

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.

STUDENT DROP OFF/MORNING PROCEDURES

Royal Palm Elementary is committed to providing your child with a safe and nurturing learning environment. Therefore, our school will be following the guidelines set forth by the Center for Disease Control (CDC). In order to maintain the highest possible security and safety measures for our students, please read carefully the morning procedures **EFFECTIVE WHEN SCHOOLS REOPEN.**

- **At 7:00 am**, the gate next to the cafeteria will open for the students who are in the Before School Care Program. **ONLY** students registered for this program will be allowed into the building. **SPACE IS LIMITED to comply with CDC Guidelines.**
 - Any student who is dropped off before the gates officially open at 8:15 am will be housed in the cafeteria. Parents will be contacted to discuss if before care services are needed.
- **At 8:15 am**, students will be allowed to enter the school through various gates to stagger arrival and avoid large gatherings. Additionally, students will be required to sanitize their hands upon entering. **ALL STUDENTS MUST ENTER THE SCHOOL BY THE SPECIFIED GATE UNTIL 8:35 AM. STUDENTS WILL BE DROPPED OFF. PARENTS MUST REMAIN IN THEIR CARS IN AN EFFORT TO AVOID LARGE GATHERINGS.**

- Kindergarten students will enter through the gate next to the cafeteria. Students will report directly to the cafeteria where they will have assigned, staggered seating, and remain there until their teacher arrives.
 - First, Second, and Third Grade students will enter through the gate on 42nd Terrace and walk directly to class where their teachers will be waiting for them.
 - Fourth, and Fifth Grade students will enter through the gate next to the cafeteria and walk directly to their class where the teachers will be waiting.
 - Additionally, the gate on 113th Avenue by the portable will open at 8:15 am for **PRE-KINDERGARTEN STUDENTS ONLY**. ALL PRE-KINDERGARTEN students must use this entry point.
 - Staff members who are assigned MSO classes and Special Area Teachers will be staggered throughout the building to assist with arrival and dismissal.
 - Ms. Blanco, Assistant Principal, will be stationed on the south side of the school supervising arrival of students in First, Second and Third grade.
 - Ms. Garcia, Principal, and School Security will be stationed at the front of the school greeting students and supervising arrival of Kindergarten, Fourth, and Fifth Grade.
 - School Resource Officer will be stationed at the front of the school assisting with arrival of students.
 - Free breakfast will be delivered to the classrooms.
 - This arrival plan will also be followed on rainy days.
- **At 8:35 am**, the gate next to the main office will open for any parent that needs to visit the office. **Only two parents at a time will be allowed in the office.**
 - **PLEASE NOTE: ALL GATES WILL CLOSE AT 8:35 AM.** Students arriving after the locked gate need to report to the main office for a tardy pass.
 - **After 8:35 am, the only entry/exit point until dismissal will be the gate by the main office.** Visitors entering the school will need to pass through security with a valid picture ID and a visitor's pass will be issued if applicable. **Also, all visitors must wear a mask/face covering.**
 - Tardy students and early dismissal students will be processed as usual in the main office. **Students will be escorted to/from class by school personnel.** No parents will be permitted to go to a classroom.
 - **ALL PARENTS MUST USE THE DESIGNATED AREAS TO DROP OFF THEIR CHILDREN IN THE MORNING.** To keep traffic flowing, we encourage you to drop off your child and continue moving.

As always, we thank you for your continued support and cooperation in helping to keep our children safe and healthy. Please call the office if you have any questions and/or concerns.

Dismissal 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.

STUDENT PICK UP/DISMISSAL

Royal Palm Elementary is committed to providing your child with a safe and nurturing learning environment. Therefore, our school will be following the guidelines set forth by the Center for Disease Control (CDC). In order to maintain the highest possible security and safety measures for our students, please read carefully the afternoon procedures **EFFECTIVE WHEN SCHOOLS REOPEN.**

