe for them to leave. We will implement our Rainy-Day Dismissal protocol.

SCHOOL BOARD POLICY 5.5 – ATTENDANCE

School attendance is the direct responsibility of parents/guardians and students. All students are expected to attend school regularly and to be on time for class in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

- Excusing an Absence:
 - Parent Responsibility: Parents will be notified within 48 hours of a reported absence via a robocall. It is the parent’s responsibility to communicate a reason for absence by phone or through the online form available on the school’s website (Contact > Report an Absence).
 - School Responsibility: The attendance clerk, designated by the principal, is responsible for monitoring and updating excused absences reported to the school’s attendance hotline and the online forms submitted by parents from the school’s website

COVID-19 / COMMUNICABLE DISEASE AS EXCUSED ABSENCE

Students who are participating in any model of instructional delivery (100% brick-and-mortar, 100% distance learning, or a hybrid schedule) and have, or are suspected of having, a communicable disease should not attend school in-person until they no longer present a public health hazard (F.S. s. 1003.22(3)). Students suspected of having COVID-19 or are quarantined due to a possible exposure to COVID-19, who are not experiencing a health-related barrier to participation are encouraged to engage in e-Learning (distance learning) if it does not impede the child’s health. Parents of students who are unable to connect online or attend school in person due to having, or suspicion of having, COVID-19 should report the absence to the child’s school to be excused.

Suspicion of COVID-19 should be based on CDC Guidelines that include emergency warning signs: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. The CDC website “*What to Do If You Are Sick*” includes recommendations for isolation, medical care, monitoring symptoms, and strategies to help prevent the continued spread of the disease.

BIRTHDAYS/CELEBRATIONS

Birthdays are recognized in many ways by the classroom teachers. Birthday parties are not permitted at school, for the time being. Desserts (including but not limited to cake, cupcakes, candy bags), food of any kind, balloons, party favors, or any other decorations are **not** be sent to

school for student birthdays or other events. Please understand that for the time being, safety is the number one priority, and access to the school for any celebration will be denied.

CAFETERIA

Students will wash their hands before going to lunch whenever possible, if not, there is hand sanitizer available for them. Students will sit at their assigned table.

BREAKFAST / LUNCH PROCEDURES

- Students will report to cafeteria in AM if opting in for grab-and-go breakfast (free of charge)
- All students will eat lunch in the cafeteria – physically distanced / staggered
- Teachers will walk their class to the cafeteria and pick them up
- Lunch schedule will be staggered every 30 minutes as will tables
- Students that bring lunch to school will go and sit upon entering the cafeteria
- Tables will be assigned, and there will be markings on the bench for students to sit.

CLINIC

Any student who becomes ill or injured during the school day will be sent to the health room by the classroom teacher. The student will let the teacher know and the teacher will call the front office. The nurse or health technician will come up to the classroom to retrieve the student. Students WILL NOT use the buddy system to escort a classmate to the clinic.

If a child's temperature is 100 degrees or above the child must be sent home. Children with any communicable diseases will be excluded from attending school. Parents are encouraged to notify the school nurse of any cases of head lice. Please list any medical conditions on the registration form (i.e. asthmatic, diabetic, allergic to bee stings, peanuts, etc.). This information will be shared with the school nurse. The nurse will alert your child's teacher. **In addition to completing the form, it is also important to remember to update this information when your emergency numbers or your child's medical condition has changed.** In case of an accident, serious illness, or other emergency, please be assured that appropriate action will be taken.

MEDICATION FOR STUDENTS

Parents are encouraged to give medicine before or after school hours if possible. A Physician's Authorization for Administration of Medication at School form (PDS-0257) must be completed for the school nurse to administer during school hours or for student to carry on person.

COVID 19/ISOLATION ROOM

If a student shows symptoms of COVID-19, they will be brought to the nurse. The student will be evaluated & determined if the isolation room is necessary as well as contact the parents to come and pick up the child from school ASAP. **This will be done promptly.** The student will remain in isolation until pick-up. We will bring the student out to your car.

PROCEDURES FOR ILLNESS THAT OCCURS WHILE ON CAMPUS

- If a student/staff member is in distress and cannot breathe or respond, call 911.
- If a student/staff member becomes ill while on campus, the teacher shall call the main office.
- Main office staff will contact the nurse or other appropriate staff member.
- The teacher will complete a clinic pass which the nurse or other appropriate staff member will take with them when retrieving the child/staff from the classroom.
- The nurse or other appropriate staff member will go to the classroom to complete a quick assessment and to escort the student/staff to the clinic or isolation room.
- The nurse will determine, based on symptoms, if the child/staff member is experiencing symptoms that may be COVID related or symptoms that are related to another possible illness/condition.
- The nurse will follow protocols based on the results of their assessment.
- The staff member(s) supervising the child will be notified of the child's status.
- Contact tracing will be initiated if necessary.
- District protocols will be followed based on the outcome of the assessment completed by the nurse.
- NO STUDENT SHALL LEAVE CLASS/BE SENT OUT OF CLASS WITHOUT AN ADULT ESCORT.
- Paraprofessionals shall not escort students from class unless approved by an administrator or the nurse.

