

Merriam Cherry Street Elementary Student Handbook

2020-2021



Bryan Long, Principal

Michele Thompson, Assistant Administrator

Contact Information

Merriam Cherry Street Elementary

1125 Cherry Street, Panama City, FL 32405

Office: 850-767-1480

Fax: 850-747-5499

Website: <http://www.bayschools.com/mcse>

Twitter: @mcherryst #mcsbelieves

Facebook: @MerriamCherryStreetElementarySchool

Cafeteria: 850-872-4724

Bay BASE: 850-767-1490

Bay District Schools 850-767-4100

Bay District Schools Transportation Department: 850-767-4494

Important Times

Morning Supervision Begins 7:05

Morning Bell 7:22

Tardy Bell 7:30

Dismissal Time: Dismissal Bell 2:00

Merriam Cherry Street Schoolwide Expectations

Prepared: I am ready to learn.

Respectful: I am polite and kind.

Independent: I keep my hands, feet, and objects to myself.

Dependable: I listen and follow directions.

Engaged: I work hard on the task at hand.

Attendance

Students are expected to be in school, to be on time, and to stay all day unless prohibited by illness or other serious crisis. Florida Law 232.01F.S requires children ages 6-16 to be in regular attendance in school and holds parent accountable for meeting this requirement (232.09F.S.S). Your child is in jeopardy of violating these statutes as indicated below:

- 5 or more absences (excused or unexcused) in a month
- 10 or more absences (excused or unexcused) in the past 90 days, Enforcement of school attendance 232.17F.S. School Board Policy 7.10r; 7.10S
- 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01F.S

An absence is defined as being more than 5 minutes tardy, leaving more than 15 minutes early, or missing more than a half of a day of school or class period. Criteria for approved absences as stated by the School Board include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are required to justify each absence of the student within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

- Notification to AFDC: we are required to notify the AFDC office when recipients of the AFDC are not attending school regularly. This could result in a reduction of benefits.
- Court action for truancy.

Protecting Instructional Time

We want the very best educational experience for your child. In order to ensure the best learning environment possible, it is crucial that we protect our instructional time and keep classroom interruptions to a minimum.

*****The following procedures and policies are temporarily suspended due to Covid-19 restrictions**

Please refer to the Covid-19 Addendum included at the end of this document.

- ~~If you would like to visit your child's classroom, you must provide a 24 hour notice to the teacher.~~
- ~~All parents coming on campus for any reason must show ID and sign in with office staff.~~
- We will not transfer calls to teachers during instructional time. We can take a message, email teachers, and you can expect a call back after school hours.
- Conferences must be scheduled an advance **All meetings will be held virtually at this time.**
- If you have a change in the way your child goes home, the change needs to come in writing and delivered to the teacher first thing in the morning.
- **If there is AN EMERGENCY and you need to call to change how your child goes home, you must call the office prior to 1:15 to ensure that we can get the message to the teacher.**
- ~~If you drop something off for your child (forms, money, etc.), we will email the teacher to notify the student to minimize instructional interruptions.~~

Student Arrival and Dismissal Policy

*****Please refer to the Covid-19 Addendum included in this document**

The safety of your child is our top priority. Student drop off and pick up is **PROHIBITED** in the parking lots and the bus loop in **all** circumstances. This will be strictly enforced. You must use the car loop for parent drop off and pick up. Morning supervision begins at 7:05. You may not drop your child off prior to that time. ~~If you would like to walk your child to the front office for drop off, you must park in one of the parking spaces on Cherry Street and walk your child all the way up to the front office gate. You must show ID and sign in with office staff to proceed on campus and walking students to class is not allowed without prior approval after "Independence Day" in the fall.~~

The parking lots on the Harris Avenue side of the school are reserved for faculty and staff only ~~unless we are holding an evening event. During dismissal, the red benches in the front of the school are reserved for Kindergarten “walkers” and their parents who are meeting them to walk home. Any other parents of “walkers” are welcome to wait at the crossing guard corners or at the “walker gate” where the bike rack is located. This is the gate the children walk out of, please ask if you have any questions. Your compliance with this policy is critical to ensure the safety of your child.~~

Checking Out Students

*****Please refer to the Covid-19 Addendum included in this document**

Students will be called once a parent arrives. We cannot call a child out of class prior to that time. Please understand that it will take time for students to get to the office depending on your arrival time and their location at that time, so please allow for plenty of time when checking out. **You must arrive by 1:15 to check your child out of school** as to not interrupt the buses and regular dismissal procedures of the other students.

Bus Stops

*****Please refer to the Covid-19 Addendum included in this document**

The Bay District School Board provides buses and drivers for the transportation of students. Bus stops and routes are set by the School Board Transportation Department and not by the bus drivers or the school. Students must board and exit the bus at their designated stop according to the student address in FOCUS. Students must ride their assigned bus at all times without exception. Please discuss the following with your child:

1. Arrive to the bus stop five minutes before the bus time.
2. **Please observe social distancing guidelines.**
3. **Masks or facial coverings should be worn on the bus. ***Please refer to the Covid-19 Addendum included in this document for more specific information**
4. Stand off the side of the roadway while awaiting the bus.
5. Obey instructions of the bus driver at all times.

