

MIRAMAR ELEMENTARY
STANDARD OPERATING GAME PLAN

School Year 2020 – 2021

Joanne Schlissel, Principal

Marie Price-Dumervil, Assistant Principal



Important Phone Numbers

Main Number: 754-323-6550

Main Fax: 754-323-6590

Aftercare/Morning Care: 754-323-6561

Cafeteria Manager: 754-323-6560

Clinic: 754-437-3000

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Florida Department of Health (DOH) and the School Board of Broward County. We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), and the Center for Disease Control. Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

The Administration will update this information, when necessary, based on decisions from the organizations/agencies mentioned above.

Return to School Dates

10/8/2020- Teacher Planning Day for All Students

10/9/2020- PreK thru 2nd Grades and Special Program Classes Return for Face-to-Face Instruction *

10/12/2020- Early Release Day for All Students

10/13/2020- Grades 3-5* 6th & 9th Grades Return for Face-to-Face Instruction *

10/14/2020- Early Release Day for All Students

10/15/2020- Grades 7th-8th & 10th -12th Return for Face-to-Face Instruction *

10/16/2020- Early Release Day for All Students

10/19/2020- Teacher Planning Day

10/20/2020- 2nd Quarter Begins

***Please have your child bring all their school supplies and books. These materials can be placed in a separate bag that is LABELED with your child's name and teacher. The bags will be delivered to the classroom.**

School Hours

7:30 a.m.- 1:55 p.m.

Office Hours

7:30 a.m.- 3:00 p.m. By Appointment Only

Items to Bring Every Day/THERE WILL BE NO SHARING OF ANY SUPPLIES

- ✓ Fully charged laptop and charger
- ✓ Headphones or earbuds
- ✓ Books/Materials needed for the school day-6 sharpened pencils, crayons, paper, folders, binders
- ✓ Individual hand sanitizers
- ✓ Individual baggie of wipes
- ✓ Disposable Water Bottle
- ✓ Mask, plus an extra one
- ✓ Snacks
- ✓ Lunch if not receiving a Free one from the cafeteria

Technology/Device Issues

Please contact the school at 754-323-6550 for a troubleshooting appointment if your child laptop isn't working properly. Parents will not be allowed to sit in the front office during the appointment, you will remain in your car until the laptop is fixed or you will receive a replacement if available. Please note, appointments will be limited due to the micro-tech needing to be accessible during school hours so your flexibility and patience will be appreciated.

Forgotten Items

We will no longer be accepting forgotten items at the front office to be delivered to your students. It causes too much interruption to instructional time. **We will ONLY accept eyeglasses or lunch on an emergency basis.** Students who do not have lunch will be provided a cafeteria hot lunch. Items like homework, binders, books or safety patrol belts, etc. will not be accepted. Please encourage your child to come to school prepared.

Arrival/Dismissal

Parents and students there will be NO CONGREGATING OF ANY KIND – Stay 6ft apart.

Students should not arrive earlier than 7:25 a.m. Students should go right to the cafeteria or hallway upon arrival. Due to crowded hallway conditions, security and liability, parents/guardians are not permitted to walk students to their classrooms.

There will be no parking and walking up to the doors. You will drop off in the car loop or walk your student to either Gate A (by the marquee) or Gate B (by the flagpole). All issues where you may need the front office, will be handled by phone.

All car riders and walkers will enter through the car loop doors.

Broward County Bus Students will enter through the main entrance.

Students will be required to wash their hands upon entering the classroom.

Late Bell – 7:55 a.m. - Instruction starts at 7:55 a.m. therefore, students must be in their classrooms by 7:55. or they will be considered tardy.

