**Addendum to 2020-2021 Parent/Student Handbook**

**Miami-Dade County Public Schools**

**COVID-19 Policies and Procedures for the Schoolhouse Instructional Model**

During declared health emergencies, the District will implement policies and procedures consistent with applicable Centers for Disease Control and Prevention (CDC) and Florida Department of Health (FDOH) guidance. In addition, as applicable, the District will consult with and comply with applicable local health department protections. Requirements and procedures established by the District in response to an emergency affecting the health safety and welfare of our students and staff will take precedence over provisions of the Parent/Student Handbook when necessary and until the emergency has ended. Due to circumstances related to the COVID-19 public health emergency, Miami-Dade County Public Schools may need to alter or suspend select in-person operations to protect the health and safety of its students, employees, and their families. Please refer to http://reopening.dadeschools.net/index.html to find updated information regarding the District’s reopening plan. The following procedures and guidelines are applicable to student attendance in brick and mortar buildings during Stage II reopening.

**Arrival Procedures During Stage II**

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during arrival. No one should congregate in large groups.

Students in grades Pre-K through 3rd grade will enter the building through **Gate 1** (SW 64th Street) and students in grades 4th – 5th including ASD students will enter the building through **Gate 2** (SW 102nd Avenue -Blue Tarp). ASD students in Kindergarten -3rd grade will be escorted from **Gate 3** (SW 102nd Avenue -White Overhang) to building 7. ASD students can only be dropped off in **Gate 2/3** as appropriate for safety. Students coming to school on a private bus will enter the building utilizing **Gate 1**. Siblings in different grades can be dropped off at either gate. Security, designated instructional staff and paraprofessionals will be stationed at the entry points to monitor student arrival. Upon entering, the students will be directed to the cafeteria for breakfast if applicable or directed to the courtyard. The student is assigned a designated area in the courtyard. The teacher will pick up the students at the courtyard and proceed to the classroom. ASD students will be escorted by the teacher and paraprofessional to class and breakfast will be delivered to the classroom.

All students must wear the school uniform Monday through Friday. All students must wear facial coverings that cover both the mouth and nose when on school board property, at a school board activity, or riding a bus or in other approved transportation.

**Entry Points during Arrival Times**

**Gate 1: Ms. Potter, Ms. Timmons and Administrative Staff**

Parent Drop Off Lane SW 64h Street / Pre- K- 3rd

Pre-K – 3rd 7:30 AM – 8:20 AM Gate 1 (SW 64th Street)

**Gate 2: Ms. Paraña, ASD Staff and Administrative Staff**

Parent Drop Off Lane SW 102nd avenue / 4th - 5th to include ASD\* -Blue Tarp

4th – 5th 7:45 AM - 8:20 AM Gate 2 (SW 102nd Avenue – Blue Tarp)

4th – 5th \*ASD only 8:15 AM – 8:35 AM Gate 2 (SW 102nd Avenue – Blue Tarp)

**Gate 3: ASD Staff and Officer Ayerdi**

ASD K – 3rd 8:15 AM – 8:35 AM Gate 3 (SW 102nd Avenue – White Overhang)

**Dismissal Procedures During Stage II**

Children, parents and visitors are always required to maintain the maximum amount of social distancing possible during dismissal. No one should congregate in large groups.

**Early Dismissal and Student Sign out:**

Parents will follow regularly established early dismissal procedures. Social distancing signage is available in the main office, and guidelines/ procedures to maintain cleanliness and minimize interaction are in place. Hand sanitizer and designated pens are available. Only two people are allowed in the main office at any time.

**DISMISSAL PROCEDURES FOR KINDERGARTEN AND FIRST GRADE STUDENTS**

**Daily Dismissal 1:50 PM- Grades Pre- K and K**

**Daily Dismissal 2:05 PM- Grade 1**

. Pre-K – 1st grade students are dismissed through **Gate 1** (SW 64th street)

Teachers in Pre- K-1st grade are to escort their students (parent pick-up/private bus) to the front of the building **Gate 1** (64th Street).

* Students who attend after school care will be picked up by the YMCA staff and taken to the media center at 1:40 p.m. -1:45 p.m.
* Teachers in Pre-Kindergarten and Kindergarten will walk their students to the dismissal area at 1:50 PM
* Teachers in First Grade will walk their students to the dismissal area at 2:05 PM
* Please refrain from having extensive conversations with the teachers during dismissal
* Staff assigned to designated dismissal areas will remain with students until they have departed
* Siblings must be picked up at the latest designated time (see times and corresponding grade) if dismissal time is different.
* It is imperative that students are picked up on time. Staggered schedule is implemented to maximize physical distancing to the extent possible under the circumstances.