If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-1480 or transportation at 767-4494.

Bus Discipline Codes:

BUS DISCIPLINE CODES				
School bus drivers will provide an initial warning to all students. Upon reoccurrence, the bus driver will contact individual parents to inform them of the problem behavior(s) and seek support. Subsequent bus infractions will result in a referral.				
Minor Bus Infractions	<ul style="list-style-type: none"> -Eating/Drinking on bus -Failure to wear seat belt -Loading or unloading on unassigned bus or bus stop -Not in assigned seat -Out of seat without permission while bus is in motion -Talking while lights are on at railroad crossing 	N	LOCAL	<ol style="list-style-type: none"> 1. Parent notification, Loss of Privileges 2. Parent conference, 1-3 days detention/I.S.S. 3. 3-5 days Detention/I.S.S. and/or Bus Meeting
Major Bus Infractions	<ul style="list-style-type: none"> -Putting belongings or any part of the body outside of the bus window while the bus is in motion -Throwing objects in/out of the bus. 	N	LOCAL	<ol style="list-style-type: none"> 1. Loss of Privileges and/or 1-3 days Detention/I.S.S./Bus Suspension 2. Bus Meeting and/or 3-5 days Bus Suspension/I.S.S. OR 3-5 days O.S.S. 3. Bus Meeting and/or 5-10 days Bus Suspension/I.S.S. OR 3-5 days O.S.S. <p style="font-size: small; margin-top: 5px;">*If a student violates the Bus Suspension assigned, administration may convert the Bus Suspension to days of I.S.S.</p>

Car Riders and Walkers

***Please refer to the Covid-19 Addendum included in this document

Please observe social distancing guidelines. Masks or facial coverings are required when social distancing is not possible.

Students who ride with their parents are expected to report to school no earlier than 7:05 each morning and go directly to the cafeteria for breakfast or to their designated holding area. Students are expected to leave campus when they are dismissed. **We ask that you stay in your vehicle during drop off and pick up. MCS staff will help your student exit and enter the vehicles. Walkers/bike riders must walk off campus immediately upon dismissal.** If you do not trust your child to walk home alone, they must be listed as a “car rider” or “bus rider.” Bikes may be ridden off campus and walked on campus to be locked (with student lock) on the bike rack. M. Cherry Street is not responsible for any bicycles on campus, with or without locks. Skateboards, hoverboards, ripsticks, longboards, etc. are not allowed to be ridden on campus. Shoes with wheels are not allowed on campus.

School Visitation Policy

*****DUE TO COVID-19, no visitors will be allowed on campus. Please refer to the Covid-19 Addendum included in this document.**

~~We welcome parents and visitors on our campus! In order to promote campus safety, all visitors and parents are required to report to the front office to present ID and receive a visitor's badge prior to reporting to any location on campus. You must have one of the following forms of ID to be scanned through the RAPTOR system in the office:~~

- ~~1. A state-issued driver's license or ID card (all 50 states)~~
- ~~2. A US Military ID card~~
- ~~3. A consular ID card issued by the government of Mexico~~
- ~~4. A US Permanent Resident card.~~

~~Any other form of ID, including passports, must be screened by the District's Safety and Security Office. An appointment should be made with Mike Jones's office at 767-4127. The Safety and Security Office will issue a letter to present to the school upon arrival.~~

Pets

No pets are permitted on campus unless they are certified service animals.

Illness of Students at School

*****Please refer to the Covid-19 Addendum included in this document**

It is extremely important that we have a phone number where you can be reached in case of illness of your child. Please log on to Parent Portal if/when you need to update emergency information. We appreciate having the name of a neighbor or family member who can pick up your child when you cannot. **As names and numbers change, please keep this information up-to-date. The website for Parent Portal can be found at www.bay.k12.fl.us**

Medication

Medication, including over-the-counter medications, may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by the parent and the doctor. You may obtain this form from the front office. For safety reasons, no medications are allowed on the bus.

School Food Services

Breakfast and lunch are served daily in the cafeteria. **All students will receive free breakfast and lunch during the 2020-2021 school year.** Breakfast is served 7:05-7:30 each morning and lunch is served 10:25-1:00. Please ask your child's teacher or the front office for your child's lunch time.

Guidance

The school guidance counselor is available to answer questions about the programs at the school, review your child's progress, interpret standardized test scores, discuss special programs, or meet with you about other concerns regarding your child. Parent-teacher conferences can also be arranged through the guidance office. You can reach Malorie Bunk, our guidance counselor, at 767-1492.

Textbooks and Media/Technology Material

Textbooks, library books, and other school materials are loaned to students by the Bay District School Board. If these articles are lost or damaged, students will be required to pay for them.

Care of School and Personal Property

Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willingly destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are cautioned not to bring large amounts of money, radios, iPods, tablets, cell phones, cameras, or other valuable items to school. The school is not liable for damage to electronics. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. Students should not leave money or other valuables in a desk. We are not responsible for any damaged or lost items.

