



WELCOME  
BACK  
STINGRAYS

# SHES VISION & MISSION

- The **VISION** of SHES is to provide a COLLABORATIVE AND EQUITABLE learning environment ENSURING 100% STUDENT SUCCESS.
- The **MISSION** of SHES is to PROVIDE A CARING ENVIRONMENT WHERE FAMILIES, students AND STAFF LEARN TOGETHER TO ENSURE ALL STUDENTS ARE PREPARED FOR COLLEGE, CAREER AND LIFE.

# GUIDELINES FOR SUCCESS: THE RAY'S WAY

## ***Respectful To All***

- Stingrays show tolerance and consideration for others. Stingrays work collaboratively with staff and other students. Stingrays select both verbal and nonverbal methods of expressing thoughts, feelings, needs, and concerns in ways that are acceptable within the school environment and respect personal space, rights, and property.

## ***Always Be Prepared***

- Stingrays follow directions the first time and comply with directives provided by staff within a reasonable time frame. Stingrays take responsibility for their own actions.

## ***Yearn To Learn***

- Stingrays remain engaged in learning activity. Stingrays concentrate or focus attention on the learning activity and keep the learning environment free from distractions or disruptions.

## ***Safe in all places***

- Stingrays make decisions that are positive and healthy for themselves and others. Stingrays keep hands, feet, and objects to themselves. Stingrays are self-motivated, self-aware, and persistent.



# THE ADMINISTRATIVE TEAM

- Mr. Johnnie Crawford III- Principal  
[CRAWFORDJO@pcsb.org](mailto:CRAWFORDJO@pcsb.org)
- Ms. Melanie Dedert – Assistant Principal  
[DEDERTM@pcsb.org](mailto:DEDERTM@pcsb.org)

# THE SHES FRONT OFFICE TEAM

- Mrs. Elisha Bowman– Principal Secretary, Bookkeeper
  - [BOWMANEL@pcsb.org](mailto:BOWMANEL@pcsb.org)
- Mrs. Cris Matos – Data Management Technician
  - [MATOSC@pcsb.org](mailto:MATOSC@pcsb.org)
- Ms. Audrey Deluca– Office Assistant
  - [DELUCAA@pcsb.org](mailto:DELUCAA@pcsb.org)
- Mrs. Kimberly spear – Nurse
  - [SPEARK@pcsb.org](mailto:SPEARK@pcsb.org)
- Mrs. Claire delacqueseaux – family and Community Liaison
  - [DELACQUESEAUXC@pcsb.org](mailto:DELACQUESEAUXC@pcsb.org)

# THE SHES SUPPORT TEAM

- Mr. David First – Cafeteria Manager
  - [FIRSTD@pcsb.org](mailto:FIRSTD@pcsb.org)
- Mr. Tim Makovec – Head Plant Operator
  - [MAKOVECT@pcsb.org](mailto:MAKOVECT@pcsb.org)
- Officer Volker – SRO
  - [PCS.VOLKERW@pcsb.org](mailto:PCS.VOLKERW@pcsb.org)

# SHES STUDENT SUPPORT TEAM

- Mr. Darren Abrahamson School Counselor, MTSS facilitator, 504 coordinator
  - [ABRAHAMSONDA@pcsb.org](mailto:ABRAHAMSONDA@pcsb.org)
- Mrs. \*Kim Kirchoffer- Psychologist
  - [KIRCHOFFER@pcsb.org](mailto:KIRCHOFFER@pcsb.org)
- Mrs.\*Marcia Allen-Social Worker
  - [ALLENMARC@pcsb.org](mailto:ALLENMARC@pcsb.org)



Shared District Support

# SCHOOL HOURS

**School hours are 8:45 am-2:55 pm**

- 8:15 am students enter campus
- 8:35 am first bell: all students need to move quickly to the classroom
- 8:45 am Tardy bell
- 2:35 pm early release cutoff
- 2:55 pm dismissal bell



# PLEASE KEEP IN MIND

Due to the continued impact that COVID 19 has made to our state and county, SHES has revised several school operations and processes to ensure student and staff wellbeing and safety according to the PCS Reopening School Plan. For a complete listing of the PCS Reopening Plan, please visit – [www.pcsb.org/reopening](http://www.pcsb.org/reopening) (for all school operations and sanitation protocols)

# STUDENT WELLNESS

Each day, parents and guardians will be asked to assess their student's health before arriving on campus. Students presenting ANY of the following symptoms should not come to school:

- Temperature above 100.4 degrees/chills
- Vomiting or diarrhea
- Persistent cough or sudden shortness of breath
- Loss of taste or smell
- In close contact with someone diagnosed with COVID – 19 within the past 10 to 14 days
- Received positive test results for COVID – 19 Test

If students present any of these symptoms WHILE at school, they will receive medical care in the clinic space designated for them in the office. Parents will be called to pick them up immediately. In addition, we will have a second clinic space for students needing routine medical first aid and support.