Dismissal - Students should go directly home at dismissal time. All children should have left the school grounds no later than 15 minutes after the dismissal bell unless enrolled in the Afterschool Program or clubs. *No early dismissals, unless a true emergency.* With that said, if you need to change dismissal, you must send the front office and the dismissal teacher an email in the morning of what the change is. *To reduce last minutes changes, all changes must be done before 1:30 pm.*

Dismissal times: 1:45 p.m. Kindergarten, first and second BUS Students
1:50 p.m. Third, fourth and fifth BUS Students
1:50 p.m. Walkers/parent pick up starts (please wait for your student outside the gates A & B)
PRE-K only on sidewalk by Art Room
1:55 students go to aftercare (ASP)

Car Riders - CELL PHONES SHOULD NOT BE USED WHILE DRIVING ON CAMPUS

It is essential that all parents heed the school traffic rules when bringing or picking up children at school. Your cooperation and assistance are expected in implementing a safe flow of traffic. The safety of our children is our primary concern. There is only one student drop off area and that is the loop by the marquee.

Drive as far forward as possible. Please make sure your child is ready for a quick exit from the vehicle when stopped at the drop-off line. *This is not the time to sign homework, put shoes on or fill up the backpack.*

Children are not permitted to load/unload from the left-hand lane. For safety reasons, children must exit the car from the passenger side. All cars must display a parent pick up card from the rearview mirror at dismissal. If there are several people who pick your child up, please request additional cards.

The left-hand lane allows for a continuous flow of traffic. There is no parking, no stopping, and no standing in this lane or the right-hand lane.

Aftercare students report directly to their designated location at the 1:55 dismissal time.

Bicycles, etc: Two fenced areas are provided for students to park their bicycles during school hours. All bicycles are to be parked in the racks provided. We suggest that students record their bicycle serial numbers and safeguard them with a lock. The school assumes no responsibility for bicycles.

Students are expected to walk their bicycles on the school grounds. It is both unlawful and dangerous for two or more children to ride on one bicycle. When traveling to and from school, students must obey all traffic regulations. Students who do not practice safe riding habits will be asked not to ride their bicycles to school. Bicycle helmets must be worn, by law, as of January 1, 1997 (Bike Helmet Florida Law Section 316.2065, F.S.). Helmets should be labeled with the name of the student. Rollerblades and Hoverboards are prohibited on School District property. The school assumes no responsibility for these items.

Buses: Students may ride the bus to which they are assigned. They must follow all school district bus rules. Upon arrival to school, students are to report directly to the cafeteria or their classroom. There is no drop-off of students by private car or bus allowed in the bus loop area.

Walkers: Walkers are expected to use the sidewalk and designated pedestrian crossing areas. The main car entrance is not a pedestrian crossing. **Parents who walk their child to school must remain outside the campus gates.**

Early Dismissal: If a student needs to leave school early for an appointment, an authorized adult must produce identification and sign the student out in the main office prior to 1:25pm.

Rainy Day Dismissal Plans: Please make plans in advance with your child so that he/she knows what to do when it is raining at dismissal time. On days with lightening or extremely heavy rain, students will be held in the building until it is safe for them to leave.

Birthdays/Celebrations

At this time, we are not accepting birthday treats (birthday cakes, cupcakes etc.

Breakfast/Lunch

Students will wash their hands before going to lunch whenever possible, if not, there is hand sanitizer available for them. Students will be in assigned seats that are 6 feet apart. Students will have assigned seats in the cafeteria.

Students may bring their lunch within a lunch box or disposable bag or receive a free lunch from the cafeteria. All breakfast and lunch meals will be free to all students.

Most students will be eating lunch in the cafeteria.

To receive free & reduced-price lunch benefits after December 31, 2020, please apply on-line at <https://www.myschoolapps.com>

Conferences

All conferences will be through TEAMS.

Field Trips

Until further notice there are no field trips.

Visitors/Volunteers

At this time there are no visitors or volunteers in the school.

Visitors that need to be on campus must be preapproved for an appointment by the Principal.

Dress Code

Please encourage students to wear their school uniform every day. We understand that some students might not have uniforms at the present time. Students must follow the dress code in the [Student Code of Conduct Policy 5.8-E](#) found on the school website. Uniforms can be purchased at [In-Unison School Apparel](#) at 954-749-3340 or inunisonkids.com

Emergency Drills

Emergency drills will be conducted monthly in accordance with the school safety plan. All drills will be conducted adhering to CDC Guidelines for COVID Prevention.

