

**SUNRISE MIDDLE SCHOOL
POLICIES AND PROCEDURES GUIDE**



Welcome back,

We need your help.... Parents, guardians and students have the responsibility to comply with the guidelines for physically distancing, monitoring for illness, and attending school with the required technology. Please consult this guide to help you be prepared and informed!



IMPORTANT INFORMATION REGARDING DATES & TIMES:

OCTOBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			8 NO SCHOOL Teacher Work Day	9 <i>Return to Campus:</i> <i>SVE only</i> <i>(6-8 Off Campus)</i>
12 EARLY RELEASE <i>(SVE On Campus)</i> <i>(6-8 Off Campus)</i>	13 <i>Return to Campus:</i> <i>6th Grade</i> <i>(7th & 8th Off Campus)</i>	14 EARLY RELEASE <i>(6th Grade On Campus)</i> <i>(7th & 8th Off Campus)</i>	15 6-8 <i>ON Campus for 6th, 7th & 8th Grades</i> <i>Full Day</i>	16 EARLY RELEASE <i>(6-8 On Campus)</i>
19 NO SCHOOL Teacher Work Day	20 6-8 <i>ON Campus Full Day</i>	21 6-8 <i>ON Campus Full Day</i>	22 6-8 <i>ON Campus Full Day</i>	23 6-8 <i>ON Campus Full Day</i>

NOTE: eLearning will continue to occur on all days that school is in session.

SCHOOL HOURS ARE RETURNING TO 9:15 – 3:45 FOR ALL STUDENTS, WHETHER ON CAMPUS OR E-LEARNING FROM HOME!

All students, both on-campus and eLearning at home, will transition to our original bell schedule 9:15 – 3:45 p.m. starting Friday, October 9th. The first class will begin at 9:15 a.m. for ALL Sunrise Middle School students on Friday, October 9th. Attendance will continue to be taken through Pinnacle, whether the student is online eLearning at home or on campus. Teachers will be provided with rosters of students who are eLearning on campus and students who are eLearning off campus. The instructional delivery will continue to be through Canvas and Microsoft Teams.

All students will continue with their current schedule. Those students choosing to return for on-campus learning will follow their current schedule and transition from class to class. **Please visit Virtual Counselor to retrieve the classroom locations prior to returning to campus.** We will continue to ensure high quality instruction, mindfulness, and social emotional learning is given in the eLearning format whether your child is on campus or remote.

BEFORE SCHOOL



To ensure you are not sending a sick child to campus, we encourage you to ask these questions every morning:

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

The [Covid-19 Notification Form](https://www.browardschools.com) is available on the district website at: www.browardschools.com.

It is used by BCPS school staff, parents, students, vendors, volunteers, and other community members to report a positive result of Covid-19, or have been advised by a healthcare provider to self-quarantine/self isolate, AND who have been inside a Broward County Public School or administration building.

SUPPLIES

District or personal laptop with charger – fully charged

- › Headphones/Earbuds
- › 1-2 Masks
- › Water Bottle (students will not be able to use the water fountain)
- › Suggested Supplies – ask your teacher for specific items
 - Folder with Paper/Notebook



- Pencils, Pens
 - Personal Hand Sanitizer
- › **Students will use only their own personal supplies.**

Students will not share school supplies. There will not be paper worksheets, shared physical textbooks, non-virtual science labs, shared physical instructional materials, or other instances of shared resources. Students should bring their fully charged laptop, adaptor/charger and earbuds/headphones (with microphone) to campus daily as part of their school supplies.

We are asking that all students come to school with a fully charged laptop each day. This is extremely important as assignments and textbooks will remain electronic via Teams and Canvas as part of the eLearning model.

ARRIVAL

In order to support our health and safety measures, parents and visitors will not be allowed on campus during arrival.

- › Drop off: car loop, bus loop, or walkers
- › All students will remain physically distant from each other
- › All Grades: Directly to Cafeteria for breakfast and supervision (7th and 8th graders will move to an alternate location for morning supervision prior to classes beginning)
- › Bus riders: Students will arrive in the bus loop, walk to and enter the building through the cafeteria doors
- › Car riders: Students will get down in front of the school and will enter the building through the cafeteria doors
- › Walkers: Students will enter the building through the cafeteria doors



TRANSPORTATION

School buses will be provided to those students who have selected to return to campus on their district survey. There are safety protocols on the bus that students will need to follow and listen to their bus driver for these instructions. Facial coverings must be worn at all times on the bus and on campus. A staggered dismissal will be in place in the afternoon. If you did not make an election to return to campus by the survey date of October 2, 2020 and are entitled to transportation, there may be a delay on the student being assigned to a bus.

