



## Back to School Reopening Parent Handbook

2020 – 2021

**First Day of School** – Parents are NOT allowed to enter the building with their child due to Coronavirus, per MCPSS policy. **Students will come to school with a clearly labeled sign (more information will come from your child's teacher) on the 1<sup>st</sup> day of school.** All students will enter and exit the building through their designated area (carpool, van, bus, morning care or after school tutoring). All teachers will be at their classroom doors to greet the students. Non-homeroom teachers and school staff will be escorting students to their classrooms.

First Day for Students:

September 28: Special Education Self Contained Students

October 12<sup>th</sup>- 3<sup>rd</sup> and 4<sup>th</sup> Grade Students

October 19<sup>th</sup> - 5<sup>th</sup> Grade Students

Take in Time: 7:35 AM

Dismissal: 3:00 PM

**Breakfast/Lunch Procedures** – All breakfast and lunch items will be prepackaged meals and will be delivered to the classroom by the CNP staff. All students will eat breakfast and lunch in their homeroom classroom. **Parents will NOT be allowed to bring lunch to school.** All items brought from home must be brought in a lunchbox by the

student. Microwaves will not be allowed for heating student food. No food will be shared by children. **Lunch/snack left at home will not be allowed to be brought to school by the parent.**

**Snacks** – Snacks can be ordered at school or brought from home, but cannot be shared with others.

- Water/juice      \$.50
- Snack              \$.50
- Ice Cream        \$1.00 (Wednesdays)

Parents will NOT be allowed to send treats or snacks to school for other students. For example, no doughnuts for the class for a child's birthday or celebration.

**Arrival/Dismissal** – Carpool students will enter the building from the carpool side and will walk directly to student's homeroom. Bus students will enter on the gym side and walk directly to their homeroom.

### **Social Distancing –**

1. We will do our best to isolate students to their homeroom classrooms.
2. Breakfast/Lunch will be eaten in the homeroom classroom.
3. PE will be held in the gym. We will separate the classes and have them engaged in games with only their classmates. Also, PE equipment will be sanitized after every class period.
4. Floor markings have been placed throughout the school to aid students with distancing while in line. Students will move down the right side of the hall, maintaining social distancing from other students. When they stop, there are social distancing stickers on the floor each child may stand on.

5. Students will need to have their supplies with them daily. There will be **NO** sharing of supplies.

**Bathroom and Handwashing Procedures** – All classes will have two designated bathroom/handwashing times each day. Also, each classroom will be equipped with one gallon of hand sanitizer provided by MCPSS and any donated by parents. All classrooms are equipped with sinks, and students will be encouraged to sanitize their hands every two to three hours. CDC posters will be displayed in all bathrooms and common areas around the school building indicating proper hand washing. We will also be teaching our students about the importance of washing their hands frequently. Hand sanitizing stations have been placed at different areas of the school in addition to the ones placed in the bathrooms.

**Water Fountains** – All water fountains have been turned off and will not be used. Parents **MUST** send water in a water bottle, or thermos **CLEARLY** labeled with the child's name. No flavored beverages will be allowed, only plain water. **Water bottles will not be allowed to be refilled at school.** Water will be sold as a snack item for 50 cents.

**Attendance** – We will take attendance daily for both Face-to-Face and remote students. Daily log in to Schoology to record student attendance will be required for all students who choose remote instruction. We encourage remote students to follow their class schedule, as their instruction will occur concurrently with on campus instruction. Students who have declared on campus attendance will be marked absent if they are not physically present at school. Attendance officers will assist with students who are not attending school both on campus and virtually. If the need arises, a remote student or Face-to-Face student may need to declare a change in placement. This can only occur ONCE.

**Late Student Check-ins** – Parents must accompany their children to the entry way for check in. A school staff member will meet them at the door. They will help the student get checked in and to class. Parents are encouraged to notify the school if their child will be late/tardy for school.

**Early Dismissals** – Students will not be called from class until parents are on-campus to pick up their children. Parents or guardians will check their student out at the office window. **Checkouts are not allowed after 2:00pm. This will be strictly enforced.**

**Carpool-** All carpool students will receive one windshield display tag on the first day school. If additional signs are needed, you may contact the office. Always have the tag displayed to help our carpool line move smoothly. For the first day, before you receive these tags, please just put a sign or sheet of paper with your child's name in the window so we can get everyone to the correct car.

