



**Picolata Crossing Elementary**  
**Return to School**  
**Parent Information Guide**  
**2020 - 2021**

Dear Puma Families,

Our *Information Guide* is designed to assist families, students, and staff with an understanding of the new procedures and safety protocols that will be used this year to reduce the impact of COVID-19. The information in this document supplements and in some areas supersedes the information in the PCE Parent Handbook.

**These protocols could change based on updated or new recommendations from the local Department of Health, CDC, local health partners, or Governor's Executive orders.**

## Cleaning and Sanitizing

Will each classroom be sanitized between periods?

No. All frequently touched surfaces will be treated with an anti-microbial coating capable of killing viruses for up to 90 days. Frequently touched surfaces would include door handles, sink handles, playground equipment, desktops, reception countertops and other surfaces as needed

### OMNI Shield

**What is it?** When applied to a surface or incorporated into a material, OMNI Shield forms a covalent bond with a surface (substrate) and creates a microbiostatic antimicrobial coating. The coating forms a nano-bed shield of spikes (self-assembling monolayer), each of which carry a positive charge that attracts the negatively charged bacteria. Once attached, the molecular spikes pierce the cell and rupture its membrane, causing the bacterial microorganism to die. OMNI Shield is water-based, non-toxic to humans and animals, contains no harmful chemicals or heavy metals, and is bound to the surface (substrate) meaning it cannot leach into the surrounding environment and is foggable in interior environments. OMNI Shield creates a microscopic shield on porous and non-porous surfaces to destroy bacteria on contact for up to 90 days after cleaning, even for surfaces that post treatment are immersed in water.

**Where will it be applied?** OMNI Shield will be applied to all frequently touched services. Frequently touched surfaces would include door handles, sink handles, playground equipment, drinking fountains, desktops, reception countertops, tables, chairs and other surfaces as needed.

### Cleaning and Disinfection

During School occupancy cleaning and disinfection procedures will be conducted in accordance to CDC Guidelines. As an added precaution, frequently touched surface will be cleaned periodically throughout the day utilizing disinfectants listed for use on COVID-19.

In the event of a possible exposure, related areas will remain unoccupied until the area can be disinfected in accordance with the CDC guidelines. Disinfection procedures will be conducted by either trained PCES custodial staff, a SJCSO COVID-19 Response Team or professional contracted services experienced in disinfecting procedures.

Hand sanitizer stations will be located throughout the building.

Frequent verbal hygiene reminders will be provided by teachers and staff.

See the St. Johns County School District *Cleaning and Sanitizing Guidelines* for additional information.

## Personal Protective Equipment (PPE) & Precautions

### PPE Supplies for PCES Provided by SJCS

- *Non-Contact Infrared Thermometers with Batteries*- All Classrooms
- *Desk Shields* - (18-22 double and 6 single pane) for all elementary (K-5) students
- *Desk Shields* - (double and single pane) for all K- 5<sup>th</sup> elementary school teachers (2 double and 6 single per room)
- *Cloth Face Masks for Faculty* - Multiple masks for all Faculty and Staff
- *Cloth Face Masks for K-5* – Single Mask with adjustable ear loop for each student
- *Cloth Face Masks for 6-12* – Single Mask for each student
- *Neck Gaiters* – small amount for Kindergarten students to supplement cloth masks
- *Disposable Face Masks* – 500 for each school
- *Face Shields* – All Teachers and Support Personnel (ie. SLP, PT, OT) and Classroom Paras
- *Cleaning Spray*- All Classrooms
- *Dry Wipes*- All Classrooms
- *Gloves* – All Classrooms
- *Hand Sanitizer* – 1 Gallon Container with Pump for each classroom
- *Mobile Hand Sanitizer Stations* – outside of entrances and cafeteria entrances
- *Clinic Kits with Safety Screens* – for both PV and Rawlings Clinics
- *Safety Signage* – (floor, wall, mirror and free-standing signs)
- *OMNI-Shield Solution and Sprayer*