COVID-19 POSITIVE SCHOOL PROTOCOLS

- Students who test positive for COVID-19 must stay away from the school campus and self-quarantine for the appropriate period required by public health officials. Based on the medical screening, the school nurse will advise parents of the protocols for further medical assessment, COVID-19 testing, isolation and/or return to school.
- For the health and safety of the school community, parents must report to administration if their child has any confirmed communicable disease that poses a risk to others in the school community.
- The School will not identify an infected student to school employees, other students or their parents; public health guidance will guide the school's communications. It may be

necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred.

- The School will disclose sensitive medical information of students, no further than is necessary, to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law.
- Silver Shores Elementary will comply with all federal and state laws regarding confidentiality and privacy requirements.
- Students who present COVID-19 symptoms **must stay home** until they have seen their healthcare provider to seek a medical evaluation and obtain a COVID test, if appropriate.
- If a student starts to present COVID-19 symptoms at school, that student will be placed in a designated isolation room and **must be picked up within one hour of the school's request that the child be sent home due to illness.** Teachers will be informed of the student's dismissal for illness. Based on the medical screening, the school nurse will advise parents of the protocols for further medical assessment, COVID testing, isolation and/or return to school.
- Students presenting COVID-19-like symptoms who have an alternate diagnosis, will follow the routine school health practices, including staying home until the student is fever free and asymptomatic for 24 hours without fever reducing medication. Medical documentation may be requested.

GUIDANCE FOR VACCINATED STAFF AND STUDENTS

The Centers for Disease Control and Prevention (CDC) has released updated quarantine guidance for vaccinated persons.

Vaccinated BCPS students and staff with an exposure to a confirmed or probable case of COVID-19 are not required to quarantine if they meet ALL of the following criteria:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or
- ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

Vaccinated BCPS students and staff who do not meet ALL the above criteria should continue to follow current quarantine guidance after exposure to a confirmed or probable case of COVID-19. Vaccinated BPCS students and staff should continue to follow the recommendations to protect themselves and others, to include following general principles for proper mask use, staying at least 6 feet apart from other, avoiding crowds, ventilating indoor spaces, and washing hands frequently.

GUIDANCE FOR UNVACCINATED or NOT-FULLY VACCINATED STAFF AND STUDENTS

This applies to individuals who are not vaccinated or who are not fully vaccinated. Based on CDC Public Health Recommendations, students and staff with an exposure to a confirmed case of COVID-19 should quarantine.

Updated quarantine guidelines for asymptomatic close contact (unvaccinated or not-fully vaccinated staff and students):

- Return to school/work after **day 7** (from last day of exposure) after receiving a **negative PCR result (test must occur on day 5 or later)**
- Return to school/work after **day 10** (from last day of exposure) **without testing if asymptomatic**

Individuals should be advised to continue monitoring for COVID-19 symptoms for 14 days, should any symptoms develop, they should immediately self-isolate and contact the local public health authority or their healthcare provider to report this change and be tested for COVID-19. Quarantine guidelines for close contacts **with continuous exposure** to a positive case will differ from those close contacts without continuous exposure. Please contact Risk Management or Coordinated Student Health Services for additional guidance.

UPDATED PROTOCOL FOR INDIVIDUALS WHO TEST POSITIVE FOR COVID-19

For students and staff who test positive for COVID-19 **a negative PCR test will not be required** to return to school or work after isolation. Individuals who test positive for COVID-19 and have symptoms, may return after the following criteria are met:

- At least 10 days have passed since symptoms began or date of initial test **AND**
- At least 24 hours have passed with no fever without the use of fever-reducing medications **AND**
- Other symptoms have improved

Individuals who test positive for COVID-19 and have no symptoms, may return after the following criteria are met:

- At least 10 days have passed since the date of the positive test result

Face coverings will be required. The SBBC Face Covering Policy (2170) remains in effect at this time, which states: All students, employees, visitors, vendors or other persons are always required to properly wear a face covering while at or inside a school/facility, school sponsored activity, or other vehicle owned, leased or operated by The School Board. The District continues to work closely with federal and local health experts on all guidance related to school safety COVID protocols. The health and safety of our students and employees are our District's highest priorities.

Symptom Monitoring. Ask parents/guardians or caregivers to monitor their children for signs of infectious illness including COVID-19. Children with symptoms of any infectious illness or symptoms of COVID-19 should not attend the summer program. Staff should also monitor for signs of infectious illness, including COVID-19, and should not report to work if they have symptoms. Symptoms of COVID-19 include:

- 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

For questions or additional information:

- Students: Please contact the Coordinated Student Health Services Department via email at COVID19Nurse@browardschools.com.
- Staff: Please contact the Risk Management Department via email at theresa.coleman@browardschools.com.

