



**Ferguson-Florissant
School District
Reentry Handbook
Berkeley
Intermediate School
2020-2021 School Year**



Safety
Access
Schedules
Support

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Letter from Dr. Davis

Dear Ferguson-Florissant Families,

I am excited to welcome you back to in-person learning in the Ferguson-Florissant School District. We have missed seeing you learning and growing in our buildings. We know that nothing beats face to face instruction with students and teachers in the same physical classroom.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating our return to in-person learning. In this handbook you will find much information about how we plan to address health, safety, and instructional delivery within each of our buildings.

While we have been planning for an eventual return for many months, there undoubtedly will be some bumps in the road. I appreciate your patience and support as we move forward together in-person and virtually. Please keep the lines of communication open with your child's teacher and principal, so we can address concerns as we enter this next phase of learning.

Onward together,

Dr. Joseph Davis
Superintendent



Letter from Building Principal

Dear Berkeley Elementary Families and Caregivers,

Our whole school community has worked very hard to get to the point where we will start in-person learning for many of our students on March 1, 2021. We remain committed to providing the best possible learning experience for all of our students, whether learning in-person or virtually.

In the coming months as we engage in new and challenging experiences together, please reach out to your child's teachers and me so that we can support your child. Thanks for your support of our school community, and I look forward to many bright moments amidst the backdrop of this challenging year.

Sincerely,

Mrs. Staci Wadlington

Principal



School Contacts

Name	Role	Email	Phone
Staci Wadlington	Principal	swadlington@fergflor.org	(314) 524-3883
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Students' Return to Instruction:



The 2020-2021 school year began for all students PreK - 12 virtually on Monday, August 31, 2020. ***Monday, March 1st, we will begin the second phase of our 2020-2021 school year with some students returning to in-person learning and some students continuing to learn virtually.***

Berkeley Elementary will use the first few days of in-person instruction to serve as orientation for staff and students to build relationships and develop an understanding of in-person expectations for teaching and learning.

Prior to welcoming students back in person, our school will hold information sessions for students around health and safety practices.

Key topics will include:

- Masks
- Physical distancing
- Hand washing & Hand Sanitizing
- Bringing water bottles to school (no larger than 32 oz)
- Walking through the halls
- Breakfast and lunch
- Bathroom

We are excited to see students in 3rd-5th, that chose the in-person option, will be welcomed back to campus and our classrooms.

Students that chose to remain virtual will continue their studies online.



School Hours:

School hours are 8:50 a.m. - 3:20 p.m. Students may enter the building at 8:35 a.m. and proceed to their assigned classrooms.



Arrival and Dismissal Procedures for In Person Learners

Arrival - Beginning at 8:30 a.m.

We will be using specific exterior doors to limit students crowding at any one entrance. Car Riders and Walkers will enter through the main doors on Frost Avenue. Bus riders will enter through the side parking lot doors on the west side of the building. Bus drivers will wait for an adult to escort students from the bus into the building and then to their classrooms.

Dismissal - Beginning at 3:20 p.m.

- 3:20 p.m. - End of Day Announcements and Reminders - Intercom or Zoom
- 3:25 p.m. - Walkers will exit the main doors on Frost and cross with a crossing guard or staff member, traveling either east or west.
- 3:30 p.m. - Car riders will report to their assigned hallway with labeled personal spaces and listen for their names for dismissal to their cars.
- 3:35 p.m. - Bus riders will exit their classrooms by grade teams (5A, 5B, 4A, 4B, 3A, 3B) and report directly to their buses. Bus drivers will take attendance as they enter. Staff will supervise doorways, hallways, stairs and man the parking lot for safe loading and maintaining social distance.

It is important to remember:

- Families must drop students off outside of the building and are not allowed to walk their child inside.
- Drop-offs must be as brief as possible.
- Visitors WILL NOT be allowed in the building.
- Staff members will be present to ensure students safely enter and exit the school.

