

Tuttle Elementary Reopening Plan 2020 Family Handbook

"Coming together is a beginning, staying together is progress,
and working together is success." – Henry Ford



The Tuttle Re-Opening Plan was developed in accordance with the guidelines outlined in the Sarasota County Schools Re-Opening Plan, approved by the state of Florida on July 28, 2020.

It is a collaborative effort to ensure our students, staff, and families return to school safely and remain healthy.

Arrival

- Upon entering school grounds, all adults and students not in vehicles will be expected to wear face coverings.
- Before Care will be available 6:35am-7:30am for a minimal fee. Students are not permitted on campus before 7:30am unsupervised.
- Families dropping off students using the car loop will remain in their vehicles. Those dropping in the family lot will walk students to the sidewalk but remain in the lot. Families needing to walk students to school will adhere to social distancing and not cross the designated “Staff & Student Access Only” areas.
- Student Safety Patrols will be available to help walk younger students to class or breakfast.
- Students eating breakfast will follow social distance seating arrangements in the cafeteria. Timers will be set to allow for an ongoing flow of students to sit for breakfast.
- Students arriving before 8:00 am will report to designated areas on campus to socially distance and await entry into classrooms.
- At 8:00 am all students will report to classrooms unless breakfast is needed.

Attendance

- Students arriving late to school will need to report to the front office for a late pass, adhering to the social distance markers.
 - A staff member will be out front to escort students to the office until 9am. Parents remain in their vehicle.
 - The first week of school, students will be directed to go right to class. Tardies will not be marked the first week.

- Remote Students are expected to log-in on time every day. Those attending late will be marked tardy. (Flexibility the first week)

Beginning of the Year Drive Thru items

- Families will be able to drive through the car loop on the following dates to pick up necessary items such as uniforms, dismissal tags, paperwork/computers for remote learners or drop off supplies for the teacher.
 - August 26, 11am-2pm
 - August 26, 4pm-6:30pm
 - August 27, 11am-2pm
 - August 27, 4pm-6:30pm
 - August 28, 11am-2pm

Breakfast

- Students may report to the cafeteria for breakfast starting at 7:30am. Breakfast will be served until 8:05am.
- Seating will be arranged two students per table facing forward, 6ft apart with time limits to keep seats available.
- Breakfast items will be Grab & Go style to allow for expedited access and avoid line back-ups.
- Students will use their scan card to avoid touching the pin pad.
- If a student presents COVID-like symptoms,

Classroom

- Students and staff will wear face coverings at all times while in the classroom.
- Hand Sanitizer will be available in all classrooms.

- Teachers will remove extraneous furnishings to provide space for distancing.
- District-provided desk shields will be utilized in each classroom. Students will clean their individual desk shields.
- Each student will have his/her own individual classroom supplies that will not be shared.

Clinic/Health Room

- The front area of the clinic will be designated as the Well Area to be used for students needing medication, attending to cuts/scrapes or students feeling ill without a fever.
- The school nurse will have a designated isolation area in the event that a child or a staff member comes to school and presents COVID-19 symptoms. Parents will be contacted to pick ill students up immediately.
- Contact tracing will be used to identify students or staff members who may need to self-quarantine for 14 days. Students will transition to concurrent remote learning during the self-quarantine period using the Blackboard platform.

Communication

- School communication will occur weekly using the parent link portal. Communications will be sent via a phone voice call, email, text, SCS app, and Facebook.
- The school marquee will share important information and contacts.
- Teachers may use Class Dojo and Blackboard to communicate with families.
- Health and Safety signage will be posted throughout campus.

Dismissal

- Face coverings must be worn by all students and staff while on campus or school transportation.
- If a student needs to be picked up before the end of the school day, the parent will call the office at (941) 361-6433 and the student will be walked to the vehicle. Parents remain in their vehicle. Early dismissals will **NOT** be permitted after 2:30 pm.
- Car Loop
 - K/1 Dismiss at 2:50 and wait in front covered area socially distanced.
 - Students in grades 2-5 will dismiss at 3:00.
 - K/1 traffic will flow through North lane.
 - Families of 2nd-5th grade students arriving before 3:00 will be directed to wait in the middle lane.
- Gate Pick-Up
 - All grades dismiss at 3:00.
 - Parents will wait at socially distanced markers along the southwest sidewalk. A staff member(s) will acquire the tags.
- Walkers/Bike Riders
 - All grades dismiss at 3:00. (hold Tuttle walkway along office hall until 3:05.)
 - Face coverings are worn until off campus.
- Bus Riders
 - Dismiss at 2:55.
 - Face coverings are worn.

Hallway Traffic

- One-Way traffic patterns will be followed during school hours.
- Students and staff transitioning throughout campus will adhere to social distancing and wear face coverings at all times.

- Staff will monitor transitions and enforce directional and distancing policies.
- Signage will be posted.

Lunch

- Classes will be scheduled in staggered increments to avoid overlap of classes.
- Floor markers will designate socially distanced line placements.
- Students will have bar code cards to avoid using the pin pad.
- There will be less options and more pre-packaged items for efficient movement through the line.
- Hand sanitizer will be available at each checkout line.
- Tables will be facing one-way with two students seated per table to ensure the health and safety of all.
- Cafeteria monitors will wear face coverings.
- Face coverings will not be necessary when eating. When done eating, students will wear their face coverings.
- Students will remain in seats until their teacher arrives.

Recess

- Students will engage in recess time for a minimum of 15 minutes daily.
- At this time, playground equipment is not being used.

- Students may use open outdoor areas to socially distance and engage in activities such as jump rope, yoga, Simon Says, dance party, etc. (any equipment must be cleaned before/after and be limited to individual use).
- If socially distanced, face coverings do not need to be worn outdoors.

Visitors/Volunteers

- Parent Visitors and volunteers are not permitted on campus at this time.
- Parent meetings will be conducted virtually, when possible.
- Parents arriving for required in-person meetings will enter in through the front office. Face coverings and social distancing are required.
- Parents needing early dismissal will be encouraged to call ahead and wait in the car loop. A staff member will walk the student to the car. Early dismissals will **NOT** be permitted after 2:30 pm.

Wellness/PPE/Safety

- 3W's will be followed school-wide
 - Wear a Face Covering
 - Watch Your Distancing
 - Wash Your Hands
- Per district policy, all students and staff are required to wear a face covering on campus and school transportation.
- Face covering designs will align with the dress code policy stated in the Parent Student Handbook.
- Cleaning supplies include hand sanitizer and the district-approved Alpha spray located in each classroom and work space.
- Signage has been posted throughout campus to provide guidance on hand washing, wearing of face coverings, and social distancing.

- Water fountains are not to be used. Water bottle filling stations are located in the cafeteria and PE area. Students are encouraged to bring their own water bottle to fill.
- Staff, teachers, custodial and support staff will clean frequently touched surfaces throughout the day per district defined protocols.
- School functions will be held virtually until further notice (this includes Meet Your Teacher, conferences, etc.)
- Each student will receive his/her own desk shield. Extras have been ordered for Special Area classrooms.

It is our commitment to the staff, students, and families at Tuttle to provide a healthy, safe learning environment where all can thrive in the education of our future.