CONFERENCES/COMMUNICATION

Parents are encouraged to communicate with their child's teacher regularly via email, Class dojo, or telephone. Parent / Teacher Conferences provide vital information to both the parent and the teacher as a solid home-school connection helps the child reach his/her highest potential. Conferences may be requested by contacting your teacher. It is important to schedule conferences in advance in order to avoid conflicts with regularly scheduled staff meetings.

FIELD TRIPS

Virtual Field Trips may be scheduled by the teacher to enhance the learning experience. All students in the classroom will have the ability to attend the virtual field trip.

In general, field trips are planned by the teacher and approved by the principal. They provide an opportunity for students to experience first-hand some of the material they have studied in the classroom. Parents will be notified when class field trips are planned, and a permission slip will be sent home. If there is a fee, parents may pay via the Online School Store (<https://osp.osmsinc.com/browardfl/>). Written permission signed by the parent or guardian is required and must be at the school before a child may participate in any field trip. No permission will be accepted by telephone. If a child exhibits disruptive or inappropriate conduct while on a field trip, the child may lose the privilege of attending future field trips or may be required to be

accompanied by his/her parent on remaining field trips for that particular year. Parents interested in chaperoning field trips may inquire with the teacher.

FORGOTTEN ITEMS

During the COVID-19 Pandemic, we will not accept forgotten items in the front office to be delivered to your students. ***We will ONLY accept eyeglasses or lunch on an emergency basis.*** Students who do not have lunch will be provided a cafeteria hot lunch as it is free for all students until 12/31/2020. Items like homework, binders, books or safety patrol belts, etc. will not be accepted. Please encourage your child to come to school prepared.

PAYMENTS

Anything that needs to be paid: Aftercare, field trips, cafeteria etc. must be paid online. The front office WILL NOT accept cash, checks, or credit cards. ALL payments need to be made via Online School Store (<https://osp.osmsinc.com/browardfl/>) – it is safer, faster, and secure.

SCHOOL EVENTS

School events will be limited during the COVID-19 pandemic. We will use our school website's calendar, as well as use our Parentlink call-out system to provide you with advanced notice of all school events – whether in-person or virtual.

VALUABLES ON CAMPUS

Toys, electronic devices, or other items which may detract from educational experiences are prohibited unless specifically approved by a teacher. The prohibition of these items at school will eliminate the possibility of the loss, theft, or damage of such items. The school is not responsible for these items. If your child brings their personal laptop to school, we assume no responsibility for loss or damage.

VISITORS/VOLUNTEERS

Due to the COVID-19 pandemic, there will be limited visitors or volunteers allowed in the school. Visitors that need to be on campus must be preapproved for an appointment by the Principal.

VOLUNTEERS (when applicable)

Any parent wishing to volunteer must register at <https://www.browardschools.com/Page/32043> and get district approval before volunteering. Volunteers will scan through the RAPTOR system

in the main office; enter and exit the campus through the Main Entrance; sign-in at the front desk and wear a name tag at all times (Volunteers may not enter the campus until after 8:00AM unless pre-approved by a teacher or Administration.); and maintain confidentiality (failure to respect a student's right to privacy has legal consequences). Negative talking and/or gossiping will not be tolerated. Report safety concerns and/or injuries to appropriate faculty/staff. Refrain from visiting other classrooms/locations unannounced. Please dress appropriately when volunteering at school.

RESOURCES TO ASSIST YOU

SSE Community Canvas Page - <https://browardschools.instructure.com/enroll/L463RT>

<OR>

<https://browardschools.instructure.com/register> and use the following join code: L463RT

SSE Website - <http://www.browardschools.com/silvershores>

BCPS Coronavirus Information - www.browardschools.com/CORONAVIRUS

BCPS Back to School Information - <https://www.browardschools.com/backtoschool>

BCPS Back to School Forms Wizard - www.browardschools.com/bts

BCPS Back to School Information - <https://www.browardschools.com/Page/54628>

BCPS Mental Health and Wellness Resources -

<https://www.browardschools.com/Page/54719>

BCPS Learning Never Closes Resources -

<https://www.browardschools.com/learningnevercloses>

BCPS Before and After Care Webpage - <https://www.browardschools.com/bascc>

BCPS Parent University Website - <https://www.browardschools.com/Page/54753>

Centers for Disease Control and Prevention Website: <https://www.cdc.gov/coronavirus>

Florida Department of Health COVID-19 Website - <https://floridahealthcovid19.gov/>

Broward County Website / Coronavirus Information -

<https://www.broward.org/Coronavirus/Pages/default.aspx>

