

# DISCOVERY ELEMENTARY SCHOOL

## TEMPORARY OPERATING PROCEDURES MANUAL

2020-2021 School Year  
Ms. DeGreeff, Principal  
Ms. Thomas, 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: TBD

### Important Phone Numbers

Main: (754) 322-9100  
Fax: (754) 322-91040  
After Care: (754) 322- 9122  
Cafeteria Mgr: (754) 322-9110  
Clinic: (754) 322-9123

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Dear Discovery Elementary Families,

As we continue our hard work with virtual learning, we are preparing to begin the cadence of returning Pre-K through 2<sup>nd</sup> Grade students to brick-and-mortar on Friday, October 9, 2020 and students in 3<sup>rd</sup> – 5<sup>th</sup> Grade on Tuesday, October 13, 2020. This Temporary Operating Procedure Manual will assist you as we transition certain students that opted into Face-to-Face eLearning, Phase II into the building. Please read in its entirety as the information provided is crucial to ensuring we do everything possible to mitigate the spread of COVID-19, and provide our students, faculty, and staff a safe and secure environment that is conducive to teaching and learning. **Everyone, including but not limited to students, faculty, staff, district personnel, parents, and community members must have a mask to enter the school building.**

Students may arrive **no earlier than** 7:30 a.m. Supervision will not be provided until then, and we do not want students congregating in large groups. Once we open the doors, students will either go to breakfast, or to their classroom, where they will sit in the hallway, physically distanced. I want to reassure you that all students who are unsure of where to go will be escorted by an adult to class for the first week of school. Please be patient in the first week as we help students become accustomed to being in school. Kindergarten and First Grade students may be shy and not tell an adult their name. Please assist us by writing your child's first and last name and the child's teacher on a note to send with the student the first day in attendance.

Students that are returning to brick and mortar will need to bring:

- PPE Materials: **Masks / facial coverings (MANDATORY – you may want to send two extra masks)**, personal hand sanitizer and wipes (optional but highly recommended)
- The district provided laptop or personal device (We are not responsible for personal devices if you bring them). PK – 2<sup>nd</sup> grade will bring their laptops to school and they will remain onsite. The 3<sup>rd</sup>-5<sup>th</sup> grade students will transport their laptops and chargers to and from school daily. **Please label your child's laptop with their first and last name, their login and password and their teachers' name. Please bring the laptop charger** for your device.
- **Headphones/earbuds** will be a necessity as some students may be engaged in online learning, while other students may be engaged in small group with the teacher – the headphones / earbuds will make it possible for the classroom environment to be quiet, students will be able to concentrate better when learning virtually if the teacher is working with certain students
- Workbooks (LAFS, Go Math) / any school materials that were sent home
- Water Bottle (Fountains are not available)
- Any supplies needed for the class (pencils, paper, folders, binders) – info will come from each teacher

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 Discovery Elementary School "A Great Place to Be"

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



Ms. DeGreeff  
Proud Principal

## ARRIVAL/DISMISSAL

### THERE CAN BE NO CONGREGATING OF ANY KIND – ANYWHERE – BY ANYONE

Please stay 6ft apart. The school has placed adequate signage everywhere indicating what 6 feet looks like. Discovery will abide by CDC guidelines and SBBC Policies and Protocols set forth.

## ARRIVAL

- 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 is expected in implementing a safe flow of traffic.
- There will be no parking / walking students to the door
- All car riders will be dropped off in the front car loop, except ESE Pre-K students, whose parents may walk them to the front door (same applies to pick-up) – Officer Eric and our Security Specialist will control the flow of traffic into the school as well keeping order so that we are in compliance with CDC Guidelines.
- 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 a school-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.
- Upon exiting the car, your child's name will have to match the master list of students returning for face-to-face learning (based on the survey response). Students who do not have a completed survey will default to eLearning from home based on SBBC return to school protocols until it can be determined if a space is available. We must socially distance. Space is limited and requests will be taken on a first come first serve basis.

- Bike Riders:

- All bicycles are to be parked in the rack. We suggest that students safeguard them with a lock. The school assumes no responsibility for bicycles. The bike rack will be locked at 8:00 a.m. and reopened at 2:00 p.m.
- 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— 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.**

- Upon entering the building, students will enter the cafeteria if they opt for grab-and-go breakfast and remain there until 7:50 a.m., 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/exit through the front door single point of entry. 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, unless otherwise specified during designated times of the day, everyone will always wear masks.**

**LATE BELL – 8:00 a.m.**

Instruction starts at 8:00 a.m. therefore, students should be in by the first bell at 7:50 a.m. and must be in their classrooms by 8:00 a.m. or they will be considered tardy. **We will allow flexibility for students returning to school for face-to-face learning for the first week, then it will be expected that they are in class before 8:00 a.m.** After 8:00 a.m., 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***. Students may participate via e-learning and still be in attendance from home if they have an appointment that would have made them have early sign out. With that said, if you need to change dismissal, you must do so the day prior to the change. ***For safety, no changes should be made the same day unless it is a true emergency***. If an emergency pick up is necessary an authorized adult must produce identification and sign the student out in the main office **prior to 1:30 p.m.**

- **Car Riders:**
  - Discovery will utilize a call into the classroom to cue your student in line. A staff member will ask you at the gate for the teacher and student's full name. We will relay the name to the classroom, where your child will be waiting (physically distanced by 6 feet from others) and let him/her know you are here and they should come into line. The car line is marked with blue social distancing circles. Please pull all the way forward as your child will be all the way forward in the line.
- **Bus Riders:**
  - Will be called to report to the bus area
- **Walkers and bikers:**
  - Students will be dismissed at 2:00 p.m.
- **After Care students:**
  - Will go to their respective classroom after all others are dismissed.

