



OCTOBER 2020

Larkdale Elementary

School Reopening PARENT Handbook

2020-2021

School Hours

BREAKFAST


7:45 am- 8:20 am

Head Start Only

8:25 am-2:25 pm

Pre-k-5th Grade

8:25 a.m.- 2:55 p.m.



We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Florida Department of Health (DOH) and the School Board of Broward County. We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), and the Center for Disease Control. Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

The Administration will update this information, when necessary, based on decisions from the organizations/agencies mentioned above.

Return to School Dates

10/8/2020- Teacher Planning Day

10/9/2020- PreK thru 2nd Grades and Special Program Classes Return for Face-to-Face Instruction *

10/12/2020- Early Release Day for All Students

10/13/2020- Grades 3-5* 6th & 9th Grades Return for Face-to-Face Instruction *

10/14/2020- Early Release Day for All Students

10/15/2020- Grades 7th-8th & 10th -12th Return for Face-to-Face Instruction *

10/16/2020- Early Release Day for All Students

10/19/2020- Teacher Planning Day

10/20/2020- 2nd Quarter Begins

***Please have your child bring all their school supplies and books. These materials can be placed in a separate bag that is LABELED with your child's name and teacher.**

School Hours

7:45 am- 8:20 am **BREAKFAST**

8:25 am-2:25 pm – Head Start Only

8:25 a.m.- 2:55 p.m. – Pre-k-5th Grade

Office Hours

7:45 a.m.- 3:30 p.m. **By Appointment Only**

Aftercare

Aftercare will be available starting on *Friday, October 9, 2020- YMCA and October 21th Century* for those families in need of the services. All safety protocols will continue to be followed as throughout the school day. Aftercare registration is available through Sunshine Aftercare at sunshinefl.com.

Arrival and Dismissal Procedures

Families will drop off their children for **breakfast** starting at 7:45 a.m. until 8:20 a.m. **No parents will be permitted to park or exit their cars.** Cars are to stay in the carline and move all the way down. Staff members will be available to escort students into the building. **Students must wear a face covering when leaving the car that must be kept on them throughout the day.**

Students will have the option to get breakfast in the cafeteria from 7:45 a.m.-8:20 a.m. Students will report to the following locations after receiving their breakfast:

- K-2 and ASD- remain in Cafeteria
- Grade 3 -Music Room
- Grades 4-5 Media Center

All hallways, cafeteria tables, and student desks are all marked and positioned 6 feet apart in order for students to visualize and adhere to physical distancing.

Instruction starts at 8:25 a.m. therefore, students must be in their classrooms by 8:25 a.m. or they will be considered tardy.

All students will be dismissed at 2:55 p.m. Car rider students in grades K-5 will be dismissed in the parent pick up car lane area. Walkers will be dismissed through the gate next to Wingate Oaks. Busses and private vans will be dismissed in the front of the school in the bus loop. **No early dismissals, unless a true emergency.** With that said, if you need to change dismissal, you must notify the **front office and the classroom teacher in writing** of the change. **To reduce last minute changes, all changes must be done before 2:30 p.m.**

ALL students will be practicing physical distancing guidelines during arrival/dismissal and throughout the entire school day.

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.

All absences must be reported to the school attendance line at 754-322-6602.

Please see Policy 5.5-E Student Attendance on the school website.

Birthday Celebrations

At this time, in order to keep our students and staff safe, we will not be allowing birthday celebrations on campus.

Class Exchange

Students will remain grouped with the same cluster of students in the same classroom for the entire school day. It is possible that students will not be grouped face-to-face with their homeroom teacher. ART Specials teacher will travel to the classrooms for instruction.

Classroom Layout and Room Capacity

Desks will be placed 6 ft. apart from each other, facing the same direction. All unnecessary furniture will be removed to provide ample space for movement. In-person class sizes will be reduced, due to the number of families choosing eLearning from home for their child(ren).

Cleaning Protocols

Each day our facilities staff will clean, sanitize, and disinfect surfaces and objects that are frequently touched. This includes cleaning surfaces such as doorknobs, light switches, countertops, nap mats, desks, chairs, and cubbies. Hand Sanitizer will be available in each classroom. Students will be taught to use the hand sanitizer and wash hands throughout the day. Common areas will be cleaned and disinfected throughout the day. Air conditioning filters are changed on a monthly basis. The maintenance staff will disinfect all areas once the students and faculty have left for the day. EPA approved chemicals will be utilized to clean and disinfect classrooms, restrooms, offices, and all other common areas.

Clinic

The school clinic (located in the front office) will service anyone who has conditions other than COVID-19 symptoms.

Communication and Parent Conferences

Communication with parents will be via email, Canvas, or phone/TEAMS calls. **All conferences will be scheduled via Teams or phone calls.**

Parents are urged to update any changes in emails/phone numbers via email to the teacher and the main office.

COVID Protocols

We are following the guidelines and protocols set forth by the CDC, local health department, and the School Board of Broward County. Physical Distancing Signage will be visible within the school building to remind students, faculty and staff of our health and safety guidelines.

