



**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.

Signage has been placed at all entry points and throughout the building to remind students, parents and staff of the CDC guidelines for preventing the spread of COVID-19. Parents will be reminded that they should conduct temperature checks at home and keep children showing any signs of illness home from school. Parents will be encouraged to use the parent pick up lane for arrival instead of walking to the entry gate. Parents/guardians/visitors will not be allowed to enter the building during arrival times.

The school doors will open at 7:45 AM. Breakfast will be served until 8:15 AM. All students in Pre-Kindergarten through 5th grade should be seated in their classrooms by 8:35 AM.

Walkers

Students who walk to school will enter through the gate North of the Main Office adjacent to the crosswalk on 97th Avenue and proceed to the cafeteria for breakfast or directly to their classrooms (select classes). Parents choosing this option will be reminded to wear facial coverings and maintain social distancing requirements. A security monitor will be assigned to the "Walkers" gate to provide supervision and ensure social distancing guidelines are followed. A staff member will be assigned to escort students arriving at the "Walkers" gate to designated locations and ensure students follow signage and social distancing guidelines. Students will wait in designated areas at the front of the school marked with "stand here" signs while waiting to be guided in groups of 10 at a time.

Car Riders/Bus Riders

Students arriving through the carline/bus lane will enter through the designated gates on 97th Avenue and proceed to the cafeteria for breakfast or to their classrooms (select classes). Staff members will be assigned to the “Car Riders/Bus Riders” gates to provide supervision and ensure social distancing guidelines are followed and escort students arriving at the “Car Riders/Bus Riders” gates to their designated locations and ensure students follow signage and social distancing guidelines. Students will wait in designated areas at the front of the school marked with cones and “stand here” signs while waiting to be guided to their classes in groups of 10 at a time.

The School Resource Officer will assist during arrival as of 8:00 AM to ensure parents, students and staff are following social distancing guidelines and wearing face coverings.

The following safe holding areas have been identified for waiting, housing students and serving breakfast during arrival:

- Front of the school
- P.E. shelter
- Cafeteria
- Covered patio
- Classrooms
- Media Center (inclement weather plan)

All identified areas have been marked with appropriate signage, as well as with “sit here” or “stand here” signs that adhere to 3 feet, 3 inches (with face coverings) to 6 feet (without face coverings) of social distancing requirement. Students will receive Grab and Go breakfast meals in their designated areas.

- Pre-Kindergarten students will arrive at the front of the school (97th avenue), enter through their designated gate and proceed directly to their classrooms where they will be served breakfast. A staff member will be assigned to the Pre-K gate for supervision.
- K – 1st grade students will arrive at the front of the school (97th avenue), enter through their designated gate and proceed to the cafeteria. Students will remain seated 6 ft. apart. The cafeteria will be supervised by faculty and staff.
- 2nd – 3rd grade students will arrive at the front of the school, enter through their designated gate, pick up Grab and Go meals and proceed to the covered patio. Students will remain seated 6 ft. apart. The covered patio will be supervised by faculty and staff.
- 4th-5th grade students will arrive at the front of the school, enter through their designated gate, pick up Grab and Go meals and proceed to the P.E. shelter. The PE Shelter will be supervised by faculty and staff. In the event of inclement weather, these students will be housed in the Media Center.

Kindergarten through 5th grade teachers will pick up students no later than 8:15 AM from their designated locations. Garbage cans will be placed strategically around the cafeteria, outdoor Café in the covered patio and PE shelter for students to dispose of the breakfast bags. The custodial team will clean and sanitize areas used by students during breakfast and arrival.

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.

Dismissal times for Pre-Kindergarten, Kindergarten and 1st grade students is 2:05 PM and 2nd – 5th grade students is 3:05 PM on Mondays, Tuesdays, Thursdays and Fridays. All students in grades Pre-Kindergarten – 5th grade have an official 2:05 PM dismissal on Wednesdays.

Parents/guardians/visitors will not be allowed to enter the building during dismissal times.

Bus Riders

Students utilizing the bus will be picked up by designated staff in their classrooms. Students will be escorted to the bus loading area adjacent to the faculty parking lot.

- Pre-Kindergarten students will be picked up at 1:55 PM Mondays, Tuesdays, Thursdays and Fridays and 1:45 PM on Wednesdays will be escorted to the bus loading area by paraprofessionals.
- Kindergarten and 1st grade students will be picked up at 1:55 PM Mondays, Tuesdays, Thursdays and Fridays and 1:45 PM on Wednesdays. They will be escorted to the bus loading area by support staff and ASC Activity leaders.
- 2nd-5th grade students will proceed to the bus loading area from their classrooms at 2:55 PM on Mondays, Tuesdays, Thursdays and Fridays and 1:45 PM on Wednesdays. Teachers and staff will supervise students in hallways, stairwells and the bus loading area.