**Student and Parent Wellness Responsibilities and Expectations 2020-21 – Please complete and Return to shes**

- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176/Student and Parent Wellness Responsibilities and Expectations 2020-21 E-Sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176/Student%20and%20Parent%20Wellness%20Responsibilities%20and%20Expectations%202020-21%20E-Sig.pdf)



# CAMPUS CLEANING



- Our campus will be sanitized daily following a rigorous protocol outlined by the District. A copy of this protocol is available on the PCS website – [www.pcsb.org](http://www.pcsb.org) . In addition, our Maintenance Team will be routinely cleaning all high touch surfaces throughout the day using a hospital grade disinfectant approved by the CDC.
- All classroom teachers will be provided approved and safe CDC sanitizing products, gloves and PPE to use throughout the day (wiping down student desks, materials, door handles). We will be very cautious with students sharing supplies, manipulatives and lab materials this year.
- In addition, all students will have access to hand sanitizer, additional hand washing stations on campus. Student are encouraged to bring their own hand sanitizer as well.

# CLASSROOMS/CLASS CHANGE

- Classrooms are set up to host classes with social distancing measures (up to 6ft distance between students when possible) and plexi-glass partitions will be available in classrooms where space is limited. In addition, the teacher desk and presentation stations have been set up to reflect 6 ft. social distance from student desks.
- All students will be asked to use hand sanitizer upon entering the classroom as an added safety measure.
- Students are asked to maintain social distancing at all times and to not stop in the hallways at any time and to continue traveling to their next classroom or other assigned location.
- In some K-2 and all 3-5 grade levels our teachers will be providing simultaneous instruction to students in the classroom and at home. This model allows us to maintain a low teacher pupil ratio and increase social distancing. Please be patient with us as we master this new instructional model.



# ADMINISTRATIVE ITEMS

- Schedule corrections, parent meetings, and other appointments with school staff will be done virtually.
- If a student has a critical need to see the school counselor or administrator, they should notify their teacher and They will assist in providing the opportunity to see the counselor or administrator.



## FACE MASKS

- All students and staff are required to wear a face mask while on campus. students who are eating lunch, Breakfast, or taking an approved mask break, may remove their mask. Students need to be actively eating to not have a mask on.
- We will designate space outside and in the classrooms where students can take a mask break while they social distance themselves from others. However, during class and transitions, masks are required on campus for the wellbeing of all stakeholders.
- All students will receive five washable face masks at the beginning of the year. Students may elect to wear their own Face mask if it covers their nose and mouth.
- Sharing of masks is discouraged at this time as it poses a health risk to students.

# THE ARRIVAL PROCESS

- Breakfast: 8:15 am – 8:45 am
- All teachers with homerooms will be in their class to receive students at 8:15.
- All students arrive and go directly to class or to breakfast.
  - Kindergarten students will go directly to class.
  - Adults will be placed strategically along the line to assist kindergarteners.
  - There will be no students gathering outside of the classroom for any reason.
  - Parents/guardians will not be allowed to walk students to class.
  - On the first day of school **ONLY**, kindergarten parents and those that are new to sunset hills will be allowed to walk students to the grade level door where an adult will assist them to their individual classrooms.

# ARRIVAL PROCESS:

- **Car Riders**
  - Students will be allowed to enter the school at 8:15.
  - An adult will be on duty to supervise the students exiting the cars and moving them directly to their classrooms or to one of the breakfast kiosks.
- **Walkers**
  - Front Office gate will be opened at 8:15 to allow students to enter.
  - An adult will be on duty to supervise the students entering and moving them directly into the cafeteria or to one of the breakfast kiosks.
- **Bus/Bike Riders**
  - Bus Circle gate will be opened at 8:15 to allow students to enter.
  - An adult will be on duty to supervise the students and moving them directly to their classrooms or to one of the breakfast kiosks.