Religious Expression Bill (SB 436)

Students in Florida's public schools cannot be punished for including religious materials in their coursework, nor can they be prohibited from praying at school during non-course time. SB 436 further states that school employees may also participate voluntarily in religious activities that are initiated by students before or after the school day.

Field Trips

*****DUE TO COVID-19, THERE ARE NO FIELD TRIPS PLANNED AT THIS TIME.**

*****Please refer to the Covid-19 Addendum included in this document**

~~Field trips may be arranged by the teacher. In order for children to participate, permission slips, **including a notarized medical authorization form**, must be completed and returned to the child's teacher by the deadline on the form. **Any students who had been issued a discipline referral (major or minor) may be excluded from field trips for safety reasons.** Chaperones must have an approved application on file. For any field trip in which chaperones will drive or be otherwise responsible for students, a background check and fingerprinting must be on file with the Bay District School Safety and Security Office. **No money will be refunded for school field trips should the child not be able to attend.**~~

PTO

The Parent Teacher Organization plays an important role in the life of Cherry Street. Our fund-raising projects bring together parents, students, teachers, and community supporters, for fun and fellowship. The money that is raised by the PTO goes right back into the school.

School Volunteers

*****Please refer to the Covid-19 Addendum included in this document**

Although we cannot have volunteers on our campus at this time due to Covid-19, our hope is that this is a temporary restrictive measure. Volunteering contributes to the quality education of our students and is also a rewarding experience! If you would like to volunteer at our school, please complete and submit a volunteer application for a background check to the front office. A new application must be completed each school year.

BDS Academic Grading Scale

Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at www.bay.k12.fl.us

A	90-100 Outstanding Progress	
B	80-89 Above Average Progress	S Satisfactory
C	70-79 Average Progress	N Needs Improvement
D	60-69 Lowest Acceptable Progress	U Unsatisfactory
F	0-59 Failing	

Individual Grading Plans for each grade level that adhere to the BDS APP (Assessment Principles and Practices) Policy will be provided by your child's teachers. This policy is also available on the BDS Website www.bay.k12.fl.us.

BDS Non-Discrimination Statement

Current Board Policy 2.111

No person shall on the basis of race, color, religion, sex, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board.

2020-2021 Temporary Dress Code Policy

STUDENT UNIFORM AND GROOMING 7.209

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress. The following is the dress code for grades K-12 except students at Margaret K. Lewis, New Horizons Learning Center, and Tom P. Haney Technical Center. The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. ~~Exceptions may be made by the principal for field trips or other special activities:~~

*****Please refer to the Covid-19 Addendum included in this document**

Beginning August 11, 2020, students are required to wear an appropriate face mask/cloth face covering that best meets their individual needs as provided by their parent/guardian. See addendum for further information.

TEMPORARY DRESS CODE

7.2095

For the 2020-2021 School Year Only

We know that Hurricane Michael [and the pandemic](#) have presented many challenges to our families, so we are making some **temporary revisions** to the existing dress code. In order to maintain an atmosphere conducive to learning, the Bay District School Board expects all students to follow the policy and make smart choices about personal appearance. We hope these **temporary revisions** will help our parents and students make appropriate choices for school clothing.

Students should avoid attire that seriously distracts from the learning environment, is considered to be disruptive or could present a health or safety problem.

Cloth Face Coverings:

- [Cloth face coverings may be worn by students during a pandemic. Coverings must not impose a disruption to the school environment \(i.e. no inappropriate language, logos, graphics, etc.](#)
- [Students will assume full responsibility for their own personal cloth face covering.](#)

Tops:

- T-shirts and shirts of any color
- Must be appropriately fitted with sleeves
- Must be unaltered; covering underarms and waist
- No inappropriate language, graphics or logos

Bottoms:

- Bottoms of any color
- Bottoms must be appropriately fitted and seated at the waist.
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up
- Dresses with sleeves (underarm must be covered)
- Fitness pants such as leggings, Yoga pants, sweatpants, exercise tights, etc. must be covered with a top that reaches fingertip length when arms are at sides

Sweaters/Sweatshirts/Hoodies:

- Must be appropriately fitted
- Hood may not be worn indoors

Shoes:

- Closed toes and closed backs preferred
- No bedroom shoes, flip-flops, shower shoes, or beach footwear

Other:

- Scarves must be worn appropriately around the neck or shoulders ([as accessory ~~item~~-only; no bandanas](#)).
- [Bandanas will only be permitted if worn as a cloth face covering during a pandemic.](#)
- No head wear except sunglasses. Hats or other sun protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack.
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- No bedroom clothes.
- Earbuds - In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to **single earbud use** while on campus, at school-sponsored events and on school-sponsored transportation.

Student Discipline

Merriam Cherry Street Elementary School is a Positive Behavior Intervention and Support (PBIS) School, which assists schools in increasing academic performance, increasing safety, decreasing problem behaviors, and establishing positive school cultures. Individual PBIS plans are developed by each teacher at MCS to ensure consistent rules, structure, routines, procedures, boundaries, and firm consequences are utilized across our campus. We have PBIS recognitions each month and at the end of each grading period in addition to other incentives for positive behavior.

