

Mildred Helms Elementary IB World School

Student/Parent Information Guide 2020-21



In alignment with the Pinellas County Schools ReOpening plan, we as Mildred Helms Elementary IB World School have set goals and expectations in support of a safe and healthy learning environment for all our students, staff and families. We will adhere to the following processes and procedures to implement safety measures to support a successful reopening. All guidelines align to our schoolwide Essential Agreements:

Respect for self. Respect for others. Responsibility for ALL.

In our efforts to support safety for all students, families, staff and our greater community, the PCSB policy regarding face coverings and all CDC guidelines, including those addressing social distancing, will be enforced.

On campus:

- All staff, students, district personnel, contractors and or visitors will wear face masks before entering campus and will keep them on to the maximum extent possible. Five masks and a lanyard will be supplied to all students and staff. Mask breaks will be provided by the teacher throughout the day in a manner that supports the safety of all students, most often in an outdoor setting. **Masks with valves, mesh, clear areas or any cut-outs are not allowed to be worn on campus.**
- When in close proximity, working in a group, large crowds, moving through the hallways, masks should remain on. Reminders, signage, and practice for mask usage will be clearly articulated and demonstrated.
- Parent contact will be made to support a student who is struggling with wearing a mask – after many attempts to have a student wear a mask, a conference will be setup with the principal to discuss options.
- Only staff and essential visitors will be admitted on campus with proper identification and daily completed wellness screenings.
- Appointments will be made by families needing registration or nursing support in the front office.
- Volunteers will be utilized through virtual support only for at least the first nine weeks.
- PTA and SAC meetings as well as parent/teacher conferences will be held virtually for the first semester.
- The campus will be deep cleaned throughout and at the end of each day to include railings, door knobs, playgrounds equipment, etc..
- Parents are expected to do a wellness check for their child each morning BEFORE coming to school.
- All students, both traditional and *MYPCSOnline* students are expected to follow the MHES uniform dress code policy.
- Arrival and dismissal changes will be coordinated to provide appropriate social distancing. (see below)

Movement around Campus

- Students and staff will wear masks and walk on the far right side of the hallway following the directional arrows. Hallways and common areas have socially distanced markers on ground and will be utilized in a one-way direction to the greatest extent possible.
- Students will be taught how to utilize directional signage to support social distancing and the use of an extension of personal space (*airplane arms*) as a method to socially distance.
- In main hallways, building support poles will be utilized as a reference for at least 6-foot spacing along with appropriate signage.

- Natural breaks in the schedule that include transitions to/from lunch, PE, specials and recess will be utilized to support breaks in grades K, 1, 4, and 5. Grades 2-3 will utilize classroom restrooms.

Classrooms

- Classrooms are set up to allow for 6 feet of spacing between seating and instructional supports.
- Plexiglass barriers will be utilized in classrooms with tables in place of individual student desks. Barriers will be utilized whenever distancing is not possible.
- Individual student materials, such as individual baggies/pencil boxes/book boxes for manipulatives, books and other necessary materials labeled with student names/numbers will be utilized.
- Homeroom classrooms will house boxes of individually bagged materials needed for Spanish/art classes within an assigned box to be brought to Spanish/art at their designated time.
- Small group instruction will utilize plexiglass barriers within classrooms or resource rooms. Students will be seated with increased distance between one another as well as the teacher.
- Teachers will utilize face shields as well as masks with small groups, ESE students or those in PreK or Kindergarten when necessary.
- All tables and areas utilized by students will be cleaned prior to the next group.

Hand Sanitizer

- All classrooms will be provided hand sanitizer. Families may also donate sanitizer to support classrooms.
- Sanitizer stations will be located throughout the campus.

Hand Washing

- Sinks and hand sanitizing stations will be located in classrooms and across the campus.
- Staff will teach proper handwashing skills throughout all grades.
- Time will be provided for students to wash/sanitize your hands throughout the day.

Water Access

- It is recommended that students bring their own water bottle to school and be labeled with child's name.
- A water bottle filling station is located on campus.
- Students will be provided with a disposable cup for use in the classroom to fill at water fountain if needed.

Arrival Processes including Breakfast

- As per the Student Code of Conduct, students are not permitted on campus prior to 30 minutes before the start of school unless enrolled in the onsite R"Club before care program. It is imperative that all families respect this request to help ensure the health and safety of our learning community. Administration will contact families if students are dropped off or arrive earlier than 8:15am.
- All students are expected to have masks on when they arrive on campus between 8:15am – 8:35am. All students are expected to be in class by the first bell at 8:35am. The tardy bell rings at 8:45am and all gates will close. Tardy students MUST be accompanied by a parent to sign in through the office after 8:45am.
- Visitors are NOT permitted on campus during arrival.
- Classroom teachers will be in classrooms preparing for student arrival when gates open at 8:15am. Gates are supervised by staff members and are assigned as such:

North car circle gate – car riders entrance and exit only

Northeast "music" gate – located off Clearwater Largo Rd adjacent the two story building
Entrance for bike riders and exit for bike riders and walkers in grades 1-5

