Garden Elementary
2020 Reopening Plan
**It’s great to be a Garden Gator!!**

**W**ear a face mask * **W**atch your distance * **W**ash your hands

The safety of our students and staff is our top priority during this challenging time. Garden staff and families will need to work together to achieve a reduction in COVID-19 risk within our school community. This will require that all teachers, custodians, paraprofessionals, administration, therapists, counselors, parents and students work as a team to align their actions with the guidelines set forth by the CDC, the Department of Health, the District of Sarasota County and our school.

All stakeholders should read and understand the SCS Guidance Plan, www.sarasotacountyschools.net.

In addition to adhering to the Sarasota County Schools Reopening Guidance Plan and the SCS Face Mask Policy, all stakeholders will need to comply with the procedures outlined in this document, to help ensure a safe and orderly reopening at Garden Elementary.

Although, at this time, visitors are not permitted on campus, we welcome input from all stakeholders. To maintain effective communication, it is imperative that all families keep contact information current in the Parent Portal. If an issue arises that requires face to face communication, please contact the front office for an appointment.

If you are in need of assistance, please don’t hesitate to contact us by calling 941-486-2110. Mrs. Archer, Mr. Carey and our entire faculty are here to assist. We are in this together. 💚
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**Arrival**

Staff Lead: Emilie Webb & Sharon Hall

Arrival Times: 7:45 – 8:15am**

**Classroom doors open at 8:00am.**

Adults must remain in their vehicle during arrival times, unless they have a scheduled appointment with a staff member. If support is needed, call the office @ 941-486-2110.

**Please stagger arrival using the following as a guide:**

7:45 – 8:00am – Arrive during this time, if your child will eat breakfast at school.

8:00 – 8:15am – Arrive during this time, if your child will eat breakfast at home.

**Students will:**

- enter the campus wearing a face mask
- report directly to the cafeteria, if eating breakfast at school
- report to the exterior vestibule/portable entrance, if breakfast is eaten at home
  - 7:45 – 8:00am - students will sit a safe distance away from their classmates until the 8:00am bell
  - 8:00 – 8:15am – students will be greeted by their teacher and enter their classroom/portable

Students will not be marked tardy while we are refining reopening procedures.

After 8:15am, once procedures are refined, parents will need to park their car, walk their child to the single point entry and check them in with the receptionist. The child will be marked tardy by the office staff.
Breakfast
Staff Lead: Debbie Colavita & Theresa Sheaffer

- 7:45 – 8:15am
  - 7:45 – 8:10am - Served and consumed in the cafeteria
  - 8:10 – 8:15am - Served in café, consumed in classroom

Barcode cards will now be used for all cafeteria purchases.

All students will receive a laminated card with a barcode that will be attached to their backpack by their classroom teacher on the first day of school. (Modifications will be made on the first day of school to support this procedure.)

Time will be spent during the first two weeks of school to teach students these procedures. Students will not be marked tardy while school-wide arrival procedures are being taught.

Students will:

- report directly to the cafeteria wearing a face mask
- sit in a safe space and wait for a designated spot to open before entering the serving line
- follow the social distance stickers and checkout at the cashier’s station by showing the barcode card attached to the backpack
- find a safe, numbered space in the section designated for their grade level, remove their mask, and enjoy their breakfast
- follow CHAMPS expectations
- put face mask on, throw away trash, clean their space and report to their classroom
Campus CDC Compliance

Staff Lead: All Staff

All locations on campus will be arranged to maximize space and provide safe distancing.

All areas on campus will have supplies to maintain frequent cycles of disinfecting throughout the school day. Staff and students will be trained on appropriate techniques for disinfecting.

Signs will be displayed throughout campus to remind all stakeholders to stay to the right and follow CDC guidelines during transitions.

Students will:

- wear a face mask
- use student barrier
- only use their personal school supplies and insulated water bottle
- stay on the right-hand side of the hallway/sidewalk
- maintain safe distancing on campus and during transitions
- actively participate in disinfecting and cleaning routines

Please note: Water fountains have been turned off, students may refill their insulated water bottle using a designated spout in classrooms/portables and/or the water bottle filler water fountain.
Clinic
Staff Lead: Kelly Cockrill & Maureen McCarron, RN, BSN
Staff will call the clinic prior to sending a student for care to limit traffic and avoid overcrowding the clinic. When needed, support staff will assist with transitions to the clinic.
Students who show symptoms of concern will be isolated in the clinic and parents will be contacted for immediate pickup.
All district reporting protocols will be followed.

Students will:
- report signs of illness to parents/teacher
- stay home when not feeling well
- report directly to the clinic when dismissed from their classroom

Parents will:
- keep child home if complaints of illness are shared or noticed
- keep all contact information current in the Parent Portal
- report to school within 30 minutes when contacted by the clinic
- work proactively with friends and family to create a “plan b” when unavailable for immediate pickup

Communication
At this time, the following methods will be used to maintain home to school communication:
- Email & District Approved Text Applications [Remind, Community Engagement Texts]
- Telephone
- Green Folder
- Student Agenda Books (grades 2-5)
- Meetings will require an appointment and may be conducted remotely
- Garden Website & Facebook Page
**Dismissal**

Staff Lead: All Staff

**NEW PROCEDURES WILL BE FOLLOWED FOR DISMISSAL.**

Please read ALL dismissal procedures as your dismissal choice may change throughout the school year.

ALL parents should download the School Dismissal Manager App as this will be the primary tool used for dismissal.