It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds. Merriam Cherry Street utilizes the BDS Discipline Matrix in decision-making regarding student discipline. Students and their parents or guardians will be financially responsible for any damage to school property. **Remember, our ultimate goal is the best learning environment possible for all students.**

Bullying

Expectations of Bay District School Board in regard to bullying (Policy 7.207):

It is the policy of the School Board of Bay County, Florida (the “District” or “School Board”) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, bullying, and dating violence and abuse of any kind. The District will not tolerate bullying, harassment, or teen dating violence and abuse of any type. Conduct that constitutes bullying, harassment, or teen dating violence and abuse as defined herein, is prohibited, including discrimination on the basis of race, color, national origin, sex and disability.

Details of the policy can be found at www.bay.k12.fl.us

Fortify Florida

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of

Education and Florida Department of Law Enforcement coordinated its development and roll-out. The app is available in the Apple Store and on Google Play. Please visit <http://www.getfortifyfl.com> for any additional information.

Student Participation in the Pledge of Allegiance

Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) the Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include: When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.

Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

The Pledge of Allegiance is defined:

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart. The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.

****If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.**

Request to Transfer

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiated the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teachers and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's website www.bay.k12.fl.us , and at the Superintendent's office at 1311 Balboa Avenue.

Policies, procedures and information outlined in the Student Handbook may be subject to change at the Principal's discretion based upon updates and requirements dictated by federal, state, and local officials during the Pandemic.

Reopening Bay District Schools: Considerations for a Safe Return to School in Fall 2020



**Publication Date: July 16, 2020
Superintendent William V. Husfelt III**



WILLIAM V. HUSFELT III
SUPERINTENDENT

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Board Members:

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District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

July 9, 2020

Dear Parents, Guardians, BDS Employees, School Board Members and Community Members:

Thank you for your support and for the myriad of ways in which you have helped our children since the pandemic prompted the closure of our schools in March. So many people in our community have become heroes for our children and I am grateful to each and every one of you.

Despite all of our hard work, our prayers, our research and our determination, we find ourselves still in uncharted waters with no clear path and more questions than we have answers. This pandemic is another scary situation we must all face together.

But, as we all already know, schools are the foundation of a community and schools are critical support systems for many of our students who have come to rely upon us for everything from food to clothing to counseling in addition to the academics we have always provided. With that in mind, we put together a task force of community members and experts in May so they could begin guiding our reopening plans. Those task force members (who included students, parents, medical experts, teachers, support employees, administrators and community members) worked alongside our district staff to prepare our guidance and recommendations for the reopening of school when deemed appropriate by state leaders.

On Monday, July 6, 2020, the Florida Commissioner of Education signed the Florida Department of Education Emergency Order No. 2020-E0-06 which directs schools to reopen in August for full-time instruction and attendance. On July 7th, our district team presented our ideas and research-based best practices to the School Board for their discussion. Those materials can be found online on our reopening website link at <http://www.bay.k12.fl.us/school-reopening>

While no one has all of the answers right now, and the questions seem to change by the hour, difficult decisions lay ahead for all of us. I want you to know that the safety of our students and staff remains our priority. We have worked diligently with both of our trusted healthcare partners in the development of our suggested

protocols and procedures and we've aligned ourselves closely with the latest research, suggestions, guidance and policies.

There is no "one size fits all" answer in a situation like this, but we hope that you can find an appropriate option for your child and your specific situation. The options available for enrollment and the detailed descriptions of our plans, practices and procedures will enable you to find some comfort moving forward.

I expect that, to some degree, our plan will become fluid as we adapt to the latest guidance and protocols put forward by the state and federal experts. Nothing is more important to us than the safety of our staff and students and so we will continue to research, to ask questions and to determine the best courses of action moving forward.

Thank you for your continued trust and support in these challenging times. We have been through a lot together in Bay County since Hurricane Michael and I am confident that we can find our way through this pandemic together as well. Please know that we are determined to offer you options, support, transparent communication and our continued commitment to excellence for all students.

I believe that Bay County stands together for our children and that we are all prepared to support each other to do what's right and best for our students and our families.

We value your input and feedback as educational partners and we never take for granted the trust you place in us. Please know that we are just a phone call, or an email, away when you have questions and we will endeavor to be as responsive as we can in the days and weeks ahead.

Sincerely,



William Husfelt
Superintendent

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Overview

On Monday, July 6, 2020, the Florida Commissioner of Education signed the Florida Department of Education Emergency Order No. 2020-E0-06. Pursuant to this Order, Bay District Schools (BDS), in partnership with a stakeholder task force and the Department of Health-Bay County, has developed this guidance to support the full reopening of school facilities and to ensure continuity of instruction during the COVID-19 pandemic. Equitable access to education that meets the needs of our students, staff, parents, and community is a critical component of Bay County's continued recovery and reopening.

The district has an enhanced focus on the health and safety of students and staff as a result of the unique situations faced due to COVID-19 pandemic. Schools will continue to evaluate systems, policies, and protocols as communities and schools are impacted. These are unprecedented times, and unprecedented measures are being taken to provide a full array of services in safe environments. The district will continue to work with state and local health department officials to assess and implement the necessary health and safety measures required to prevent disease spread.