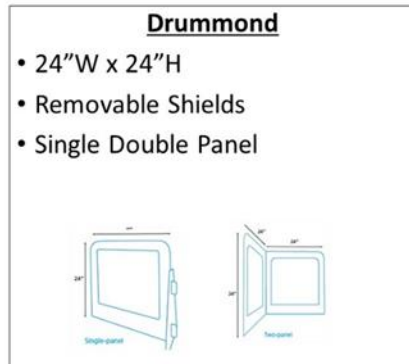
### Face Coverings

Staff and students are required to wear face coverings at arrival, dismissal, transitions, and when they cannot socially distance. Masks, gaiters, and face shields are accepted face coverings. PCES will provide a child with a cloth mask with adjustable ear loops if needed. Disposable face masks will also be available. Students with disabilities or medical conditions that prevent any type of face covering will be addressed on a case-by-case basis.

### Desk Shields

Desk Shields will be provided on every student station. This will allow students to remove their masks while in the classroom. Once students leave their desks, and cannot socially distance, students will be required to wear their masks. This may be at small groups, group activities or partner work.

## Desk Shields



### **Classroom**

Each classroom will receive cleaning spray, dry wipes, gloves, 1 gallon hand sanitizer, and a face shield will be provided for the teacher. Each teacher will have his/her own non-contact infrared thermometer for taking students temperatures upon arrival.

## **Health Protocols**

### **Student Becomes Sick on Campus**

- Student will be immediately removed from the classroom by the nurse and taken to an isolated space. Every effort will be made to make the child feel comfortable and safe. The isolation room will be an office within our main office suite. A staff member will monitor your child's condition.
- School nurse will:
  - conduct a health assessment
  - contact parent/guardian for pick-up. Upon arrival parent/guardian will call the building and student will be walked to the car.
  - explain next steps to the guardian
  - report case to the Department of Health who will begin contact tracing

### **Communication when Staff/Student tests positive for COVID-19**

- Due to the requirements of FERPA and HIPAA, we cannot share information with everyone. On a case-by-case basis, we can share directly to families of students who are directly impacted as defined by who has had direct close personal contact with the student/staff member who tested positive.
- Our Director of Health Services is in constant contact with the local Department of Health and we follow their guidelines for notification and contact tracing.

You know your child best. If your child does not feel well, please stay home and seek medical assistance.

### **Social Distancing**

How will student be socially distanced in the classroom?

Desks/tables will be spaced out as much as possible in classrooms. Per the American Academy of Pediatrics and CDC guidelines desks will be separated 3 to 6 feet where possible.

How will student be socially distanced in the hallways?

Since students will not be able to social distance when transitioning with their class, they will be required to wear their mask. When multiple classes are transitioning in the hallways, they will maintain social distance between classes. We will adjust class movement patterns in the hallways to minimize congestion.

### **Temperature Check**

When will students have their temperature checked?

Upon arrival at morning Extended Day  
Prior to the student removing their mask to eat breakfast  
By the teacher upon arrival in their first class of each day  
If late arrival, checked in the front office before the student reports to class

When taking the arrival temperature what is the temperature level threshold?

CDC guidance determines fever at greater than 100.4 degrees is above the threshold.

### **Visitors**

Visitor and volunteer access to campus is restricted. Visitors and volunteers must be on official school business (IEP Meeting, Parent/Teacher Conference, etc.) by appointment to enter. Visitors and volunteers are subject to COVID screening/clearance before entry. Visitors and volunteers, at this time, are not allowed to eat in the cafeteria with a child. Of course, once the pandemic has subsided, we look forward to having you return!

In addition, visitors and volunteers will need to be cleared through our Keepntrack system.

## **Begin Of Year**

How will Meet the Teacher be conducted? How will Kindergarten orientation be conducted?

Meet the teacher opportunities will be conducted online (virtual) this year. Large group gatherings will be restricted until further notice.

How will open house/curriculum chat be conducted?

Open house/curriculum chats will be conducted online (virtual) this year. Large group gatherings will be restricted until further notice.