We will begin using SDM for dismissal on the first day of school, August 31, 2020. Before we convert to this new system, an email will be sent to all families who have an updated email address on the Parent Portal, directly from SDM. The email from SDM will contain important instructions and your personal login credentials. Once you receive your credentials, please use them to log into the new system so that you can begin to familiarize yourself with the SDM App and set up your child’s default dismissal and routine.

Parents will have the ability to make changes to the mode of their child’s dismissal using the SDM App no later than 2:15pm each day.

**Bus**

Bus pick up and drop off times are determined by the Transportation Department and are available on the [SCS website](https://www.scs.edu). All students who ride a bus for dismissal will have a colored tag attached to their backpack, on the first day of school, to help us ensure students board the correct bus each afternoon.

Our bus color designations for the 20-21 school year are as follows:

<table>
<thead>
<tr>
<th>Bus</th>
<th>1502</th>
<th>1608</th>
<th>1611</th>
<th>1623</th>
<th>1903</th>
<th>Boys &amp; Girls Club 1710 &amp; 1602</th>
<th>Academy</th>
<th>Salvation Army</th>
<th>St. Marks</th>
<th>YMCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>White</td>
<td>Red</td>
<td>Purple</td>
<td>Brown</td>
<td>Blue</td>
<td>Green</td>
<td>Orange</td>
<td>Lime Green</td>
<td>Lt. Blue</td>
<td>Pink</td>
</tr>
</tbody>
</table>
The School Dismissal Manager App will alert staff when busses arrive on campus.

**Students will:**
- exit their classroom wearing a face mask
- follow CHAMPS hallway expectations
- maintain safe social distancing, at all times
- report to front office to exit the building and board their bus

**Car Riders**

Adults must remain in their vehicle, use the SDM App and display their Garden Elementary car tag.

Car tags are required for all vehicles. If you do not have a car tag, you will be asked to park your car and the SRO will assist with verifying identification, verifying authorization for pick up and will provide you with a car tag for future use.

We will begin our dismissal for car riders at 2:30pm to start the school year. As procedures become refined in the car loop, we will move closer to our official 3:00pm dismissal time. We will maintain communication with all families as adjustments are made to dismissal procedures.

**Parents/Guardians will:**
- remain in the vehicle, at all times; if support is needed, park in the over flow parking lot and call the office @ 941-486-2110
- follow the check-in procedures using the SDM App
- hang your Garden Elementary Car Tag on the rear-view mirror
- proceed through the loop @ 5mph to an opening in the gate, under the covered walkway, in the car loop

The School Dismissal Manager App will alert staff after you have successfully checked in on campus. Your child will then depart from their classroom and head to the car loop.
Students will:

- exit their classroom wearing a face mask
- follow CHAMPS hallway expectations
- maintain safe social distancing, at all times
- report to front office to exit the building and enter their parent/guardian’s vehicle

Walkers, Bike Riders and After Care

3:00pm (official school dismissal time)

Students will:

- exit their classroom at the 3:00pm dismissal bell wearing a face mask
- follow CHAMPS hallway expectations
- maintain safe social distancing, at all times
- exit the campus using the back gate (walkers, bike riders)
- report directly to the cafeteria (after care)

**Bike riders will not be permitted to depart from campus on a bike unless they are wearing a helmet.

Lunch

Staff Lead: Emilie Webb & Marty Blair

- 10:30 am – 1:20pm

Barcodes will be used for all purchases in the cafeteria.

All students will be provided with a unique barcode card on a lanyard which will be given to them by their classroom teacher daily, prior to reporting to the cafeteria for lunch.

Cafeteria tables and seats will be numbered to identify seating spaces in the cafeteria, to support safe distancing.

Teachers will create a seating chart prior to reporting to the cafeteria on the first day of school. Seating charts may be revised by teacher, as needed.
Students will wash their hands and be encouraged to use the bathroom prior to reporting to the cafeteria.

**Students will:**

- report to the cafeteria with barriers, barcode lanyards, wearing a face mask
- sit in the numbered seat that has been assigned to support safe distancing
- set barrier up on table
- follow CHAMPS expectations
- wear a face mask when not eating or drinking

  o if lunch is packed from home:
    - remove face mask and enjoy your lunch
    - put face mask on when finished

  o if lunch is being provided by school:
    - wear a face mask
    - wait in numbered seat for safe space to become available before entering the line to get a school lunch
    - follow social distancing stickers to proceed through the lunch line
    - checkout at the cashier’s station by displaying the barcode on lanyard and stating their first and last name
    - return to numbered seat
    - place tray inside barrier
    - remove face mask and enjoy your lunch
    - put face mask on when finished eating

- students will wait for direction to throw away trash, clean their space and wait for their teacher for dismissal
- classes will exit the cafeteria in single lines using one of the two exit options (sidewalk exit or playground exit)
**Playground/Recess**

Staff Lead: All Instructional Staff

At this time, all playground equipment is closed. Scheduled playground/recess times will be utilized to ensure compliance with CDC guidelines.

**Students will:**

- transition with a face mask to the designated area
- engage in activities that promote fun, safety and social distancing

**Transitions**

Staff Lead: All Staff

When students arrive on campus, they are to wear their face mask and report directly to their destination.

Signs will be displayed throughout campus to remind all stakeholders to stay to the right and follow CDC guidelines during transitions.

**Students will:**

- wear a face mask
- use student barrier
- stay on the right-hand side of the hallway/sidewalk
- maintain safe distancing