The office staff is responsible for responding to COVID-19 concerns. Please contact the school office at 754-322-6600 for any concerns. COVID-19 positive or exposed students should not return to the school building until they have met CDC's criteria to discontinue home isolation.

Students with COVID-19 symptoms (such as fever, cough, or shortness of breath), while in school will be sent to the isolation room (a specific room designated for COVID-19 symptoms). The student will be evaluated and parent will be contacted to pick up the child from school. The student will remain in isolation until pick-up. The student will be brought out to your car.

If a student or faculty member is diagnosed with COVID-19, the school will inform the School Board of Broward County and Broward County Health Department.

These entities will then inform the school on communication procedures. Infected areas will be cleaned, disinfected, and sanitized by our maintenance crew meeting CDC guidelines.

Those who have had close contact with a person diagnosed with COVID-19 are to self-monitor for symptoms and inform the school immediately. The school will then follow the appropriate protocols set by the School Board of Broward County, the Health Department, and the CDC.

Delivery of Student Supplies During the Day

We will not be accepting delivery of student supplies and/or lunch throughout the day. If your child forgets to bring their lunch, they will be provided a free lunch from the cafeteria.

Dress Code

Please encourage students to wear their school uniform every day. We understand that some students might not have uniforms at the present time. Students must follow the dress code in the [Student Code of Conduct](#) Policy 5.8-E found on the school website.

Emergency Drills

Emergency drills will be conducted monthly in accordance with the school safety plan. All drills will be conducted adhering to CDC Guidelines for COVID Prevention.

Face Masks

All students in grades PreK – 5th grades are required to wear a face covering.

The face coverings are permitted to be removed to eat lunch and snack.

NO STUDENT or EMPLOYEE: shall wear a face covering that has markings that are suggestive, revealing, indecent¹, 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.

Please see full School Board Policy 2170-E regarding Face Coverings posted on our school website.

We encourage parents to have their children practice wearing face coverings so that they may be accustomed to having them on.

Isolation Room

Students with COVID-19 symptoms (such as fever, cough, or shortness of breath), while in school will be sent to the isolation room (a specific room designated for COVID-19 symptoms). The student will be evaluated and parent will be contacted to pick up the child from school. The student will remain in isolation until pick-up. The student will be brought out to your car.

Items to Bring Every Day

- ✓ **Fully charged laptop and charger**
- ✓ Headphones or earbuds
- ✓ Books/Materials needed for the school day-6 sharpened pencils, crayons, paper, folders, binders
- ✓ Individual hand sanitizers
- ✓ Individual baggie of wipes
- ✓ Disposable Water Bottle
- ✓ Mask, plus an extra one
- ✓ Snacks
- ✓ Lunch if not receiving a Free one from the cafeteria

Lunch

Students may bring their lunch within a lunch box or disposable bag or receive a free lunch from the cafeteria. All breakfast and lunch meals will be free to all students. Students will be eating lunch in the cafeteria. Students will wash their hands before going to lunch. Hand sanitizer will be available to students upon entering the cafeteria. Seating in the cafeteria has been marked with 6 ft separation. Students will have assigned seats in the cafeteria. The tables will be sanitized in between each class.

Breakfast and lunch is **FREE** to **ALL** students, regardless of income until **December 31, 2020**.

To receive free & reduced-price lunch benefits after December 31, 2020, please apply on-line at <https://www.myschoolapps.com>

Medications

Parents are encouraged to give medicine before or after school hours if possible. Students who take either prescription or over the counter medications during the school day, must continue to follow the same procedures by filing out the Authorization for Medication forms. These forms may be requested by calling the front office or accessing the school website.

Outdoor Spaces

Movement is needed for a healthy mind and body. Time outside will be scheduled with appropriate safety measures.

Parent Support

It is imperative to keep your child at home if he/she is ill. Please reinforce with your children the need for and the guidelines around physical distancing.

If you, your child, or members within your household travel outside the country or within the US, specifically hot spots, please self-quarantine for the safety of all the members of our school community.

Communication and collaboration are **KEY!** For the well-being of the children- emotionally, intellectually and physically, please communicate and work with teachers, our school counselor, the staff, and administration. The School Counselor will be available for social and emotional support for students and parents. The Security Team will be present throughout the entire school day.

Adhere to the guidelines and rules as stated in the Parent Handbook. Regularly check Canvas, School Website, and school emails/phone messages.

Schedule of the Day

Class schedules are posted on Teacher's Canvas pages.

School Calendar

The 2020-2021 school calendar is posted on the school website. It will be updated regularly. When major changes to the calendar are made, parents will be notified via email, text, and school website.

Sharing of Supplies

Students will need to bring their own supplies to keep at their desk (headphones/earbuds, pencils, crayons, paper, binders, and folders). Students will not be sharing any supplies.

Students need to bring their laptop and charger daily to school.

Visitors

Until further notice, only employees of Larkdale Elementary will be permitted on campus. All meetings with LES faculty and staff will be conducted virtually. Campus access for maintenance, deliveries, etc. can only be granted with Administrative approval. Once approved, visitors will check-in at the Main Office. The person's ID will be checked, and a visitor's badge will be issued. All visitors will be completing a visitor log.

Water Bottles

Students must bring a **disposable water bottle** for proper hydration.