Parent Pick-Up

To ensure an orderly dismissal and minimize overcrowding in the hallways, parent pick-up students will be assigned to cohorts by last name and parents will be asked to arrive at the carline area at staggered times for dismissal.

Pre-Kindergarten – 1st grade (M,T,TH,F):

- Group 1: Students with last names A-I will be dismissed at 1:50 PM
- Group 2: Students with last names J-Q will be dismissed at 1:55 PM
- Group 3: Students with last names R-Z will be dismissed at 2:00 PM
- Group 4: Students who are picked up by parents “on-foot” will be dismissed at 2:05 PM

2nd – 5th grade (M,T,TH,F):

- Group 1: Students with last names A-I will be dismissed at 2:50 PM
- Group 2: Students with last names J-Q will be dismissed at 2:55 PM
- Group 3: Students with last names R-Z will be dismissed at 3:00 PM
- Group 4: Students who are picked up by parents “on-foot” will be dismissed at 3:05 PM

Pre-Kindergarten – 5th grade (W):

- Group 1: Students with last names A-I will be dismissed at 1:50 PM
- Group 2: Students with last names J-Q will be dismissed at 1:55 PM
- Group 3: Students with last names R-Z will be dismissed at 2:00 PM
- Group 4: Students who are picked up by parents “on-foot” will be dismissed at 2:05 PM

Students picked up by their parents through the carline will remain in their classrooms until called to the loading/dismissal area (97th Avenue). Parents will have identifying signs on the dashboard.

Students picked up by their parents “on-foot” will be escorted and supervised in Building 10 (nearest to the Crosswalk).

- Teachers and staff will be assigned to the “carline” area and to the “on-foot” dismissal area. They will signal through the radio that a parent has arrived and the school’s PA and/or two-way radio system will be used to notify the student/teacher.
- Teachers and staff will escort carline students in PK-2nd grade. Additionally, teachers assigned to MSO will be paired up with Schoolhouse teachers to escort and supervise students. All classroom teachers will be asked to stand at the doorway to ensure students are properly supervised as they exit the classroom and proceed to their designated area.
- Walkers (or students who are picked up by parents “on-foot”) will be escorted and supervised by designated staff members. Additionally, teachers assigned to MSO will be paired up with Schoolhouse teachers to escort and supervise students. All classroom teachers will be asked to stand at the doorway to ensure students are properly supervised as they exit the classroom and proceed to their designated area.
- Students in 3rd-5th grade will report to their designated areas. Designated teachers and staff will be assigned to hallways and stairwells to ensure students are supervised and maintain social distance and safety protocols while traveling to the carline and walkers area on 97th Avenue. All classroom teachers will be asked to stand at the doorway to ensure students are properly supervised as they exit the classroom and proceed to their designated area.

After-School Care

Students remaining in the after-school care program will be escorted from their classrooms by ASC activity leaders assigned to each room. ASC leaders will pick up students in Pre-Kindergarten to 1st grade at 2:15 PM and 2nd – 5th grade at 3:15 PM on Mondays, Tuesdays, Thursdays and Fridays and all students from Pre-Kindergarten to 5th grade at 2:15 PM on Wednesdays. Refer to section titled “After-School Care” of this plan for additional details.

Late Arrivals

Students not picked up on time will be housed in classroom 201C and supervised by school security monitors and administrators.

Early Dismissal

Students being picked up prior to the end of the school day will be signed out by parents at the security desk through the “Sign-Out” log. Security personnel will notify office personnel via radios. Office staff will notify teachers through the PA system. The student will exit through the designated gate adjacent to the Main Office to meet their parents. Students will not be released half an hour before school ends (Pre-K – 1st grade no later than 1:35 PM and 2nd-5th Grade no later than 2:35 PM).

Breakfast/Lunch During Stage II

We have limited capacity seating inside the cafeteria (50 students) when students are seated 6 feet apart. An outdoor Café with physically distant seating (6 feet apart) was set up in our covered patio for 70 students. An additional space was created under the PE shelter. Additional dining

spaces will be established throughout green spaces/classrooms in the school if teachers choose to eat with their students to ensure 6 feet of distance is maintained.

Designated eating areas have been marked with appropriate signage, arrows, “stand-here” and “sit-here” stickers. Students will enter the cafeteria through identified “Entrances” using hand sanitizer and wearing required face coverings. Each student will be provided with a zippered pouch and asked to place their mask inside the pouch while they are eating their breakfast or lunch.