## **First Day of School**

Unfortunately, due to the need of minimizing people in the building, parents will not be permitted to walk their children to class. We will have multiple adults at each entrance to help your child find where they need to go. Tours will be provided on specific dates and times for our new families.

Communication will be sent regarding the dates, times, and process to sign-up for a tour.

## **Arrival Procedures**

### **Arrival**

- Multi-entry points will be utilized for car and bus unloading.
- Hand sanitizing stations will be available at all school entrances.
- Students will report directly to their classroom. Students will not be sitting in the hallways upon arrival.
- Controlled bus off loading
- Masks will be required until a temperature check is complete
  - Masks will be provided to students if needed
  - Temperature checks will be conducted by the classroom teacher (before instruction begins) or Village Extended Day (if arriving for morning extended day)
- Increased supervision to maintain directional flow and reduce mass gatherings.
- Increased adults to monitor hand sanitizing before entering the building.
- Breakfast provided using distance protocols (Grab & Go)
- Extended Day program will follow safety/temperature protocols
- Masks will be provided to students if it is forgotten upon arrival

### **If your child is a Bus Rider:**

- Buses will run at normal capacity
- Frequent sanitization, antimicrobial surface treatment
- Masks required on bus routes
- Masks will be required until students arrive in class for temperature check
- Hand sanitizing stations utilized upon entry
- Masks will be provided to students if they do not have one upon arrival

### If your child is a Car Rider:

- Students should be wearing a mask as they exit the vehicle
- Social distancing should be maintained
- Hand sanitizing stations utilized upon entry
- Masks will be provided to students if they do not have one upon arrival

What will morning carpool look like for families?

Student drop-off is 8:00 a.m. to 8:25 a.m. Follow the Parent Drop Off Map (below). Please try to arrive early, since we expect an increase in the number of car riders. Students will need to open their own car door when an adult waves them to open their door. For students' safety, they must exit cars on the passenger side only. If this is difficult for your child, please continue through the car line to the front of the school where an adult can assist. In addition, we ask families to stay in their car and not walk their student to the front door to reduce the number of people gathering in a location. Students will go straight to class unless they need to get breakfast.

## Parent Drop Off – Pick Up Map



# Dismissal Procedures

## **What will the afternoon carpool be like?**

Cars will follow the prior year's traffic pattern (see Parent Drop Off – Pickup Map above). Parents/Guardians must have their carpool placard displayed (communication will be sent for process to get placards). A staff member will call your student and they will wait for you at a designated spot in the front of the building. For students' safety, students must enter the car on the passenger side only.

## **Will students be socially distanced during the dismissal process?**

Students will not be able to maintain social distance during dismissal; therefore, all students will be expected to wear their mask. Car riders will be grouped by grade level and bus riders will be grouped by bus.

## **What are the procedures for early dismissal?**

Parents who will be picking up a child for early dismissal will need to call the front office when they arrive at school and remain in their vehicle in front of the main office. A staff member will bring the child to the vehicle, check identification, and assist in signing out the student.

**There is no dismissal within 30 minutes of the regular end of the school day. Only parents, guardians, or other individuals identified on the student's contact list, with appropriate identification, will be allowed to leave with the student.**

## **Water**

How will my child drink water during the school day?

Drinking fountains will not be used at this time. Each student will need to bring their own water bottle that can be refilled at one of our bottle filling stations.

## **Breakfast**

Students will be provided a "grab-and-go" breakfast to eat in their classroom if they choose to eat breakfast.

## **Food**

Food will not be able to be brought in and shared with other students for birthday celebrations or other occasions.



## **Lunch, Recess, & Resource**

### **Lunch:**

- Students will wear masks in the cafeteria except when they are eating.
- Multiple entries/exits will be utilized.
- Classes will sit at alternating tables (1,3,5,7,9,2,4,6,8,10)
- Students will sit with their classroom cohort and be distanced from other cohorts.
- Tables will be separated 3 to 6 feet where possible
- Students will have assigned seats in the cafeteria.
- Hand sanitizer will be available at each entrance to the cafeteria.
- There will be 6 foot distancing between classes in the cafeteria line.