- **Royal Palm Elementary will utilize different areas throughout the school to dismiss students. Therefore, avoiding large gatherings of students and staff members. Parents make sure you drive through your designated area and wait in your car. Students will be escorted to the cars. Parents, please do not get off your cars.**
- **Students in Pre-K through 1st grade are dismissed at 2:05 p.m. every day. All parents must remain in their cars and children will be escorted to them.**
 - Primary students in rooms #1 through #10 will dismiss on the south side of the building (42nd Terrace) from the back door of their rooms. The hallway leading to the school will be closed.
 - All Kindergarten classes will dismiss from the front of the school. Students will be housed in the cafeteria until parents arrive. Kindergarten teachers will release students once they have been notified of the parent's arrival. Any late pickups will be processed through the office.
- Effective when schools reopen, everyday dismissal (Mon.-Fri.) for 2nd through 5th grades will be as follows:
 - **SECOND GRADE AND THIRD GRADE** students will be dismissed on the south side of the building (42nd Terrace) from the back door of their rooms. Third Grade students will have a designated holding area between rooms 1-6.
 - **FOURTH AND FIFTH GRADE** will be dismissed from the front of the school (East side). Fourth grade students will be dismissed through the gate next to the main office. Fifth grade students will exit through the gate next to the cafeteria.
 - Students that are not picked up on time from their classrooms will be taken to the Main Office.
 - Students who walk home must have the form, Dismissal Plan, included in the Parent Bulletin (Return Home Package) completed and signed by the parents indicating the child can walk home by the Friday following the reopening of schools.

In order to ensure the safety of all our students and staff members, and to avoid large gatherings, No parents will be allowed to leave their vehicle. All students will be escorted to the cars.

Parents who need to pick up their children before dismissal will need to through security in order to request an early release. Parents please remember that a mask/face covering must be worn at all times.

Also, you must have a valid id in order to enter the building.

No students will be released the last 30 minutes of the school day based on School Board Rule 5200

Please call the office if you have any questions or concerns. As always, we thank you for your support and cooperation in helping to keep our children safe and healthy.

Breakfast/Lunch During Stage II

Students in grades Pre-Kindergarten, Kindergarten, and 1st grade will eat lunch in their classrooms.

Students in 2nd through 5th grades will eat in the cafeteria while following staggered seating guidelines. Students will have an assigned seat in the cafeteria. There will be a maximum of 75 students in the cafeteria.

Signage has been posted in the cafeteria indicating where students should stand in order to maintain social distancing. Only two students will be allowed in the area of the serving line in the cafeteria.

The cafeteria monitor is available to assist in the cafeteria and ensure CDC guidelines are always maintained. Moreover, the cafeteria monitor will sanitize tables after every use. Additionally, there will be two custodians in the building throughout the day to assist with the removal of garbage from classrooms and provide additional cleaning.

Before/After School Care During Stage II

Royal Palm will continue to offer the parents Before and After School Care. The capacity for these programs will be **limited** in order to ensure social distancing for all students.

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.

During the 2020-2021 school year, Royal Palm Elementary will continue to have departmentalization in grades 1st through 5th. Students will not change classes, but the teachers will move to the respective homerooms. All Special Area teachers will be traveling to the student's homeroom.

Students in grades Pre-K through 1stnd grade will eat lunch in their classrooms to allow additional seating in the cafeteria for students in 2nd through 5th grades. Lunch times will be staggered to accommodate a maximum of 75 students in the cafeteria. The cafeteria monitor and security monitor will supervise students in the cafeteria. Additionally, cafeteria monitors will be responsible for escorting students to the bathroom if needed during lunch. Assigned, staggered seating in the cafeteria will allow students to be physically distanced.

Hallways have been clearly marked as one way throughout the campus and direction signs have been placed.

Pre-K to 2nd grade students have bathrooms in the classrooms. These students will use the classroom bathrooms. Custodian schedule has been revised for continuous monitoring of bathroom cleanliness throughout the day.

3rd-5th grade students will use the gang bathrooms in the main hallways. Signs are displayed identifying only two students in the bathroom at a time. Teachers will review bathroom guidelines with students and proper handwashing procedures. Teachers will establish specific times throughout the day designated for handwashing.

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.

ACKNOWLEDGEMENT OF ADDENDUM TO PARENT/STUDENT HANDBOOK

Student Name

Student ID#

Royal Palm Elementary
School

Homeroom

ACKNOWLEDGEMENT

I have read this Addendum to the 2020-2021 Parent/Student Handbook. I agree to abide by these requirements, as well as any other applicable District guidelines, and understand that these requirements are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my child, to take my child’s temperature, and to ensure that there is no appearance of illness that would warrant my child staying home from school. I acknowledge that this is my responsibility and that for the safety of my school community, I must comply with these policies.

Student Signature

Date

Parent/Guardian Signature

Date