Breakfast

Breakfast will be served from 7:45 AM – 8:15 AM. Students will receive Grab and Go breakfast meals in their designated areas.

- Pre-Kindergarten students will be served breakfast in their classrooms.
- K – 1st grade students will be served breakfast in the cafeteria.
- 2nd – 3rd grade students will pick up Grab and Go meals from the cafeteria and proceed to the covered patio outdoor Café.
- 4th-5th grade students will pick up Grab and Go meals and proceed to the P.E. shelter. In the event of inclement weather, these students will be housed in the Media Center.
- Select teachers may choose to eat breakfast with students in their classrooms or outdoor spaces.

Lunch

Three lunch periods will be utilized to accommodate students in the cafeteria, outdoor Café in the covered patio and a spill-out area under the PE shelter (not inclusive of students dining in classrooms with teachers or other outdoor spaces).

- Pre-Kindergarten students will eat in their classrooms. Lunch will be delivered at 10:50 AM.
- Kindergarten and 1st grade students will proceed to the serving lines between 11:00 AM - 11:15 AM. on a staggered schedule to pick up Grab and Go lunches. Kindergarten will be seated in the cafeteria and 1st grade in the outdoor Café.
- 2nd and 3rd grade students will proceed to the serving lines between 12:00 PM – 12:15 PM. on a staggered schedule to pick up Grab and Go lunches. 2nd grade will be seated in the outdoor Café and 3rd grade in the cafeteria.
- 4th and 5th grade students will proceed to the serving lines between 11:30 AM - 11:15 AM on a staggered schedule to pick up Grab and Go lunches. 4th grade will eat in the outdoor Café and PE spill out area and 5th grade in the cafeteria. On days with inclement weather, students assigned to the PE spill out area will be given an alternate lunch time and dining area (12:30 PM in the cafeteria).

Supervision will be provided to ensure students are maintaining social distancing guidelines while in the cafeteria and safely storing their face coverings.

Before/After School Care During Stage II

Before/After-School Care (BSC/ASC) classes will include the same group of students daily with the established student to leader ratio. Students will be required to maintain social distance and use face coverings while in the BSC/ASC program.

Students who become ill and show COVID-19 symptoms while in BSC/ASC will be isolated and placed in the school's Isolation Room. Parents will be notified to pick up the child immediately. The area will be disinfected and sanitized and all COVID-19 contact-tracing procedures will be initiated as per school-district regulations. Students will be supervised by designated staff until the parent arrives.

The gate on the South side of the Main Office will serve as the central entry point for greeting/dismissing students who are enrolled in the BSC/ASC program. Parents will enter through the main gate on 97th Avenue and proceed to the BSC/ASC desk to "sign-in" and "sign-out" students. Hand sanitizer and pen dispensers will also be available.

The playground will not be used during BSC/ASC; other open areas for recess will be used.

Before-School Care

Before School Care will be from 6:30 AM – 8:15 AM. BSC leaders will greet students at the gate South of the Main Office (closest to faculty parking lot) and escort them to the assigned classrooms. Breakfast will be delivered to the classroom. BSC leaders will escort students at 8:15 AM to their designated classrooms to start the school day.

After-School Care

ASC leaders will pick up students at designated dismissal time (M,T, TH, F: PK-1st grade at 2:15 PM and 2nd-5th grade students at 3:15 PM; W: PK-5th grade at 2:15 PM) and escort them to the ASC classroom. Students will be supervised by ASC leaders as they walk to their designated classrooms to ensure they are maintaining appropriate social distancing and wearing face coverings.

After-school care snacks will be delivered to the classroom. Garbage bags will be available in each classroom and trash will be discarded after snack time. ASC leaders and staff will ensure students wash their hands before and after eating and after any outside activities.

Students will be called through the school's two-way radio system and escorted to the ASC desk. Parents and students will exit through the designated "Exit" gate in order to minimize contact.

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.

Students will be expected to stay in the same classroom during the school day with the exception of transitions to Spanish, Physical Education, recess and lunch. Music, Art and teachers assigned to departmentalized classrooms will “travel” in lieu of students.

Lunch schedules and additional eating spaces have been created to allow for maximum social distancing.

Teachers will supervise and schedule frequent mandatory handwashing breaks including before and after eating, after toileting, after outdoor play, and before and after any group activity.

Students will have designated outdoor recess areas for free play. The playground will be closed.

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 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](#)
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](#), CDC, FDOH, and local health department guidelines.