

# MIAMI-DADE COUNTY PUBLIC SCHOOL DISTRICT'S UNIVERSAL PARENT/STUDENT HANDBOOK

## **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.

Students who will be dropped off, walk to school, or ride the bus are expected to arrive at different times between 8:00 a.m. and 9:10 a.m. The majority are expected to arrive after 8:30 a.m. Parents will have a predesignated drop off area located in the front of the building. Students who walk to school or are dropped off will utilize the front entrance. Students who arrive on bus will be escorted from the bus loop in the rear to the main plaza.

All students will have an opportunity to receive breakfast. Students receiving breakfast will enter the cafeteria and eat in the cafeteria with staggered seating. Students will go through the lunch line. The lunch lines, including the area outside of the serving area/kitchen, have been marked with floor signage to allow for social distancing. Students who do not wish to eat breakfast will enter the auditorium with staggered seating. The spill out area will be reserved as an overflow for the cafeteria, the plaza will be reserved as an overflow for the auditorium.

The students will be released to class starting at 9:00 a.m. Security monitors and school administrators will begin to release students to class in a staggered pattern. The students will follow one directional hallways to their first block.

### **Dismissal Procedures During Stage II**

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**Parent Pick-Up:** Students will leave class at 3:40 p.m. and report to the auditorium. Parents will be required to print and complete a form with the student's name and grade level. If a parent cannot print the form, the school will provide one to them. Staff will utilize radios to call students from the auditorium to the meet their parents, who will remain in the vehicle, in the parent pick-up lane.

**Students who take the bus:** Students will leave class at 3:45 p.m. and report to their pre-identified bus zones in the rear of the school. Buses will be staged in zones in the rear of the building.

**Student Walkers:** Students who walk home will leave at 3:50 p.m. and immediately exit using the front of the school.

**Early Dismissal:** Parents will check into the Raptor system in the front of the building and be asked to complete an "Early Dismissal Form" and return to their vehicles. Parents will remain in the vehicle at all times. Security who has verified the parent/guardian's ID will then call the office and confirm that the ID has been verified against the emergency contact cards/PF8. The security will then ensure that the student meets their parent in the parent pick-up lane.

Students who are not picked up on time will wait in the auditorium. Security and clerical schedules will be adjusted to assist with arrival/dismissal.

## **Breakfast/Lunch During Stage II**

All students will eat in the cafeteria and tables located in the spill out area. Three lunch periods and staggered seating will be utilized to accommodate the social distancing requirements. Seventy-eight students per lunch can be accommodated within the cafeteria, with the availability of utilizing the spill out area tables to provide additional seating and maximize social distancing. The cafeteria traffic flow is marked. No students are expected to eat in their classrooms at this time, but could be considered upon teacher request. Garbage cans are available in the cafeteria and throughout the building for waste disposal.

Teachers will review the cafeteria rules with students each day for the first week of school, and weekly thereafter. Rules include:

- Students will wear their facial coverings in the exterior hallways.
- Students will maintain social distancing in line, as they transition through the one directional hallways.
- Students are to use hand sanitizer upon entering the cafeteria.
- Students will keep their facial coverings on while they walk through the lunch line.
- Students will receive instructions on how to use the barcodes on their student ID for a touchless payment.
- Students will sit in a staggered pattern within the cafeteria.
- Students will clean all items from their lunch table.



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- Students will place their facial coverings back on once they have finished eating and will be dismissed by security monitors.

Teachers will support cafeteria procedures by:

- Leaving their classrooms no more than 3 minutes prior to scheduled lunch time.
- Not arriving to cafeteria earlier than scheduled time.
- Walking students to the cafeteria, entering through the south door, and lining up in the serving lines.
- Ensuring students wear facial coverings, follow the one directional signage, maintain social distancing from one another in the line, and utilize hand sanitizer upon entering the cafeteria.
- Picking up students from the north door, on time and at the conclusion of their lunch time.

## **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.

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



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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.



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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.



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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.



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**ACKNOWLEDGEMENT OF ADDENDUM TO PARENT/STUDENT HANDBOOK**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
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

**Miami-Dade County Public Schools**