# ARRIVAL PROCESS:

## YMCA

- At 8:00 the YMCA will stop allowing parents to sign in.
- Students attending the YMCA will receive their breakfast at 8:00 and will eat in the YMCA area.
- Student attending YMCA will be released to go to their classrooms at 8:15.

# BREAKFAST EXPECTATIONS

- All breakfast will be prepackaged and students will choose a hot or cold entrée.
- Menus will be placed at each arrival area so students can decide if they want a cold or hot entrée.
- Students who want a hot breakfast entrée will go to the cafeteria, receive their breakfast and report directly to class.
- Students who want a cold breakfast entrée will report to an outside kiosk, receive their breakfast and report directly to class.
- All kindergarten breakfasts will be cold choice and delivered to the classrooms.



# PPK/VPK ARRIVAL & DISMISSAL

- Parents must obtain a specialized parking tag to utilize the U-turn point to access the main parking lot.
- All PPK/VPK students must be signed in/out at the designated doors on the South side of the front office
  - Parents must wait in line
  - maintain social distancing by standing on a stingray.
  - Sign in/out and drop off or retrieve student with staff member at the door
  - YMCA will sign in/out at the same location.



# DISMISSAL PROCESS

**2:35 pm Early Release Cutoff, unless it is an emergency.**

**2:50 pm:** Students will remain in their classrooms until their names are called for dismissal.

## **Car riders**

- Teachers will display TEAMS Afternoon Dismissal Spreadsheet on Classroom Smartboards.
- The PE Coaches will radio student Car Line names for the front office staff to display on the TEAMS Afternoon Dismissal Spreadsheet.
- The student will quickly move to the car circle, where they will stand on a stingray until they see their car.

## **YMCA**

- YMCA staff will pick up individual students from their classrooms and assist them in moving to their designated areas.

**3:00 pm 2<sup>nd</sup> bell**

## **Walkers and parent pickup**

- Will exit out the front gate Sunshine door (gate will not be open)
- Parents will stand behind the blue line on the sidewalk and will social distance by standing on the stingrays painted on the sidewalk.
- Students will be released one at a time to the parent/guardian first in line.
- Kindergarten students will wait in their classrooms until called down to the Sunshine door.



# DISMISSAL PROCESS



## 3:00 pm 2<sup>nd</sup> Bell

- Buses, Childcare Vans and Bike Riders are released when the vehicle arrives to minimize the number of students being dismissed at one time.

## 3:15 pm

- All students should be off campus, unless in a program.
- Students that remain in the classrooms will be called down to the area outside of the cafeteria, where they will social distance by standing on a stingray until their parent arrives.



# CAFETERIA INFORMATION

- Please use the MySchoolApps link below to complete an application for free or reduced lunch
- [www.myschoolapps.com](http://www.myschoolapps.com)
- Please use the MySchoolBucks link below to add money to your child's account
- [www.myschoolbucks.com](http://www.myschoolbucks.com)

# CAFETERIA & LUNCH TIME



- All students will eat in the cafeteria.
- The lunch has been set up to ensure Students maintain social distance when enter the cafeteria, standing in line and while eating.
- The Maintenance & cafeteria staff will be focused on sanitizing these areas after each lunch period and after school dismisses.
- Please use the MySchoolApps link below to complete an application for free or reduced lunch
- [www.myschoolapps.com](http://www.myschoolapps.com)
- Please use the MySchoolBucks link below to add money to your child's account
- [www.myschoolbucks.com](http://www.myschoolbucks.com)

# MYPCS ONLINE & CANVAS

- Canvas is the platform that teachers and students will be utilizing. Parents please encourage your students to familiarize themselves with Canvas prior to school starting. Please use the link below to access the canvas tutorial
  - <https://www.pcsb.org/page/33799>
- My PCS online students will pick up their first day packets and class materials between 4 -5pm in the bus circle. If you can not pick up at this time please contact your teacher.



# MYPCS ONLINE

- Students learning at home will be assessed in all content areas, as required by students attending on-campus instruction.
- Be prepared and logged in for digital, direct instruction daily at the start of a period for the live lesson.
- If a student fails to show up on time, they will be marked tardy.
- If they fail to return throughout the day, they will be marked as an early release.
- Work that a student misses must be made up on their own time, one day for each absence.
- Classwork, homework, and assessments do not have flexible due dates because of the digital environment.
- Digital students must follow classroom expectations and guidelines for communicating, working and completing assignments in a timely manner.