**DISMISSAL FOR K- 1st GRADE STUDENTS IN THE ASD PROGRAM**

**Daily Dismissal 1:50 PM- Grades Pre- K and K**

**Daily Dismissal 2:05 PM- Grade 1**

**Holding Area**

**Ms. Alvarez/Piloto West Exit of Building 7**

**Ms. Varona/Fernandez Playground**

**Ms. Cabrera Behind Room 1**

**Ms. Escarza Behind Room 1**

* Pre-K – 1st grade students in the ASD program are dismissed through **Gate 3**(SW 102nd Avenue – White Overhang)
* Teachers in Pre- K-1st grade are to escort their students (parent pick-up/MDCPS bus) to the **Gate 3** (SW 102nd Avenue-White Overhang).
* Students who attend after school care will be escorted by the designated paraprofessional to the YMCA staff at 1:50 PM.
* Teachers in Kindergarten will proceed to the designated dismissal area at 1:50 PM
* Teachers in First Grade will proceed to the designated dismissal area at 2:05 PM
* All teachers and paraprofessionals assigned to the ASD dismissal will remain within the designated areas monitoring and supervising until all students have departed school grounds.
* Students not picked up by 2:20 PM will be supervised by the designated paraprofessional.
* Assigned seating is required while students wait in the holding area for parent pick up.
* If assigned the playground on a rainy dismissal, utilize the covered walkway located by Gate 3 (SW 102nd Avenue – White Overhang)
* It is imperative that students are picked up on time. Staggered schedule is implemented to maximize physical distancing to the extent possible under the circumstances.

**DISMISSAL FOR 2nd - 5th GRADE STUDENTS**

**Daily Dismissal 2:50 PM- Grades 2nd -Gate 1**

**Daily Dismissal 3:05 PM- Grades 3rd -Gate 1**

**Daily Dismissal 2:55 PM- Grades 4th -Gate 2**

**Daily Dismissal 3:05 PM- Grades 5th -Gate 2**

* Teachers in 2nd – 3rd grade are to escort their students (walkers/parent pick-up, private bus) to **Gate 1** (SW 64TH Street).
* Students who attend after school care will be escorted by the YMCA staff and taken to a designated classroom at 2:40 PM.
* Teachers in 4th – 5th grade are to escort their students (parent pick-up) to **Gate 2** (SW 102nd avenue – Blue Tarp).  If students utilize a private bus, please send them to Gate 1.

* Teachers assigned to parent pick-up will remain within the designated areas monitoring and supervising until all students have departed school grounds.
* Teachers are to leave information for substitutes of their dismissal duties as substitutes will be required to assist with dismissal procedures.
* Siblings must be picked up at the latest designated time (see times and corresponding grade) if dismissal time is different.
* It is imperative that students are picked up on time. Staggered schedule is implemented to maximize physical distancing to the extent possible under the circumstances.
* **Students not picked up by 3:20 PM will be dropped off with security guard.**

**DISMISSAL FOR 2nd - 5th GRADE STUDENTS IN THE ASD PROGRAM**

**Daily Dismissal 2:50 PM- Grades 2nd**

**Daily Dismissal 3:05 PM- Grades 3rd**

**Daily Dismissal 2:55 PM- Grades 4th**

**Daily Dismissal 3:05 PM- Grades 5th**

**Dismissal Holding Area**

**Teacher/Location**

**Nodarse Classroom**

**Betancourt Playground**

**Brito/Olivera Playground**

**Marin/Sanchez Classroom**

**Cabrera/Young Behind Room 1**

* **If assigned the playground on a rainy dismissal, utilize the back of rooms 2 and 3 as a holding area.**
* Teachers in 2nd – 3rd grade are to escort their students (parent pick-up/MDCPS bus) to Gate 3 (SW 102nd avenue – White Overhang).
* Students who attend after school care will be escorted by assigned paraprofessional and taken to a designated classroom at 2:40 PM.
* Teachers in 4th – 5th grade are to escort their students (parent pick-up/ MDCPS bus) to Gate 3 (SW 102nd avenue – White Overhang).
* All teachers and paraprofessionals assigned to the ASD dismissal will remain within the designated areas monitoring and supervising until all students have departed school grounds.
* Teachers are to leave information for substitutes of their dismissal duties as substitutes will be required to assist with dismissal procedures.
* **Assigned seating is required while students wait in the playground for parent pick up.**
* **Students not picked up by 3:20 PM will supervised by designated paraprofessional.**

**Rainy Day Dismissal**

All students in Pre-Kindergarten -1st grade will be stationed by the main entrance. All students in 2nd and 3rd grade will be stationed in the cafeteria. Parents will park and pick up the student through the **Gate 1**.