The Centers for Disease Control and Prevention (CDC) provides considerations for schools, in part that states, *"Schools can determine, in collaboration with state and local health officials to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community."*

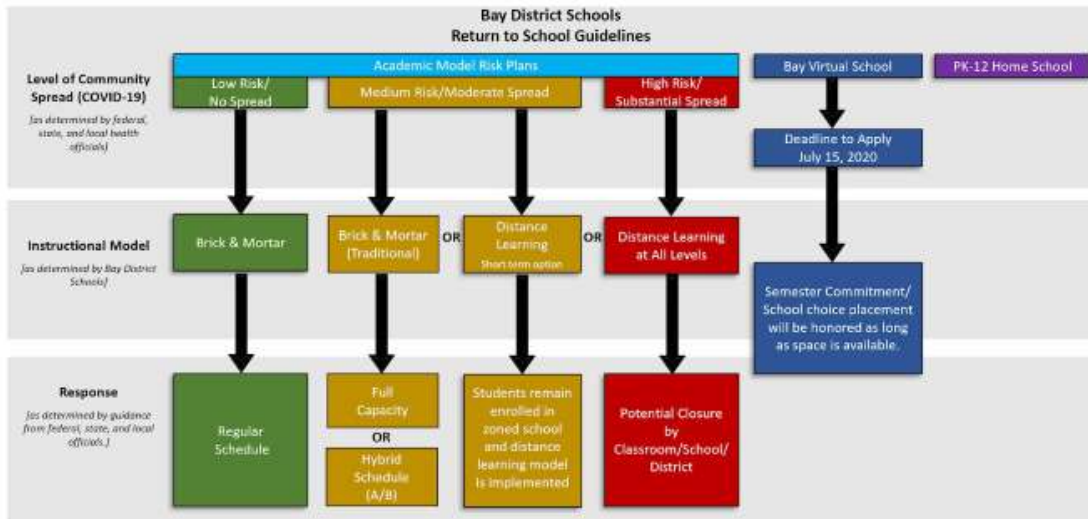
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

BDS, in collaboration with a stakeholder task force and our school health program partners, has developed this guidance to support the full reopening of school facilities based on the most current information available. This resource is intended to inform decisions and to support actions, policies, procedures, and protocols that are made in the best interest of our students, families, staff and community.

This guidance is subject to change according to information provided by federal, state and local officials, access to resources and materials, and/or fluidity of the COVID-19 Pandemic. The School Board hereby leaves to the Superintendent's discretion the ability to adjust this document as may be required by local, state and federal guidance or requirements, or as dictated by present circumstances, without School Board approval.



Academic Options





General Communication

District

- Bay District Schools will continue to prioritize the safety and wellness of all students.
- Human Resources will send a daily email to employees reminding them about the importance of staying home when sick.
- The Office of Communications will send weekly and monthly alerts to families reminding them about COVID-19 symptoms and encouraging them to keep students home if they are sick.

District and Schools

- Continue to communicate and educate on topics including but not limited to signs and symptoms of COVID-19, avoiding contracting COVID-19, social distancing, healthy hygiene practices, handwashing, social distancing with staff, students and families.

Schools

- Continue to use ITV, morning announcements, and morning meeting time to deliver and instruct on these topics.
- Share district-approved resources and updates/revisions provided by the district office using:
 - Available school staff including Health Professionals, Parent Liaisons, Social Workers, Counselors.
 - Communication platforms to relay this information to students, parents and families.
- Display district-provided visual aides regarding handwashing, social distancing, etc.



Face Masks and Cloth Face Coverings

Bay District Schools will follow the current CDC guidelines which recommends the use of face masks/cloth face coverings for individuals **when social distancing is not possible**.

When social distancing is possible, Bay District Schools permits the removal of face masks/cloth face coverings.

Employees are asked to select and wear an appropriate face mask/cloth face covering that best meets their individual needs.

- In the event that an employee is in need of a face mask/cloth face covering that has been forgotten, lost, or damaged, the district will provide one.
- Employees with a medical exemption for wearing a face mask/cloth face covering, or for whom face mask/cloth face wearing is not recommended, should provide documentation to the school principal. Documentation can be in the form of a note/letter from a licensed medical professional or special services therapist/provider who treats the individual.

Students are required to wear an appropriate face mask/cloth face covering that best meets their individual needs as provided by their parent/guardian.

- Students who struggle with this requirement will be provided additional help and support.
- Flexibility will be shown for students in pre-kindergarten through second grade.
- In the event that a student is in need of a face mask/cloth face covering that has been forgotten, lost or damaged, the district will provide one.
- Parents/Guardians of students with a medical exemption for wearing a face mask/cloth face covering, or for whom a face mask/cloth face covering is not recommended, should provide documentation to the school principal. Documentation can be in the form of a note/letter from a licensed medical professional or special services therapist/provider who treats the child.

All visitors to our campuses (including parents and staff members) will be required to wear face masks/cloth face coverings upon arrival.

When social distancing is possible, Bay District Schools permits the removal of face masks/cloth face coverings.

Schools will implement mitigation strategies, such as but not limited to those listed below, based on unique space and needs of the school to maximize the amount of space between individuals.