### **Resource:**

- Students will attend Resource classes. Recommended use of PPE, social distancing, and cleaning will be followed.
- During physical activities masks do not need to be worn.
- Cardboard testing partitions will be used in the computer labs.
- Students will have assigned seats.
- Students will be reminded of social distance expectations.

### **Recess:**

- Recess will continue to be scheduled in accordance with the state statute.
- During transition to and from, PPE and health and safety protocols apply.
- During physical activities, masks do not need to be worn.
- Classes will be assigned one zone at the playgrounds.
- . Students will be reminded of social distance expectations.

How will outdoor recess be managed?

Students must wear their mask when transitioning to recess. Each class will have a specific area at recess. The areas will rotate daily to allow students to engage in the various areas of our playground. During physical activities, masks do not need to be worn. Students will be reminded of social distance expectations.

# In the classroom

## What does inside the classroom look like?

### Brick and Mortar

- When students arrive to their classrooms, they will have their temperature taken. Once they are seated, with the desk shield, students can remove their masks.
- When students are unable to social distance, masks are required. This may be during small group instruction, partner work, or group assignments.
- Hand sanitizer and hand washing sinks are available in all our classrooms.
- Frequent visual and verbal hygiene reminders will be given throughout the day.
- Students will have assigned seats

### Distance Learning

- For each grade level, there will be specified distance learning teachers. These teachers will be at the building to host their live and pre-recorded lessons. Instruction and support will occur during the regular student day.
- Distance Learning Teachers will be using Schoology as the primary learning tool.
- At the end of the first quarter, we will make adjustments to the Distance Learning rosters based on SJCSO recommendations and parent requests to return to brick and mortar.
- Parents will serve as their child's "Learning Coach". Below are some ways parents can assist their child to get the most out of the distance learning.
  - Provide a designated space at home where students can work
  - Limit potential distractions
  - Help students access the technology
  - Ongoing communication with their child's teacher
  - Assist student with questions
  - Assist student with organizing and planning assignment completion

### Student Materials

Will my child be sharing materials in the classroom?

To reduce potential contamination, students will use their own pencils, pens, scissors, glue sticks, crayons, etc. They will need to be kept in a pencil box. There will not be a "community" basket of items. Manipulatives and other classroom items will be wiped down frequently and/or be individualized for students.

### Absences

If your child is absent due to quarantine, the brick and mortar teacher will provide instruction. Teachers will be taking attendance for distance learning. Assignments are expected to be made up if your child is absent.

## In Case Of COVID-19

When do we close a classroom/school?

The Department of Health determines this by looking at numbers as well as transmission characteristics. They look for clusters within a school setting and the nature of those exposed, such as younger students. They also look at what's happening in the surrounding community. There are many factors taken into consideration when they consider a closure of any kind.

**These protocols could change based on updated or new recommendations from the local Department of Health, CDC, local health partners, or Governor's Executive orders.**

If a student tests positive for COVID-19, will all teachers/students in that child's seven classes be sent home to quarantine?

Per CDC guidelines, only those with close personal contact to the student must quarantine. CDC defines close personal contact as being within 6 feet of a positive individual for 15 minutes without Personal Protective Equipment (PPE).

Will quarantined students/teachers be required to produce a negative COVID-19 test before returning to school?

Per CDC guidelines, testing is not required. The local Department of Health will provide guidance for return to school in collaboration with school nurses

How will quarantined students continue their education while home awaiting clearance to return to school?

The student will remain with their original class and receive teacher support while at home.

If a member of a student's household tests positive for Covid-19, will the student be asked to quarantine for 14 days at home? How is learning affected for this student?

Yes, the student will need to quarantine for 14 days at home. The student will remain with their original class and receive teacher support while at home.

If a teacher or staff member tests positive for Covid-19, who will be asked to quarantine for 14 days?

