

SILVER SHORES ELEMENTARY SCHOOL

“The GREATEST Corner in the Universe”

STANDARD OPERATING PROCEDURES MANUAL

2020-2021 School Year
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: TBD

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

TABLE OF CONTENTS

Welcome Back Letter	Page 3
Daily Health Assessment	Page 4
School Board Policy 2170E: Face Coverings	Page 4
Acceptable Face Masks	Page 5
Face Shields	Page 5
Proper Face Covering Use, Removal, and Disposal/Washing	Page 5
Arrival & Dismissal Procedures	Page 6
Arrival	Page 6
Late Bell	Page 7
Dismissal	Page 7
Dismissal Times	Page 7
Car Riders	Page 8
After Care Students	Page 8
Bike Riders	Page 8
Bus Riders	Page 8
Walkers	Page 9
Early Dismissal	Page 9
Rainy Day Dismissal	Page 9
eLearning Phase II	Page 9
Attendance (SB Policy 5.5)	Page 10
Students Counted as “Present”	Page 10
Students Counted as “Absent”	Page 10
COVID-19 / Communicable Disease as Excused	Page 11
Birthday/Celebrations	Page 11
Cafeteria	Page 11
Breakfast / Lunch procedures for Students in School	Page 12
Breakfast / lunch Grab-and-Go for Students at Home	Page 12
Clinic	Page 12
Medication for Students	Page 13
COVID-19 Isolation Room	Page 13
Procedures for Illnesses that Occur on Campus	Page 13
COVID-19 Positive Procedures	Page 14
Coronavirus (COVID-19) Notification Form	Page 14
Conferences / Communication	Page 15
Dress Code	Page 15
Field Trips	Page 15
Forgotten Items	Page 16
Payments	Page 16
School Events	Page 16
Valuables on Campus	Page 16
Visitors / Volunteers	Page 17
Resources to Assist	Page 17

Dear Silver Shores Elementary Family,

As we continue our hard work with virtual learning, we are preparing to begin the cadence of returning students to brick-and-mortar on Friday, October 9, 2020. This Standard 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.

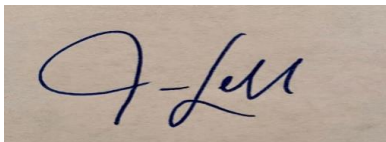
Students may arrive **no earlier than** 7:30am. Supervision will not be provided until then, and we do not want students congregating in large groups. Once we open the doors, students will either go to breakfast, or to their classroom, where they will sit in the hallway, physically distanced. I want to reassure you that all students who are unsure of where to go will be escorted by an adult to class for the first two weeks of school. Please be patient in the first week as students will not be marked tardy.

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

- 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)
- The district provided laptop or personal device (We are not responsible for personal devices if you bring them)
- Charger
- **Headphones/earbuds**
- Workbooks (LAFS, Go Math) / any school materials that were sent home
- Water Bottle
- 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 Silver Shores Elementary School “The GREATEST Corner in the Universe.”

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

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature appears to be 'J. Leff'.

Dr. Jonathan Leff
Proud Principal

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.

FACE SHIELDS

Although not required, the school will allow students, visitors, employees to wear face shields **in addition to face masks.**

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 and if the student is able to physically distance from others;
- 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 Stay 6ft apart. The school has placed adequate signage everywhere indicating what 6 feet looks like. Silver Shores will abide by CDC guidelines and SBBC Policies and Protocols set forth.

ARRIVAL

- 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 and InD students, whose parents may walk them to the front door (same applies to pick-up) – Officer Chalk 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
- 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
- Student walkers and bikers will use the front doors to enter / exit school
- 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 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 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 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 send the front office and the dismissal teacher an email in the morning of what the change is. *In an effort to reduce last minutes changes, all changes must be done before 1:30 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 (physically distanced by 6 feet from others) and let him/her know you are here.

Staggered dismissal times to the cafeteria:

1:40pm – PK / InD

1:45pm – K / 1st Grade

1:50pm – 2nd / 3rd Grade

1:55pm – 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 is expected in implementing a safe flow of traffic. The safety of our children is our primary concern. Officer Chalk 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 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 eLearners 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.

ALL students will continue to need the following school supplies and technological equipment:

PPE – facial coverings (masks – you may want to send a couple), hand sanitizer, wipes
Laptop and Charger – Necessity as we do not have “loaners” to provide. PK – 2nd grade will bring their laptops to school and they will remain. 3rd-5th grade students will transport their laptops and chargers to and from school daily.

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

LAFS, Go Math Workbooks, and school-related materials that went home need to be returned to school for the students that have opted for face-to-face learning

Basic school supplies – pencils, pens, paper, composition books, crayons, colored pencils, etc...

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; and/or,
 - 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 (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 be in assigned seats that are 6 feet apart. Since specific classes come to lunch every 30 minutes, we will stagger students between even and odd tables every lunch period (i.e. the first group of students in will sit at tables 1, 3, 5, 7, 9, 11, and 13. The second group of students will enter 30 minutes later and sit at tables 2, 4, 6, 8, 10, 12, 14.

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: STUDENTS IN SCHOOL (free for all students)

- All students will report to cafeteria in AM if opting in for grab-and-go breakfast
- 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.
- 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)

BREAKFAST / LUNCH GRAB-AND-GO: 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.

GRAB-AND-GO PICK-UP TIME CHANGE: 2:45pm – 3:45pm TUE / THURS

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 PROCEDURES

- 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.
- Students testing positive may continue with eLearning from home depending on the severity of their symptoms. If the students does not feel well enough to participate in eLearning from home, parents should report the absence and it will be excused.
- 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 in regard to confidentiality and privacy requirements.

CORONAVIRUS (COVID-19) NOTIFICATION FORM

The [Coronavirus \(Covid-19\) Notification Form](#) is to be used by Broward County Public Schools staff, parents, students, vendors, volunteers and other community members to report a positive result of COVID-19, or have been advised by a health care provider to self-quarantine/self-isolate.

- 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.

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.

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

SSE 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.

While we are still amid the COVID-19 pandemic, Silver Shores Elementary School's Uniform Policy will be waived and all students will abide by the School Board of Broward County's Dress Code, found on pages 26-27 of the Code of Student Conduct Handbook:

<https://www.browardschools.com/global6>

Exceptions to the SBBC Dress Code and SSE 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.

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. 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 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 no 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/YP8WLH>

<OR>

<https://browardschools.instructure.com/register> and use the following join code: YP8WLH

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>



CORONAVIRUS

COVID-19 PREVENTION

These steps are critical for everyone to take, because although everyone is not at equal risk for a severe case of COVID-19, everyone risks being infected with the virus that causes the disease and then spreading it to others.

- 1 STAY**
If you feel sick, stay home. 
- SAFE**
Keep a safe distance from others.  
- 3 WASH**
Wash hands frequently. 
- CLEAN**
Clean and disinfect frequently used surfaces. 
- 5 PROTECT**
Protect the vulnerable. 

- ### KNOW THE SYMPTOMS
- COUGH
 - FATIGUE
 - BODY ACHES
 - HEADACHE
 - LOSS OF TASTE OR SMELL
 - SORE THROAT
 - CONGESTION
 - RUNNY NOSE
 - NAUSEA
 - VOMITING
 - DIARRHEA
 - SHORTNESS OF BREATH
 - MUSCLE PAIN

SICK STUDENTS AND ADULTS SHOULD REMAIN HOME.
#COVIDSTOPSWITHME