- Removal of non-essential furniture.
- Rearrange areas, where possible, to facilitate social distancing.
- Encourage instructional staff to arrange work areas so that students are not facing each other.
- Re-organize, as much as possible, school arrival, dismissal, cafeteria, and transition procedures to maximum space between individuals.



Mitigation Strategies

Schools will implement the following strategies based on unique space and needs of the school.

School and/or District

- District create and schools post visuals to promote appropriate social distancing, handwashing, etc.
- Assist with the removal of non-essential furniture to maximize space.

Schools

- Do not schedule field trips.
- May allow clubs, extra-curricular activities, assemblies or other activities when proper social distancing can be maintained.
- Prohibit deliveries (flowers, balloons, lunches, etc.) unless previously authorized by administration.
- Reduce student movement around campus.
- Minimize and monitor hallway congestion (i.e. assess locker usage, establish hallway traffic patterns such as one way hallways, clear left or right side travel, etc.).
- Rearrange areas, where possible, to facilitate social distancing.
- Encourage instructional staff to arrange work areas so that students are not facing each other.
- Re-organize, as much as possible, school arrival and dismissal procedures to allow for maximum social distancing.
- Stagger recess times. Upon return to class, students will wash hands or disinfect with hand sanitizer if hand washing is not available. Recess is still required by state statute.
- Adjust cafeteria processes/procedures.
 - Consider alternate eating locations.
 - Consider utilizing outside spaces for eating as weather permits.
 - Assign tables/seats in the cafeteria.
 - Allow only approved faculty/staff and students.
 - No food deliveries unless there is an emergency situation or delivery

has been pre-approved by the school principal.

- Chartwells will pre-package student breakfast and lunch options for grab and go selections.
- Adjust arrival/dismissal procedures
 - Place district-provided hand sanitizer dispensers near entrances of facilities and parent sign-in/sign-out locations.
 - Use both entrance and egress to avoid clustering at single points of entry.
 - Implement and communicate to parents a "stay in car" policy for drop-off and pick-up car lanes.
 - Crowding at the arrival/dismissal gate is to be avoided.
 - Place cones, sidewalk marks or signage to assist with social distancing practices.
 - Stagger dismissal times and bus loading.
 - Reconsider student holding areas.



Campus Visitors

Visitors

- Schools are asked to limit visitors to essential staff only. Essential staff includes, but is not limited to, district staff, district-approved vendors/consultants, personnel providing outside services, members of the BDS Mentoring program, student teachers/observers.
- School and district hold parent/teacher conferences, IEP/504/MTSS meetings, Child Study Team, district meetings, etc. virtually unless absolutely unavoidable (i.e. lack of access).
- On the first day of school, Raptor-cleared parents/guardians may escort students to class if a mask or face covering is worn.
- Principal discretion is allowed for special situations.

Mentors

- Mentors provide essential supplemental supports for students.
- School and district will continue to use the Mentor opt-out consent protocol for student mentors. (Opt-out is not available for Take Stock in Children mentors.)
- Mentors will wear a face mask or a cloth face covering when working with students.
- When placing a mentor, district staff will work with administrators and teachers. Teachers approve mentors who have requested to work in classrooms.



Employees

District

- District staff will provide training resources and materials specific to Covid-19 mitigation and protocols.
- Human Resources will send a daily email to all employees reminding them to do a symptom check and encouraging them to stay home if sick.

Employees

- Will receive training during pre-school in-service on recognizing symptoms and ways to avoid contracting COVID-19.
- Utilize social distancing practices.
- Cover a cough or sneeze with the elbow or a tissue.
- Minimize face-to-face meetings. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and social distance from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions unless it can be accomplished virtually.
- Avoid congregating in work rooms, copier rooms or other areas where people socialize.



General Cleaning and Disinfecting

District

- Operations will provide appropriate disinfecting and cleaning training to employees.
- Operations will provide EPA-registered disposable wipes to employees so that commonly used surfaces (i.e., keyboards, desks, remote controls) can be wiped down before use.

District and Schools

- Schools and Department of Operations will monitor and ensure adequate supplies (i.e., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.

Schools

- School leaders will place district-provided hand sanitizer dispensers in front offices, hallways, and other heavy traffic areas.
- Teachers are asked to assist in the cleaning of frequently touched surfaces in their classrooms or work areas.

Transportation

- Be trained on how to clean and disinfect.
- Sanitize and disinfect after each route.
- Create seating charts to ensure consistent groupings minimizing the number of students in close contact.
- Open windows, when feasible, to ventilate the air.
- Provide hand sanitizer.
- Give special considerations for students who require special transportation and who have special health care needs.

Custodial Staff

- Receive training by district or designee on proper cleaning and disinfecting protocols.
- Follow the manufacturer's instructions for all cleaning and disinfection products (i.e., concentration, application method and contact time, etc.).
- Use all cleaning products according to the directions on the label.
- Use only EPA-approved products for disinfection use against COVID-19 will be used.
- Routinely clean and disinfect "High Touch" surfaces and objects. This may include cleaning objects/surfaces not ordinarily cleaned daily (i.e., door knobs, light switches, classroom sink handles, countertops, water fountains).