# MYPCS ONLINE

- Students will need to turn in assignments in a timely manner
- Repeated Technology issues are not an excuse for incomplete work.
- The teacher will not be able to navigate through technological issues during direct instruction.
- Digital instruction times may vary due to special circumstances. Students should check the assignment calendar in Canvas for daily updates.
- Parents should not be online with the teacher or student during classroom instruction or work time.
- If a child is absent, the parents/guardians must fill out absence notification on the Sunset Hills website.

# FIRST DAY OF SCHOOL – AUGUST 24, 2020

- As you enter the car line You will receive one sheet of card stock. please bring a dark colored marker so you can print your child's first and last name, grade level and the teachers last name on the paper. Place the paper in your car so it can be seen from the front passenger side.
- Only kindergarten and students that are new to sunset hills will be allowed to walk their students to the outer doors of their classroom building. For the safety of the entire Shes community, visitors will not be allowed in the classroom.
- My PCS online students will pick up their first day packets and class materials between 4 -5pm in the bus circle. If you can not pick up at this time please contact your teacher.



# DIGITAL FORMS FOR PARENTS

For your convenience Parents/guardians may complete these forms, print and send them back to the school

- **Bring Your Own Device (BYOD) Agreement**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs forms/2-3199.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/176/pcs%20forms/2-3199.pdf)
- **Clinic Card 7/20**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20 21 E-sig Versions/Clinic Card 7 20 E-sigs.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent%20Forms%2020%2021%20E-sig%20Versions/Clinic%20Card%207%2020%20E-sigs.pdf)
- **Code of Conduct Parent and Student Acknowledgment Letter 20-21**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20 21 E-sig Versions/2020 Parent and Student Acknowledgement Letter E-sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent%20Forms%2020%2021%20E-sig%20Versions/2020%20Parent%20and%20Student%20Acknowledgement%20Letter%20E-sig.pdf)
- **Directory Information Opt-Out Letter**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20 21 E-sig Versions/4-3041 E-sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent%20Forms%2020%2021%20E-sig%20Versions/4-3041%20E-sig.pdf)

# DIGITAL FORMS FOR PARENTS

- **Media Release Form**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20\\_21 E-sig Versions/1-3067\\_E-sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20_21 E-sig Versions/1-3067_E-sig.pdf)
- **Media Release Form (Spanish)**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20\\_21 E-sig Versions/1-3067-S\\_E-sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20_21 E-sig Versions/1-3067-S_E-sig.pdf)
- **Network/Internet Acceptable Use Agreement**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20\\_21 E-sig Versions/2-2695\\_E-sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176//Parent Forms 20_21 E-sig Versions/2-2695_E-sig.pdf)
- **Student and Parent Wellness Responsibilities and Expectations 2020-21**
- [https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176/Student and Parent Wellness Responsibilities and Expectations 2020-21\\_E-Sig.pdf](https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domain/176/Student and Parent Wellness Responsibilities and Expectations 2020-21_E-Sig.pdf)

# SAC MEETINGS/PTA MEETINGS

- For at least the first 9 weeks of school, All PTA Meetings will be conducted virtually.
- SAC meetings will be held virtually, the second Tuesday of each month. If you are interested in joining SAC, please contact principal Crawford at [crawfordjo@pcsb.org](mailto:crawfordjo@pcsb.org)

# HOW TO REPORT AND ABSENCE

- IF you child is going to BE absent from school please call or email the teacher. You can also use the Report Absence icon on the shes Website.
- It is important to report all absences

# VISITORS & VOLUNTEERS

- We are very thankful and fortunate for the community and family support. At this time only visitors essential to the business of school will be permitted to enter. Our Family and Community Liaison, Mrs. Delacqueseaux will be working closely with our volunteers and mentors with a virtual plan to continue the support of our students.



# FIELD TRIPS/ACTIVITIES/CLUBS

- For at least the first 9 weeks of school, all field trips and extra-curricular activities have been postponed.
- Student Clubs will meet virtually for at least the first 9 weeks.

Thank you for your continued support. We look forward to working with all OUR families.