Per CDC guidelines, only those with close personal contact to the person who tests positive must quarantine. CDC defines close personal contact as being within 6 feet of a positive individual for 15 minutes without PPE.

Do we all get notified who is infected and when?

Due to FERPA and HIPAA laws, we cannot share information with everyone. On a case-by-case basis, we can share directly to families of students who are directly impacted as defined by who has had direct close personal contact with the student/staff member who tested positive.

Our Director of Health Services is in constant contact with the local Department of Health and we will follow their guidelines for notification and contact tracing.

## **Kindergarten information**

### **Staggered Start**

K students will attend school on Monday, August 31<sup>st</sup>, Tuesday, September 1<sup>st</sup>, Wednesday, September 2<sup>nd</sup>, or Thursday, September 3<sup>rd</sup> to meet with their teacher. If families are doing distance learning or are uncomfortable coming to the school, a virtual meeting can be arranged. More information will be sent regarding the plan for staggered start.

**All students will attend their first full day of Kindergarten on Friday, September 4, 2020.**

## **Academics**

### **Instructional Continuity Plan**

The SJCSJ created an instructional continuity plan for all teachers to follow in the district curriculum maps. Embedded within the maps are the standards that were covered in the fourth quarter of the previous grade. Standards have been identified as being GAP Standards, need explicit instruction, and BLENDED Standards, blended with grade-level standard. Teachers will also be meeting with the grade level before (example: 2<sup>nd</sup> grade teachers will meet with 1<sup>st</sup> grade teachers) to better understand the needs of the previous students. This will help to ensure the best continuum of learning at PCES. In addition, teachers will work collaboratively, through the PLC process, to develop consistent lessons to meet the needs of all of our students. They will closely monitor student progress and intervene in a timely manner.

### **Grading**

Both the distance learning teachers and brick and mortar teachers will continue to work in their Professional Learning Communities to have common assessments. Teachers will follow the pacing guides established in the district curriculum maps to assess students. Grades for all students are located on the Home Access Center. For more information on HAC, please go to:  
<https://www.stjohns.k12.fl.us/hac/>.

## Testing

Students will be taking the Fall iReady Diagnostic. This assessment helps our teachers to identify students' needs. Both brick and mortar and distance learning students will take this diagnostic.

## Parent/Teacher Conferences

Parent-teacher communication remains a priority. Parent conferences will be virtual through Microsoft Teams or Schoology. We encourage ongoing and consistent communication with parents. Email and phone calls will also be used to communicate about a child's progress. If an in-person conference is needed, please coordinate the meeting with your child's teacher.

# ESE

## Exceptional Student Education

- All ESE students will follow the same reopening plan as their peers without disabilities.
- ESE support services (OT, PT, Speech/Language, DHH, VI, MHC, Behavior Specialist/Technicians) will provide services as dictated by the students' IEPs.
- ESE groups will consist of students from different cohorts. ESE teachers will be sanitizing and cleaning after each group and will ensure proper safety protocols and social distancing in the classroom.
- Least Restrictive Environments would continue as dictated by the students' IEPs.
- Students participating in school-based distance learning may choose to receive ESE services at PCES. These therapies include (speech, language, OT, or PT) or specially designed instruction or related services provided by an ESE teacher.
- Students will attend on the schedule they would have attended had they chosen brick and mortar full-time.
- All accommodations will be followed as written in the IEP.
- During pre-planning Case Managers will call all distance learning families and brick and mortar families who may have a change in schedule. Any changes in the way ESE services or related services in a student's IEP or EP are provided due to school-based distance learning or cohort requirements should be discussed in advance with the parent and recorded on the *Individualized Continuity of ESE Services Plan*.
- Completion of the *Individualized Continuity of ESE Services Plan* does not require an IEP/EP meeting. The district is not recommending a change to the IEP/EP, we are simply documenting how these services will be provided in the event distance-learning or changes due to cohort requirements are necessary.
- An IEP/EP meeting can take place to discuss the plan if needed.