Employees

- Disinfect "High Touch" or shared items using appropriate cleaning materials.
- If determined to be age appropriate, students may help disinfect their own personal or shared items/materials (i.e. own books, desks, chairs, shared materials they have used, etc.).
 - Students must be under the supervision of a teacher or adult to ensure safety.
 - Students may NOT disinfect the bathroom, other desks, etc.
 - Disinfecting materials cannot contain bleach.
- Consider establishing processes/procedures for students for entering/exiting the classroom, classroom libraries, shared materials (pens, pencils, textbooks, etc.). Examples include:
 - Students use hand sanitizer upon entering the classroom.
 - Students clean his/her own personal work area and any borrowed materials before the end of class.
 - Quarantine classroom library books that students may have taken home for at least 7 days before it can be checked out again.
 - Establish locations and processes for disinfecting writing utensils students may need to borrow.
 - Assign individual materials (books, manipulatives, etc.).



Protocols for Cases of COVID-19

Planning for Individuals with Symptoms of COVID-19

District

- BDS Student Services will hire a School Health Liaison position to ensure a single point of contact and consistent daily communication with all key stakeholders.
- Questions regarding COVID-19 related issues or concerns are to be directed to the School Health Liaison.

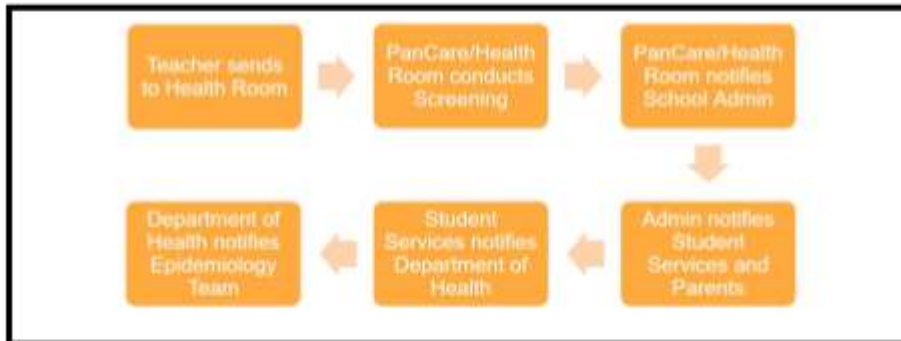
School Health Program Partners

- PanCare will set up health tech outside of the health room to screen/temp check any students who may be symptomatic.

BDS Schools

- School-based staff will keep Health Rooms open for students with daily medication needs or any other medical needs as dictated by their Individual Health Care Plan.
- Each BDS school in partnership with the Department of Health will train at least 3 BDS staff in Level I Med Assistance to cover the health room in the event that PanCare staff respond to symptomatic individuals.
- Each school campus will have an "isolation space," designated by school administration, for students who become symptomatic during the school day.
- School-based custodial staff will clean/disinfect the isolation space after each isolation event.

Responding to Symptomatic Students in Schools



Health Room Screening	
Health Tech for COVID-19 Screening	Health Tech for Health Room
Screens students who present with COVID-19 symptoms.	Maintains Health Room
If a student is determined to have possible COVID-19 symptoms, notifies appropriate school staff and ensures the student is wearing a face mask/cloth face covering.	
Escorts student with possible COVID-19 symptoms to the isolation space and supervises the student in the isolation space.	The Health Room HT moves to the screening table and covers the screening table while the COVID-19 Screening HT is in the isolation room. BDS staff covers the Health Room until the COVID-19 Screening HT can return.
Once the student is picked up, the COVID-19 Screening HT returns to the screening table.	Once the COVID-19 Screening HT returns to the screening table the Health Room HT returns to the Health Room.

Employees and Students

- Employees and students who report to school with symptoms will be sent home in accordance with health guidelines.
- When notified that someone has tested positive for COVID-19, the District School Health Liaison will contact the Department of Health (DOH). DOH will determine if any quarantines or closures are necessary.
- Refer to the Florida Department of Health COVID-19 Exclusion Guidance below.
- FERPA and HIPAA regulations will be followed.
- A return to school/work note from a primary care provider or the Department of Health-Bay County will be required for re-entry of symptomatic individuals and/or positive COVID-19 cases.

Attachment B



Florida Department of Health COVID-19 EXCLUSION GUIDANCE Decision Tree for Symptomatic People in Schools & Child Care Programs

To protect the safety and health of students and staff, school officials will send home, or deny entry, any student, visitor or staff member with **any** symptoms of illness. For symptoms consistent with COVID-19, please reference the exclusion criteria below to determine when individuals may return to the school. **Symptoms of COVID-19 may include but are not limited to:** fever (100.4°F or higher), cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, sneezes, vomiting and diarrhea. (Always check CDC's website for the most updated list of symptoms.)

Individual has been clinically evaluated

Received laboratory test for COVID-19

IF POSITIVE: The local county health department will provide instructions to the person and household contacts about when it is safe to return to work/school.

IF NEGATIVE: Stay home until fever has resolved, other symptoms have improved, AND other two negative tests are received in a row at least 24 hours apart OR 30 days have passed since symptoms first appeared.

