

# Gardner Road Elementary School Handbook of Policies and Procedures



## COVID-19 Addendum

Due to the COVID-19 pandemic, we are making temporary adjustments to our Student Handbook for the 2020 - 2021 academic year. Please see the adjusted details below and thank you in advance for your flexibility and understanding as we create a safe learning environment for our students.

**Birthday Treats:** We know birthdays are very important days for our students. Due to the DOH and CDC guidelines, treats are not allowed to be brought in the building to be shared, even if they are individually pre-packaged or store bought.

**Breakfast:** Breakfast is available to students as it has been in the past. This year, our cafeteria will offer a grab and go breakfast that will be taken back to the classroom to be eaten.

**Class Snacks:** Students are allowed to bring in their own daily snack as in the past. Due to the DOH and CDC guidelines, teachers will not be coordinating a classroom snack schedule where snacks are shared among students.

**Code of Conduct:** Please be sure to read the district code of conduct as there are changes in the document related to COVID-19.

**Dismissal Changes:** All dismissal changes need to occur before noon (bus to pick-up only). Changes after that time are very difficult to process. There are no bus to bus changes allowed this school year due to social distancing requirements. Please call our transportation department with any concerns.

**Drop Off and Pick Up Procedures:** See attached document.

**Handwashing:** Our school will be focusing on healthy habits throughout the school day. This includes handwashing. Students will need to wash hands before and after snack, lunch, recess, sharing of classroom materials. Students are welcome to bring in their own hand sanitizer (not required). Hand sanitizer is also available within the school as needed.

**Mask Wearing:** All students, staff and visitors will be required to wear a mask. When there is no movement in the classroom and everyone is socially distanced, students may take off their masks upon the direction of the classroom teacher. Mask breaks will be provided throughout the day.

**Recess:** Students will go to recess at their schedule time. Students will remain in their designated area by homeroom so that cohorts of students do not mix. Students will wash their hands before and after recess.

**Sickness:** Due to the DOH and CDC guidelines all sick/ COVID-19 symptomatic students shall remain home. If a student comes into school and shows multiple symptoms of COVID-19.

**Temperature Checks:** Upon arrival to school (parent drop off or exiting the bus) students will have their temperature checked. If your child's temperature is below 100 degrees, they may enter the school. If their temperature is 100 degrees and above, your child must go home. You will be provided with a document

describing requirements that must be followed for your child to be able to return to school which includes being symptomatic free, a negative COVID test and released from a pediatrician.

**Visitors at Lunch:** Unfortunately, visitors are not allowed beyond the main office including our cafeteria.

**Visitors to the Main Office:** All visitors who remain in the main lobby vestibule will not need to complete a COVID-19 Questionnaire or temperature check. Please drop off items on the table with clearly identifiable labels for your child with their teacher's name. If you are picking up your child, we ask that you wait in the main lobby vestibule. Masks must always be worn while maintaining social distancing.

If you need to enter the main office, all visitors will need to sign in and complete the COVID-19 questionnaire and have their temperature taken. Masks must always be worn while maintaining social distancing.

**Water Bottles:** All students are encouraged to bring in a water bottle to keep at their desks. Water bottles will need to come back and forth to school each day for proper cleaning. Please be sure to label your child's water bottle with their first and last name. Due to the DOH and CDC guidelines, water fountains will not be available to be used within the classroom or school with the exception of the bottle filler stations.

**Work for Absent Students:** Students who are absent may access class work as posted on the learning management system. Please contact your child's teacher for more details. Classwork will not be provided in advance.