

Ponce de Leon Elementary COVID-19 Handbook
Student and Family Information
2020-2021



THE MISSION OF PINELLAS COUNTY SCHOOLS

To educate and prepare each student for college, career and life.

100% Student Success

Campus Visitors

- Due to Covid-19 precautions-visitors are not allowed on campus. If a parent/guardian needs assistance, they are encouraged to stop by the office or make an appointment by contacting the front office.
- Persons with essential business will be restricted to the front office area.
- Front office staff will fill out the PCS Ident-a –Kid form electronically with the visitor.
- For adequate social distancing, we will allow no more than 2 adults to enter the office at a time.
- Face mask is required for entry and social distancing guideline will apply.

Classroom Environments

What will the classroom environment look like?

- Student desks are socially distanced and non-essential furniture has been removed.
- Environments will be positive and welcoming.
- Resources will be available for students at a capacity that allows for social distancing.
- Technology integration will be utilized.

Will my student need to wear a mask?

- Yes, students will be expected to wear masks at all times.
- Teachers will support mask breaks when appropriate and safe.
- Teachers will explicitly teach and reinforce mask etiquette.

Will my student be able to wash and/or sanitize their hands?

- Yes, students will have access to locations to wash and/or use hand sanitizer regularly.

What will teaching and learning look like for my student?

- Students will be able to use classroom resources; these will be rotated out and cleaned as needed.
- Within the implementation of social distancing teachers will provide meaningful and engaging standards-based lessons that support student achievement and social emotional growth.
- Student collaboration will continue as it's a fundamental part of learning and social/emotional growth.
- Classroom movement will be lessened but monitoring for understanding will continue as an important part of the learning process.

Personal Protective Equipment (PPE) & Campus Resources

MASK ETTIQUETTE:

- Masks are to be worn all of the time (including in class, even when they are 6ft apart)
- Mask Breaks:
 - Students can take masks off and put their heads down so they can breathe downward rather than out.
 - Can occur if students are outside and students can safely distance following teacher guidance.
 - Teachers can schedule mask breaks to support classroom needs.
 - Parent contact will be made to support a student who is struggling with wearing a mask.
 - Students who refuse to wear a mask may be assigned to an alternative instructional option.
 - There are times a self-regulated mask break is in order. Students will be taught if while in class, they need a 30 second reprieve from the mask that they can appropriately pull it down and then put it back on.
- When in close proximity, working in a group, large crowds, moving through the hallways, that the mask should remain on.
- Reminders, signage, practice for mask usage will be clearly articulated and demonstrated.

Water Access

- It is recommended that students bring their own water bottle to school. Bottles should be clearly labeled.
- A water bottle filling station is located at the water fountain in the hallways outside of the cafeteria.

Hand sanitizer

- All classrooms will be provided hand sanitizer. Families may also donate sanitizer to support classrooms and common areas.
- Students may have individual hand sanitizers and will be expected to use them appropriately.
- Hand sanitizing stations are located on the wall in buildings throughout the school.

Hand washing

- Sinks and hand washing stations (sanitizer) will be located in classrooms and across the campus for increased access.

- Teachers will take time to teach handwashing skills. This can also be supported by families at home.
- Time will be provided for students to wash/sanitize hands throughout the school day.

Clinic/Sick Room

- Ponce de Leon Elementary School will have a designated location for the clinic for traditional care and an alternative location for students who are experience Covid-19 symptoms.