Individual has been clinically evaluated

COVID-19 diagnosis without lab test

If at all possible, contact your local county health department or medical provider to get tested. Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.

Siblings and household members also stay home for 14 days.

Individual has been clinically evaluated

Alternative diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth)

Follow provider directions, treatment, and return guidance.

Individual has not been clinically evaluated

If experiencing symptoms of COVID-19

Contact your local county health department or your medical provider to get tested. Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.

Siblings and household members also stay home for 14 days.

Cleaning and Disinfecting After a Confirmed Case of COVID-19

Custodial Staff

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfecting.
- Clean and disinfect all areas (i.e., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- Clean dirty surfaces using soap and water prior to disinfection.
- EPA-approved products should be used for disinfecting.

Temporary Closure After a Confirmed Case of COVID-19

Florida Department of Health - Bay County (DOH-BC), Bay District Schools

If a temporary closure is deemed necessary by the Florida Department of Health - Bay County (DOH-BC), Bay District Schools will:

- Collaborate with DOH-BC.
- Communicate to parents, guardians, families via parent letters, LINK alerts, social media, classroom app notifications, etc.
- Work with the Department of Operations to clean/disinfect site and equipment.
- Collaborate with affected schools to determine any necessary cancellations of athletics/extracurricular activities/after school programs or events.
- Notify FLDOE of confirmed cases and school closures.
- Begin distance learning via the Canvas platform.



ATTENDANCE

Attendance

- Schools will continue to follow current school board policy regarding attendance (School Board Policy 7.105).
- Schools will waive all Perfect Attendance Awards for the 2020-2021 school year.



ACADEMICS

Return to School

BDS will be ready on the first day back with effective strategies to put every student on a fast track by accelerating their exposure to grade-appropriate work. Our current work and academic model encompasses the following tenets:

District

- Collaborate with school leaders to plan an approach to diagnosing students' unfinished learning in that prerequisite content knowledge and those prerequisite skills.
- Train teachers and leaders to diagnose students' unfinished learning and provide acceleration support.
- Collaborate with administrators and teacher PLCs to prioritize the most critical prerequisite skills and knowledge for each subject area and grade level.
- Adapt the scope and sequence/pacing guidance for each subject area and grade level to reflect where teachers might need to provide acceleration support.
- Adjust supports for teachers and leaders based on student progress monitoring results.
- Ensure teachers, students, parents, and community members have access to appropriate tools and resources to guarantee continuity in a face to face, hybrid, or distance learning scenarios.
- Provide teachers with resources to effectively utilize Canvas.

District and Instructional Staff

- Proactively plan and prepare for distance and in-person learning utilizing resources in Canvas.

School Leaders, Teachers and PLCs:

- Use Canvas from the start of school (day one) to ensure instructional continuity in the event of student absences or a shift to distance learning.
 - Students should be able to access instructional resources and learning activities used in the classroom including, but not limited to, student text, graphic organizers, materials, videos, and links.
- Canvas courses may be used as lesson plan documentation.
- Canvas courses should be shared with administrators.
- Collaborate to establish how teachers may document interventions and accommodations for students with MTSS/IEP/504 plans.
- Identify student academic needs through diagnostic and formative assessments.
- Address opportunity gaps/unfinished learning through a focus on access and equity for all students.
- Create realistic and manageable learning goals.
- Focus on proven instructional strategies and adjust instruction as needed.

Blended and/or Distance Learning**District**

- Collaborate with administrators and teacher PLCs to determine most effective strategies for blended and/or distance learning.
- Collaborate with administrators and teacher PLCs to implement and monitor a process for continuous reflection and improvement.

Schools

- Pre-identify students for A/B grouping, to be utilized in the event smaller class sizes are needed in a hybrid model for blended learning.
 - The district will only transition to a hybrid model if mandated by state or local health officials.
 - Schools will communicate a hybrid model schedule to all stakeholders.
- Deliver innovative learning opportunities to students by the teacher of record.

District and Instructional Staff

- Proactively plan and prepare for distance and in-person learning utilizing resources in Canvas, the single learning management system.

Instructional Staff

- Continue to utilize Canvas in the event of blended and/or distance learning.
- Provide digital resources to streamline transition from face to face instruction to blended and/or distance learning.



Student Wellness

Schools

- Implement a district-selected Socio-Emotional Learning (SEL) Universal Screener for K-12.
 - Electronic for grades 4-12; Modified for K-3
 - Identify those students who may be internalizing versus externalizing
 - Provide support, counseling, or therapy, as appropriate, to these students
- Utilize TRIAD team members to provide academic and behavior support to students (i.e. 1:1 therapeutic interventions, small groups), coach teachers/staff in the implementation of SEL and de-escalation techniques, etc.

Employees

- Complete a free 25-minute Trauma-Informed Practices module during pre-school inservice.
- Implement district-created SEL lessons and activities and associated pacing guide.
- Implement the SAMSA/Pancare grant by Bay Base and members of the Student Wellness Team to provide additional after-school socio-emotional support to students.
- Use of Telehealth Kiosks by members of the Student Wellness Teams to provide "virtual" sessions in the event of school closures.