## **RAINY DAY DISMISSAL**

Please plan in advance (when applicable) with your child so that he/she knows what to do when it is raining at dismissal time. On days with lightening 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.

## **eLEARNING PHASE II**

eLearning Phase II will consist of students both at home and in the school building, engaging in virtual learning. Students will continue to use Microsoft Teams and Canvas for their daily lessons and access to curriculum and assignments. Students will need a laptop and access to the internet daily, as the primary mode of teaching and learning will still be conducted online.

Students that have opted for face-to-face learning will not receive any more or less educational experiences than the students that have opted for eLearning from home. The curriculum, assignments, assessments, quizzes, projects, small-group work with the teacher, and whole-group

discussions will be the same for both e-Learners and face-to-face students. The fundamental difference is the students that have opted for face-to-face learning will have a different social interaction with the teacher and other students that have opted for face-to-face.

### **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.

**Students will be counted in attendance** based on **connectivity** to the learning environment. Examples of evidence for daily student connectivity include, but are not limited to:

- Submission of a daily student check-in within their Canvas course(s).
- Participation in synchronous learning (Microsoft Teams Meeting or other approved videoconferencing technology).
- Participation in a discussion board.
- Submission of a quiz or assignment.
- Direct communication with the teacher by email or phone.

**Students will be counted as absent** when no evidence of the student's online presence can be observed through methods listed above.

- **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.
  - **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) 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 may **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 be in assigned seats that are 6 feet apart. Since specific classes come to lunch every 30 minutes, we will have a 5- minute cleaning period. The tables just evacuated will be clean and sanitized and left to dry for 20 minutes before the next set of students come in and sit.

### **Parents/Guests will not be permitted to attend breakfast or lunch with students during eLearning Phase II.**

Breakfast and lunch are FREE to all students, regardless of income until December 31, 2020.

### **BREAKFAST / LUNCH PROCEDURES: (FREE for all students)**

#### **Students in School:**

- All students will report to cafeteria in the morning if opting in for grab-and-go breakfast.
- All students will eat lunch in the cafeteria – physically distanced/with proper sanitation.
- Teachers will walk their class to the cafeteria and pick them up.
- Lunch seating will be staggered every 30 minutes.
- Students that bring lunch to school will go and sit upon entering the cafeteria



- Tables will have markings on the bench for students to sit.
- Fridays upon dismissal, there will be a grab-and-go meal for all students that are face-to-face (it will be handed to them by the cafeteria staff if they choose)

### **Students at Home:**

- Parents may still pick up bundled meals at school (free for all students). If your child is not with you at the time of pick up, please make sure you have some sort of student-based proof with you – Student ID card, report card, or birth certificate.
- **TIME CHANGE: 12:00pm –1:00pm Tue / Thurs**

### **CLINIC**

Any student who becomes ill or injured during the school day will be sent to the clinic 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.** We encourage you to please complete the back to school forms online at [www.browardschools.com/bts](http://www.browardschools.com/bts) . 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 (PDSO-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.

## **CONFERENCES/COMMUNICATION**

Parents are encouraged to communicate with their child's teacher regularly via email, Class dojo, Blooms, telephone or other means as shared by the teacher. 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 other appointments and regularly scheduled staff meetings.

All conferences will be conducted virtually through TEAMS until further notice.

## **UNIFIED UNIFORM POLICY DURING COVID-19**

We work each day to encourage students to be successful at their job of learning. We ask that you support our school dress code (school uniform). We believe school uniforms have a positive impact on student learning and behavior in around the school. Having a uniform dress policy unites students, increases school pride and eliminates class barriers. If you have any concerns about uniforms, please call Ms. Thomas, Assistant Principal, and she will be happy to work with you. Exceptions to the SBBC Dress Code and DES Unified Uniform Policy may be made for special occasions, Spirit-themed Fridays, and School and District-sponsored events (i.e. Red Ribbon Week). The school will communicate when these special events will occur, and what students should wear.

## **FIELD TRIPS**

**During the COVID-19 Pandemic, all field trips are cancelled until further notice. 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 – whether eLearning from home or in the classroom.**

## **FORGOTTEN ITEMS**

During the COVID-19 Pandemic, we will not accept any items in the front office to be delivered to your students. **We will ONLY accept eyeglass or medication 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. Having a routine checklist, the night before is a helpful strategy and builds the students skill in being prepared and responsible, which are important skills for to later success in life.

## **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. Until further notice, school events will occur virtually via Microsoft TEAMS.

## **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 any student 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 no visitors or volunteers allowed in the school. Visitors that need to be on campus must be preapproved for an appointment by the Principal. Any parent wishing to volunteer must register at <https://www.browardschools.com/Page/32043> and get district approval before volunteering. Volunteers will be suspended until the CDC guidelines are such that social distancing is no longer needed, or new guidance is given.

## **RESOURCES TO ASSIST YOU**

Discovery Elementary Website - [www.browardschools.com/discovery](http://www.browardschools.com/discovery)

BCPS Coronavirus Information - [www.browardschools.com/CORONAVIRUS](http://www.browardschools.com/CORONAVIRUS)

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

BCPS Back to School Forms Wizard - [www.browardschools.com/bts](http://www.browardschools.com/bts)

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>