Student Arrival

Morning Arrival Processes:

- All students must have their mask on when they arrive on campus at the bus circle, car circle and walking/bike gates.
- Only school staff should be on campus. Parents, volunteers, or mentors are not permitted on campus during arrival.
- Students should not be on campus prior to 8:15am. It is imperative that all families respect this request.
- All adults **MUST** stay in their car while dropping off students. **Following Covid-19 guidelines and District policy, families are not permitted to walk their child to the classroom.** Please note that PreK and Kindergarten parents only can walk their child to the front door of their child's classroom during the first week

Gate Entry Locations:

- **Pre-K Students and their sibings (Yellow Gate):** Signage for social distancing will be placed in designated spaces along the sidewalk for Pre-K parents. Families wait using social distancing for a staff member to walk the child to class. All other students will enter through the gate using social distancing protocol and report to their classrooms.
- **Blue Gate-** Bike Riders from Betty Lane
- **Green Gate:** (car riders, bike riders, walkers from Ponce Blvd)
- **Bus Gate:** Bus riders only
- **Orange Gate:** Closed
- **Red Gate:** Closed

Student Dismissal

How will students be dismissed?

- All students are expected to use social distancing, wear masks and follow adult directions during dismissal.
- There will be a **staggered dismissal** process to ensure social distancing and limit foot traffic through the hallways:
 - 2:45PM PreK, Kindergarten, Grade 1, and ESE
 - 2:50PM R'Club, Grade 2, Grade 3
 - 2:55PM Grade 4, Grade 5
- Upon dismissal students are expected to quickly and safely leave the campus-no additional stops along the way.

Pre-K:

Students remain in classrooms and are walked to the PreK gate by a staff member and delivered to the parent/guardian.

All PreK staff are working together to dismiss students. Signage will be posted at the PreK walking gate.

Car Circle (Dismissal)

- Students will be wearing a mask. Socially distancing will apply at the car circle. During dismissal, classes should arrive on time to avoid clustering
- All scholars should be seated at the car circle until their car has arrived and their name is called.
- Kindergarten & 1st grade - car circle sidewalk in front of the office building (painted dots) (Seated between Poles 6-10)
- 2nd Grade- Mrozek & Bundy (remain inside classroom. Backdoor open to hear name called). Maloney-seated inside of the Green gate (Pathway between Building 2 and Front Office) painted dots for seating). The brown benches can be used. Sidewalk on the side of Front office (used if needed)
- Grades 3-5 – Seated on the sidewalk at car circle between Poles 1-5 (painted dots). Grassy area can be used if needed.
- Rainy day: main hallway and cafeteria (R 'Club meets in their designated classrooms and/or media center)

Bus/Van Circle

- ESE associates will be at the bus/van circle to assist students entering and exiting the bus. The assistants will also help the scholars walk to class.
- Scholars are prohibited from boarding the bus without a mask. On the bus, they must keep their mask on.
- Scholars will be socially distanced as much as possible on the bus.
- Bus drivers will have an extra supply of masks in case a scholar forgets his/her mask.

- Driver will report to administration any scholar who refuses to wear a mask. On the bus that scholar will be moved away from the other scholars.
- At dismissal, bus students will go directly to their bus. If the bus is not there, the students will wait on the benches outside of the building or in Ms. June's classroom. (Painted dots for social distancing)
- Students who ride a van/attend an after-school program will wait in the cafeteria until they are called. Each after school program will have a location for the students to sit together, socially distanced.

Breakfast

BREAKFAST (First Week (only): Breakfast will be eaten inside of the classroom. Breakfast will be delivered to all classrooms (K-5). When students arrive on campus, they walk to class.

Breakfast Distribution after Week 1: Tentative Plan: Car and Bus circle arrivals (grades K-5)

- K-2 students will be directed to the cafeteria, P.E. courts (Grades 3-5) to get their breakfast OR they may go sit outside of their classroom as they have done in the past. In the cafeteria, there will be a Sit Here sticker on the table seating bench that are spaced 6ft apart. Students get their breakfast and go sit on the Sit Here sticker. There will be placement stickers on the floor in the cafeteria, so students know where to stand. The hallway outside of the cafeteria will be used for overflow. Velcro dots will be placed 6ft apart throughout the hallway for students to sit. **Students in grades 3-5 will report to the PE courts for breakfast (Grab and Go cart).** After receiving their breakfast, they go sit on a painted X (6ft apart). Grab and Go cart will remain in location until 8:40AM.
- Students arriving between 8:15 a.m. and 8:40 a.m. can sit to eat (Café/PE courts). Students arriving after 8:40 a.m. will receive their breakfast from the cafeteria and be directed immediately to their classroom to eat. If a student arrives past 9:30 a.m. breakfast may not be available.