All students in grades 4-5 will be stationed along building 3. Parents will park and pick up the students through **Gate 2**.

**Breakfast/Lunch During Stage II**

**Breakfast:**

Cafeteria Pre-K -5th 7:30 – 8:20 a.m.

Room 15 Overflow Location

**Before/After School Care During Stage II**

The YMCA is scheduled to provide services for before and after care. Information on registration is forthcoming.

**School Transitions**

All MDCPS schools have put procedures in place to limit large group gatherings. Signage has been placed throughout every campus to remind students of the expectations to promote the safest learning environment possible. When transition between classrooms is necessary schools have developed a plan of either one way or two-lane hallways depending on school design and need. School staff will monitor transitions to ensure students are maintaining maximum social distancing and wearing face coverings. Parents should remind students of the need to comply with school procedures to ensure their safety as well as their classmates.

The physical set-up of the classrooms has been made to allow the students to stay in one place without having to utilize the hallways for transitions. Teachers will travel to classes that are departmentalized. All special area teachers will travel to the designated classrooms except for PE. When traveling to PE, teachers will follow set guidelines established for hallway use. Teachers will schedule time to wash hands and schedule bathroom breaks. Sanitation stations are available I the classrooms and in all common areas.

Teachers will follow set protocol to manage the two-person bathroom guideline for gang bathrooms in building 3 and building 13

The protocol is as follows:

* Each gang bathroom will have 2 cards numbered (1 and 2)
* Numbered cards will be hung outside of bathroom
* Students will hang numbered card inside the bathroom upon entering
* Students will return the numbered card outside the bathroom upon exiting

School custodial staff will perform routine environmental cleaning or regular cleaning for most surfaces. School site custodial procedures have been adjusted to increase the frequency of sanitizing high-touch areas with hospital-grade germicide throughout the day. Upon the end of each day, custodial teams will sanitize all areas of the campus in preparation for the next day of learning.

**Duty to Report Symptoms**

If anyone in the student’s household in is diagnosed with COVID-19, parents/guardians must report that exposure to the school(s). The school will consult with the public health department to assess what precautions should be taken, including but not limited to, asking your student to stay home from school for fourteen (14) days in order to protect the school community. This is a precaution, and the school will work with you to keep your student engaged and current on all schoolwork to the extent possible during the fourteen (14) day period.

**Daily Pre-Arrival Health Screening**

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19. At this time, those symptoms include: a fever over 100.4 degrees Fahrenheit; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea. If a student develops any of these symptoms, the symptoms should be reported to the school and discussed prior to the student reporting to school.

While the District will not be taking temperature checks on-site at this time, the school will rely on the students, staff, and families to report accurate information for the safety of all the other families affected throughout the District.

All information provided will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from transmission of the virus.

If you have symptoms or are diagnosed with COVID-19, or a family member residing in your household tests positive for COVID-19, your student may be required to stay home until they can be tested or receive medical clearance indicating they do not have COVID-19 and can safely return to school.

**Expectations of All Students at School**

General:

1. Stay home if sick.
2. Sanitize hands with hand sanitizer that contains at least 60% alcohol upon entering the building.
3. Wash hands frequently or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
4. Avoid touching face and eyes.
5. Wash/sanitize hands after touching or removing facial covering.
6. Limit use of shared objects, such as physical education equipment, playground equipment, art supplies, toys, and games. Shared objects will be cleaned after each use.
7. Bring personal water bottles with water. Water fountains will be turned off and hydration stations will be made available for refills.
8. Follow all directions provided by teachers or administrators for the safety of the school community. It is especially important that students stay in the classrooms and spaces