Face Masks

All students in grades PreK – 5th are required to wear a face covering.

The face coverings are permitted to be removed to eat lunch and snack.

NO STUDENT or EMPLOYEE: shall wear a face covering that has markings that are suggestive, revealing, indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, ethnicity, gender, gender identity, gender expression, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or any other basis. Additionally, face coverings shall not be used to promote a political party or and individual seeking elected office.

Please see full School Board Policy 2170-E regarding Face Coverings posted on our school website.

We encourage parents to have their children practice wearing face coverings so that they may be accustomed to having them on.

Isolation Room

Students with COVID-19 symptoms (such as fever, cough, or shortness of breath), while in school will be sent to the isolation room (a specific room designated for COVID-19 symptoms). The student will be evaluated, and parent will be contacted to pick up the child from school. The student will remain in isolation until pick-up. The student will be brought out to your car.

Classroom Layout and Room Capacity

Desks will be placed 6 ft. apart from each other, facing the same direction. All unnecessary furniture will be removed to provide ample space for movement. In-person class sizes will be reduced, due to the number of families choosing eLearning from home for their child(ren).

Cleaning Protocols

Each day our facilities staff will clean, sanitize, and disinfect surfaces and objects that are frequently touched. This includes cleaning surfaces such as doorknobs, light switches, countertops, nap mats, desks, chairs, and cubbies. Hand Sanitizer will be available in each classroom. Students will be taught to use the hand sanitizer and wash hands throughout the day. Common areas will be cleaned and disinfected throughout the day. Air conditioning filters are changed on a monthly basis. The maintenance staff will disinfect all areas once the students and faculty have left for the day. EPA approved chemicals will be utilized to clean and disinfect classrooms, restrooms, offices, and all other common areas.

COVID Protocols

We are following the guidelines and protocols set forth by the CDC, local health department, and the School Board of Broward County. Physical Distancing Signage will be visible within the school building to remind students, faculty and staff of our health and safety guidelines.

The office staff is responsible for responding to COVID-19 concerns. Please contact the school office at 754-323-6550 for any concerns. COVID-19 positive or exposed students should not return to the school building until they have met CDC's criteria to discontinue home isolation.

Students with COVID-19 symptoms (such as fever, cough, or shortness of breath), while in school will be sent to the isolation room (a specific room designated for COVID-19 symptoms). The student will be evaluated, and parent will be contacted to pick up the child from school. The student will remain in isolation until pick-up. The student will be brought out to your car.

If a student or faculty member is diagnosed with COVID-19, the school will inform the School Board of Broward County and Broward County Health Department.

These entities will then inform the school on communication procedures. Infected areas will be cleaned, disinfected, and sanitized by our maintenance crew meeting CDC guidelines.

Those who have had close contact with a person diagnosed with COVID-19 are to self-monitor for symptoms and inform the school immediately. The school will then follow the appropriate protocols set by the School Board of Broward County, the Health Department, and the CDC.

Clinic

The school clinic (located in the front office) will service anyone who has conditions other than COVID-19 symptoms.

Medication for Students: Parents are encouraged to give medicine before or after school hours if possible. A Physician's Authorization for Administration of Medication at School form (PDSD-0257) must be completed in order for the school nurse to administer during school hours. A wallet sized photo must be submitted with authorization forms.

Canvas

Work is posted on Canvas as are teacher schedules

Outdoor Spaces

Movement is needed for a healthy mind and body. Time outside will be scheduled with appropriate safety measures.

Parent Support

It is imperative to keep your child at home if he/she is ill. Please reinforce with your children the need for and the guidelines around physical distancing. If you, your child, or members within your household travel outside the country or within the US, specifically hot spots, please self-quarantine for the safety of all the members of our school community. **Communication and collaboration are KEY!** For the well-being of the children- emotionally, intellectually and physically, please communicate and work with teachers, our school counselor, the staff, and administration. The School Counselor will be available for social and emotional support for students and parents. The Security Team will be present throughout the entire school day. Adhere to the guidelines and rules as stated in the Parent Handbook. Regularly check Canvas, School Website, and school emails/phone messages.