What if students arrive at school prior to 8:15 a.m.?

- The parents of students who are observed arriving at school prior to 8:15 a.m. will be contacted by an administrator to provide additional resources if needed, and/or to be informed of our safety protocols.

Will students get breakfast if they are tardy?

- Yes, students will receive a "Grab and Go" breakfast to take directly to their classroom.
- If a student arrives past 9:30 a.m. breakfast may not be available.

Transitions & Recess

HALLWAY TRANSITIONS

- Students should walk in line 6 feet apart to the best of their ability under teacher direction.
- Signage will be present in hallways to support social distancing and students will be explicitly taught these expectations by their classroom teacher.
- Teachers will designate a line leader and train them to lead the class while the classroom teacher walks at the end of the line to monitor that social distancing is being met.
- Students are wearing masks during **all transition times**.

Teach the **WALK** acronym:

- W:** Wear your Mask
- A:** Attend to Self
- L:** Look and Listen
- K:** Keep 6 Feet Apart

RECESS

- Students can use recess as time to get fresh air, experience a mask break, and maintain social distancing while having their recess time.
- Students will have lanyards for their masks and should maintain wearing their lanyards while at recess. Teachers will teach recess guidelines for personal space during recess and it is the expectation that students follow these guidelines during recess.

PreK-Kindergarten Playground Guidance

- Students can use the playground as they would usually. Only one class at a time can use the playground. The playground equipment will be disinfected between each use/class. Plant Operations will use an elastic sprayer to clean and disinfect playground equipment.
- Before & After students use the playground, they should have clean hands.
- Students do not have to wear their mask at the playground
- Only PreK and Kindergarten should the playground equipment.

Media Center

- A plan will be created to support checking out books to support literacy.

Lunch & The Cafeteria Plan

Cafeteria

- The cafeteria is set up so that students can eat while maintaining social distancing.
- On each table bench, there is a Sit Here sticker spaced 6ft apart. Plexiglass will also be used as a barrier between students.
- One grade level at a time will eat in the cafeteria.
- Students will not wear masks while eating but will have mask lanyards on so that masks are readily available. Students put their mask back on once they are finished eating.
- Students will be provided the lunch options that have been outlined by the county.
- Lunch will be served through the existing serving lines and mobile carts will be used when feasible.
- PreK and self-contained classrooms will have lunches delivered to their classrooms.

Lunch

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
- fruit and vegetable

Hallway Bathrooms

Hallway Bathrooms (Teachers are responsible for teaching scholars the hallway bathroom processes)

- Only one scholar should be allowed to go to the bathroom at a time.
- The scholar should wear a mask. When the scholar returns from the bathroom, they should use the hand sanitizer to be sure their hands are clean.
- Hallway bathrooms will have signage posted for social distancing.
- Hallway bathrooms will have limited occupancy signs posted to promote social distancing.

Specials (Art/Music/PE)

Physical Education

- The first 9 weeks of PE lessons will not require use of equipment. Lessons were developed by the Physical Education department.

- Scholars do not have to wear a mask at PE; however, proper social distancing is advised. The Physical Education department is putting together learning resources that include games that allow for social distancing.
- Use of hand sanitizer after PE will reduce the virus from spreading

Art/Music/PE

- Art will take place in the Art room and Music will be in the Music room
- Specialists may hold their classes inside of their classroom; however, scholars will still wear a mask and social distancing is required.
- Chorus will take place outside for adequate social distancing.

Safety Patrols

- Currently, schools are not permitted to have safety patrols. The district will revisit this opportunity after the first 9 weeks of school.

School Contact Information

Ponce de Leon Elementary School

727-588-3573