**Face Coverings and Social Distancing:**

1. All persons must maximize physical distancing to the extent possible under the circumstances.
2. All persons must wear facial coverings that cover both the mouth and nose when on school board property, at a school board activity, or riding a bus or in other approved transportation. Students and children over 2 years of age are expected to come to school each day with their personal face coverings. However, quality facial coverings will be available for distribution to students in case of emergency or to reduce stigma where necessary. Students are responsible for their own personal property and face coverings should be stored appropriately. If your child needs a face covering, please contact your child’s principal.
3. Facial coverings must be made from a minimum of double layer cloth and be snug fitting to cover both the nose and mouth. Facial coverings should not include any type of exhalation valves or vents or masks designed as a costume.
4. It is recommended to have two face coverings available each day in case one face covering becomes unfit for use. Under no circumstances should student share or swap facial coverings. To learn more about appropriate face covering use and the types of face coverings recommended for use in schools, please review pages 28 and 29 of the District’s Reopening Guide [Reopening Guide-English](http://pdfs.dadeschools.net/reopening/Reopen%20SMART%20Return%20SAFE%20-%20A%20Guide%20to%20the%20Reopening%20of%20Miami-Dade%20County%20Public%20Schools.pdf)
5. All student facial coverings must meet the requirements of the *Code of Student Conduct* and Policy 5511, Dress Code and School Uniform. Face coverings are apparel/accessory and must not include obscene, profane, drug-related, gang-related, or inflammatory messages or pictorial graphics. Face coverings which include inappropriate language that could be perceived as offensive, derogatory, threatening, or intimidating are strictly prohibited. Repeated display of such face coverings will constitute disciplinary measures as outlined in the *Code of Student Conduct*.
6. Refusal to wear a face covering after directed to comply by an authority figure will constitute defiance of school personnel and/or disruptive behavior pursuant to the *Code of Student Conduct*. Continuous refusal to comply may result in a student being assigned to online or remote learning. Developmental ages and intellectual, developmental, and behavioral disabilities must be duly considered by the principal, as appropriate.
7. Students participating in extracurricular activities, such as athletics, musical or theatrical performances, where the wearing of facial coverings is not practicable or may create a health risk, will be directed by their teacher, coach, or advisor as to when facial coverings may be removed during the activity such as swimming or high intensity activities where breathing may be more difficult. However, students must continue to follow maximum social distancing and all other safety procedures in place for the activity and must resume wearing the facial covering when directed to do so.
8. Exemptions from the use of facial coverings must be requested directly to the school principal. Supporting documentation for the any exemption will be required. Students who have difficulty breathing, or sensory issues arising from a documented medical or psychological issue, or students who have communication issues and may require the teacher or service provider to see their mouth, may request an exemption from the Principal. If appropriate, they may be asked to wear a clear facial covering or face shield. Face shields must wrap around the sides of the wearer’s face and extend below the chin. Documentation from a medical provider must be on file and reviewed by staff before a student will be excused from this facial covering requirement.
9. Facial coverings should not be required for anyone who is unconscious, incapacitated, or otherwise unable to remove the facial covering without assistance.

**Student Illness at School**

If a student becomes ill or exhibits symptoms of COVID-19 while at school, the student will be separated from other students and staff to the designated space identified as the school’s Isolation Room. While in the Isolation Room, the student will be monitored by school staff. Students must be picked up by a parent/guardian after initial illness identification. The District will contact parents/guardians and, if needed, the student’s emergency contacts. Parents/guardians and/or emergency contacts will be informed of the importance of the student being picked up for the safety of the student and others.

**Return to School**

1. Students presenting with general illness symptoms that are non-COVID related will need to remain home until they are symptom-free without the use of medication for 24 hours.
2. Students presenting with COVID-like symptoms, **but no known COVID contact**, are required to remain home until they receive a negative COVID test OR are fever-free without the use of medication for 24 hours AND have improved symptoms.
3. Students presenting with COVID-like symptoms, and **have a known COVID contact**, are required to remain home until they are cleared from isolation or quarantine by a medical professional AND they are fever free without the use of medication for 24 hours AND have improved symptoms.

**Parents and other Visitors**To prevent the spread of COVID-19, visitor access will be limited and restricted to the main office. Visitors are not permitted to enter any District buildings under the following conditions:

1. The individual has any of the following symptoms: a temperature of 100.4 degrees or higher; shortness of breath; cough; loss of taste or smell; muscle aches; weakness; chills; nausea; vomiting; or any other symptoms of COVID-19;
2. The individual has tested positive for COVID-19;
3. The individual has been exposed to someone with symptoms of COVID-19;
4. The individual has been exposed to someone who has tested positive for COVID-19.

Any visitors that are permitted to enter District buildings will be subject to screening, must wear a face covering and adhere to all District guidelines contained at [MDCPS Reopening Website](http://reopening.dadeschools.net/index.html), CDC, FDOH, and local health department guidelines.

**ACKNOWLEDGEMENT OF ADDENDUM TO PARENT/STUDENT HANDBOOK**

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Snapper Creek Elementary School Homeroom

ACKNOWLEDGEMENT

I have read this Addendum to the 2020-2021 Parent/Student Handbook. I agree to abide by these requirements, as well as any other applicable District guidelines, and understand that these requirements are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my child, to take my child’s temperature, and to ensure that there is no appearance of illness that would warrant my child staying home from school. I acknowledge that this is my responsibility and that for the safety of my school community, I must comply with these policies.

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Parent/Guardian Signature Date

Return to your child’s teacher on Tuesday, October 6th.

**Miami-Dade County Public Schools**