**MCPSS Students with COVID-19** – All students who are diagnosed with COVID-19 should immediately inform our school nurse, Mrs. Jolene Harwell, or Mrs. Griffin, our Principal. Contact tracing will be conducted by Health Services and Mobile County Health Department. Students who become symptomatic at school will be placed in an isolation room near the first aid room with a facial covering in place. Nurses will wear N95 masks when caring for these students. Parents will be contacted to transport the student home and encouraged to consult with a health care provider. If the parent cannot be located or does not have transportation, MCPSS social services will be contacted for assistance. All students who are diagnosed with COVID must quarantine for 10 days and be asymptomatic (fever free without medication for 3 days) before returning to school. **Health Care Provider documentation will be required prior to returning to school.**

**Close Contact Rule (6/15)** – Close contact is defined as contact with a confirmed COVID-19 diagnosis within 6 feet of the individual for a total time of 15 minutes or more. This rule applies for notification purposes for employees and students. Parents will be sent a letter informing them if their child has been in close contact with any person with a positive COVID-19 test.

**COVID-19 in the Household** – If students and employees reside in a household in which someone has been determined positive for COVID-19, this person is considered a “direct contact” and should be quarantined for 14 days. To return to school, after quarantine, the student/employee should be asymptomatic, fever free without medication for 3 days. This applies to any person who has been within 6 feet of an infected person for 15 minutes or more. Medical documentation will be required from employees claiming close contact.

**Parent Recommendations** – The Alabama Department of Public Health (ADPH), recommends that parents check their child’s temperature every morning. If the temperature is 100.4 or higher, they must stay at home until they are fever free (without the use of Tylenol/Motrin) for 3 days before returning to school. Contact your health care provider if your child is experiencing 2 or more of these symptoms:

- \*Fever of 100.4 especially first thing in the morning,
- \*Cough, runny nose, sinus congestion,
- \*Trouble breathing or persistent pain or pressure in the chest,
- \*Abdominal pain or stomachache,
- \*Common symptoms, lack of taste or smell,
- \*Diarrhea or vomiting

**All students diagnosed with COVID-19 should remain home until they have completed the 10-day quarantine and recovered according to ADPH guidelines.**

**Masks/Face Coverings** – Masks or facial coverings are **mandatory** for students and staff. All masks should be cloth, and appropriate for school. Student names, initials, school name will be allowed on masks. The ALSDE is providing **THREE** cloth masks for each student and school employee.

**Medication at School** – Parent/Guardian must call the school office to schedule an appointment with the School Nurse to deliver their child’s medication.

\*Medications can be received no earlier than September 28.  
Social distancing and masks will be required.

\*Mandatory State Medication Guidelines remain in effect:  
Parent/Guardian must bring in medication with signed health provider orders. Medication count will be documented and signed per receiver and parent/guardian.

**Temperature Checks** – Any persons expressing any form of illness will have their temperature checked by the school nurse.

\*Staff will send students to the office who show any signs of illness (coughing, sneezing, runny nose, profuse sweating, etc.), including students who express they “just don’t feel well.”

\*MCPSS Notification Procedures for students with 100.4 temperature will be followed.

**COVID-19 MCPSS Bus Transportation Plan –**

\*Given current conditions, parents should consider transporting students by private vehicle.

\*It is **MANDATORY** to have students wear a cloth face mask appropriate for school when riding the bus. They must have the mask on prior to loading the bus.

\*Bus routes will be created based on survey data.

\*Upon entering the bus, students will apply hand sanitizer.

\*Signs will be posted to communicate COVID-19 symptoms and precautionary measures.

\*Students should face forward and not lean across seats.

\*Eating on the bus is prohibited by federal and state regulations. Due to the pandemic, this rule MUST be strictly enforced.

\*All students will have an assigned seat. Numbers of students per seat on the bus will be limited. Consideration will be given to students in the same household.

\*Students participating in extra and co-curricular activities will have assigned seats.

\*Bus routes/assignments will be re-adjusted to transport fewer students at a time if more parents choose to transport their children or more parents choose virtual instruction.

\*The driver will spray common touch points inside the bus with a disinfectant prior to the start of a route (as needed), between runs, and immediately following the completion of a run.

•Disinfectant is to be applied with a pump-up sprayer starting in the most rear part of the bus, working toward the driver's area and entrance door.

Areas of attention are:

•Seats

•Aisles and floor immediately between seats

•Handrails

### **Electronic Devices-**

If you were issued a school device and/or your personal device, please bring those to school daily. The device should be fully charged every morning and ready for the school day. The students should bring with them the device, charger and wired headphones in a protective bag. If you cannot bring the device you are currently using for school, please let your teachers know.