Southeast gate (NEW)– located off Clearwater Largo Rd next to the café
AM only – Entrance for walkers in grades K-5

PreK gate – located at the east end of the bus circle

AM only - PreK/VPK student check-in / bus circle and before car providers

Office gate – located next to the office

AM only -kindergarten bus riders and riders not eating breakfast

- Buses will be met by staff in the bus circle and will unload one bus at a time. Buses unload front to back with students exiting one at a time and go directly to the café to pick up a Grab and Go breakfast before proceeding directly to class under the supervision of staff.
- Parents will be encouraged to use the car circle as the safest method of delivering and picking up students on campus. All students arriving through the car circle will proceed to the media center entrance way to pick up a Grab and Go breakfast from the café cart and then walk directly to class.
- All PreK/VPK and kindergarten students will be escorted to their respective classrooms as Grab and Go breakfast will be delivered to those classrooms.
- Bike riders will enter through the northeast gate, proceed to the café cart next to the media center to pick up Grab and Go breakfast and then walk directly to class.
- Walkers will enter through the southeast gate and proceed to the café to pick up Grab and Go breakfast and walk directly to class.
- All classrooms open at 8:15am for students to enter and eat breakfast. Announcements will be broadcast on the SmartBoard beginning at the first bell at 8:35am. Breakfast will conclude at the tardy bell at 8:45am.

Lunch/Cafeteria Plan

- The cafeteria and MPR are set up so students can eat while maintaining social distancing.
- Students will not wear masks while eating but will have mask lanyards on so that masks are readily available and are expected to be worn once they are finished.
- Lunch will be served through the existing serving lines and mobile carts will be used when feasible.
- Students will be provided the lunch options that have been outlined by the county.
- All lunches will be pre-packaged and available via a bag, clamshell box or a wrapped serving plate. Students will have a choice of: a hot entrée, cold sandwich, peanut butter and Jelly, or an entrée salad choice of milk flavor and fruit and vegetable
- Pre-K and VPK lunches will be delivered to classrooms.

Dismissal

- Dismissal will be completed on a staggered schedule with supervision at all gates and the car circle.
- R'Club students in kindergarten and PK will be picked up by R'Club staff and all other R'Club students will proceed directly to the café.
- All PreK/VPK students will remain in classrooms until the parent arrives at the PreK gate. They will then be escorted to the gate by a staff member.

North car circle gate – car riders exit only

Northeast “music” gate –adjacent the two-story building

Exit for bike riders and walkers in grades 1-5

Southeast gate (NEW)– located off Clearwater Largo Rd next to the café

Kindergarten walkers exit only

PreK gate – PreK and VPK student pickup only

Office gate –bus riders and aftercare van riders **(NEW)**

- Buses will be called individually, and students will be met by the staff in the bus circle for attendance. Students will be lined up according to loading and will load back to front.
- Bike riders will be called first followed by walkers in grades 1-5 and will exit through the northeast gate. All kindergarten walkers will exit through the southeast gate.
- **(NEW)** Aftercare van riders will be staged in the kindergarten hallway adjacent to the office. Aftercare vans will park in the south office park lot. Students will be escorted the vans as they arrive.

- Car riders will be escorted by teachers to their grade level dismissal location and be seated on a marker utilizing social distancing guidelines.
 - Kindergarten will start at the top of the circle, followed by 1st, 2nd, 3rd, 4th and 5th grades.
 - Markers will be 6 feet apart with all students facing towards the pickup area. Names will be called on the PA and students will load when the car arrives at their grade level area.

Clinic / Care Room

- The clinic will be utilized for students needing daily medication/procedures and for minor first aid needs. It will be supported by the school nurse and front office when necessary. All necessary PPE will be housed in the clinic.
- Parents will be instructed to make an appointment to drop off any medication or to share medical information/concerns with the nurse. All efforts will be made to utilize email, phone or virtual meetings to decrease the need for physical entry on campus.
- The Care room is a designated separated room with all necessary PPE for instances that require immediate care for students displaying COVID symptoms.
- The Care room will be monitored by the nurse or assigned staff. A symptomatic student will remain there until parent pickup. Once contacted, parents should provide for immediate pickup with additional emergency contacts available.
- Students displaying COVID symptoms MUST be picked up and will not be dismissed to a bus, van or to R'Club.

For students enrolled in *MyPCSONline*, packets with necessary resource materials will be distributed in the car circle at designated times shared by the teacher prior to the start of school. Additional communication will be shared with all families using our school website, School Messenger, Class Dojo and school newsletters. Parents should log in to FOCUS to verify and update phone numbers, email addresses and emergency contacts prior to the first day of school. Contact the office if you are in need of support with your username or password.

The processes or procedures above are subject to change as deemed necessary due to current conditions or guidance provided by district administration or required by the school board. Please contact the front office with any additional questions. We look forward to a fantastic year.

We are one team – Dolphin Strong!