BREAKFAST & LUNCH

Meals will be available to all students age 18 and younger for no cost by the USDA through December 31, 2020 whether students are learning remotely or on campus. Both breakfast and lunch will be “Grab and Go” style.

Students will be able to physically distance inside the cafeteria. While eating at designated seating spaces, students may remove their face coverings. Facial coverings should be put back on as soon as they are finished with their meal.

Home eLearners: You will have the opportunity to continue picking up Grab and Go Meal Packs. Distribution for these meal packs will be on Tuesdays and Thursday from 11-12 at the cafeteria side entrance located on the west side of the school building in the staff parking lot.



VISITORS ON CAMPUS

- › Parents, visitors and volunteers will be admitted on campus on a limited basis.
 - **Appointments must be made to access campus. Call 754-322-4700 to schedule.**
 - Conferences and meetings will continue to be held through TEAMS virtually.
- › **No deliveries of items to students during the school day. (i.e. lunches, snacks, backpacks)**

SANITATION

- › Each classroom will be provided with PPE supplies (Sanitizer, Wipes, Gloves)
- › Custodians will sanitize high frequency touch points and used areas throughout the day (Doorknobs, Clinic, bathrooms)
- › Students will be provided wipes to wipe down their desks daily.
- › Hand sanitizer will be provided; however, students may bring their own.
- › Frequent handwashing and sanitizing will occur throughout the day.



SECURITY

- › Our security team will be present on campus during school hours.
- › Daily perimeter patrol, campus monitoring, front office presence and student escorts will be conducted throughout the day.

MASKS

- › Students, employees, vendors, and visitors must wear Facial Coverings while on the Sunrise Middle School campus as per district policy. Students should come to school each day wearing their facial covering, wear their facial covering throughout the day, and comply with pandemic-based modifications with school operations. All students are expected to follow face covering requirements while in school or at school sponsored activities/events for the health and safety of themselves, school staff, and others, as outlined in the policy. This will be monitored by our staff.
- › Students who do not comply will be reminded of the policy and the student's parent will be contacted. If a student blatantly disregards the health and safety of others and/or refuses to comply with wearing a face covering, discipline will be in accordance with the Code of Student Conduct. Per policy, a face covering shall be worn during change of classes even if it involves use of outside areas. Proper wearing of a face covering should cover both the nose and mouth of the person and should fit snugly against the sides of the person's face with no gaps.
- › Per School Board Policy 2170-E, 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 and individual seeking elected office.

CLASSROOM SET-UP

Public health guidelines recommend desks in classrooms to be 6 feet apart. We have set up our classrooms according to this guidance. Depending on the results of the survey and the number of students who decide to engage in the on-campus eLearning model, and in the accordance to the capacity of the classrooms following CDC guidelines, we have planned for overflow classrooms. In classes that are over capacity, students may be scheduled into the overflow areas on a rotating basis.

SIGNAGE/TRAFFIC FLOW



When dismissed from classes, students should walk directly to their next class, following the traffic pattern indicated by signage on the halls, doors and floors. Hallways have been designated one-way wherever possible. Congregating in hallways or in any area of the campus will not be allowed and students are expected to follow physical distancing. Students will use the restroom when necessary, while following CDC guidelines.

CLEANING

Our top priority is keeping everyone safe and healthy. The Sunrise Middle School facilities team will continue to provide cleaning of high frequency touch points throughout the day. Classrooms will be cleaned each evening and students and staff will have sanitizing wipes to clean their desks in between class changes. Hand sanitizer will be available in every classroom and throughout the campus. All air filters on campus have been replaced by BCPS.

UNIFORMS

Students are required to wear their uniforms daily.

- › Navy, Forest Green, White or Yellow Polo Shirt
- › Solid Navy, Khaki or Black bottoms: Shorts, Pants or Skirt

DISMISSAL

- › Bus riders: Students will exit through the bus loop. Bus route numbers and location of the busses will be posted on a white board. Teachers will explain procedures to the students.
- › Car riders: Students will exit through the front of the school and wait for parent pickup.
- › Walkers: Students are to exit through the front doors and are expected to leave campus immediately.

AFTERCARE

- › Sunrise Middle School Falcon Aftercare will continue to be the provider on campus for
- › aftercare services from 3:45 pm – 6:30 pm.
- › Pre-registration online is required.
- › Health and safety measures will be the same as those for the regular school day.

Thank you for your patience, flexibility, and compliance.