Health and Safety Information:



Daily Health Screening

Daily screening of students by caregivers is required every day for in person learners prior to coming to school. The next page has a checklist of symptoms that will help you decide to keep your child at home. If any of the symptoms are left unchecked (your student shows the symptom), the student should remain at home. Expectations and protocols for daily screening will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the semester. Please plan to make this daily screening a part of your morning routine.





Ferguson-Florissant Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.

- No fever or chills
- No cough
- No shortness of breath or difficulty breathing
- No sore throat
- No headache
- No muscle aches
- No nausea, vomiting or diarrhea
- No new loss of taste or smell
- No runny nose or congestion
- No close contact with a person with COVID-19 in the last 14 days

Sick? Stay H  me!



Source: Missouri Department of Elementary & Secondary Education

If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert them that they are staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.



If Symptoms Develop While at School

It is the goal of the health services department to provide safety and support to all Ferguson-Florissant School District Students and Staff. Nurses and Clinic Aides have been trained on the procedures that should be followed if a student or staff should become ill while at school. In addition to our regular health office, our building has a designated isolation room where individuals who may be experiencing Covid-19 symptoms may rest while waiting to be picked up. It is important that students experiencing COVID-19 symptoms be picked up immediately. Please be sure that your contact information is up to date so that we can provide the best care and highest level of safety to our Berkeley family.



Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district nurse available for consultation, as needed.

[Following assessment by the school nurse](#), any students or staff with a temperature of 100.0°F (37.78°C) or higher, signs of illness, and/or a positive response to the screening questionnaire will be directed to a dedicated isolation area, where students will be supervised prior to being picked up or otherwise sent home. **Please call the main office when you arrive if you are coming to pick up your child and remain in your vehicle. An adult will escort your child to your car.**

[Health Room Guidelines for Teachers](#) - this document will be used to support staff with the processes and procedures for sending students to the nurse.

Masks



Masks are **required** to be worn at all times. If a student or staff forgets their mask or does not have a mask, a disposable mask will be provided. All students will be provided with mask breaks. Staff will facilitate scheduled mask breaks throughout the day, ensuring that students maintain 6 feet of physical distance when removing their masks.



Students are required to bring their own mask(s) from home. If possible, sending multiple masks with your child is recommended. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the **following types of masks are not allowed** as they are less effective in blocking respiratory particles:

- Bandanas and gaiters
- Masks with a breathing valve or “button” vent

If a student forgets their mask or does not have a mask, a disposable mask will be provided as needed. Masks will be available in classrooms, at the security desk, at the main office, and in Nurse Andrew’s office. All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Students will be taught and reminded not to touch the front or inside of the mask and to use the side loops to put on and take off the masks. Disposable masks will be thrown in the garbage; reusable masks will be placed in a plastic storage bag and brought home to be washed.

- If a student has special needs/circumstances, health-related or sensory issues and cannot wear the mask, an alternative plan must be approved by the Principal.

Hand Washing



All who enter the building must wash their hands or use hand sanitizer. In addition to the bathroom, all learning spaces are equipped with a stand alone hand sanitizers and signage. Frequent reminders will be given throughout the day encouraging students to wash their hands and/or use hand sanitizer.



Bathrooms



All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

Signage will be in place to maintain six feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage. Only 4 students will be allowed in the restroom at once.

Our custodial staff will disinfect often with full sanitization.

Hallway Movement



Hallway movement will be limited whenever possible. Students will travel on the right side of the hallway, maintaining safe distances in all four directions. Signs, arrows and lines will be added to the floor to support traffic flow and proper distancing.

Playgrounds, Green Spaces and Recreational Areas:



Outdoor spaces will be used as much as possible, weather permitting. Adults will be present to support small groups and their physical distancing during both learning and play. There will be a strict recess schedule to allow for safe access and time for mask breaks while outdoors and safely distanced.

School Nutrition - Breakfast and Lunch



All students have the opportunity to receive school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities. The district will continue the healthy school nutrition program our families rely on to both in school students and virtual learners.

If you are an in-person learner, students will be supervised to wash hands before and after eating all meals. Students will eat lunch with their classrooms. in their classrooms, cafeteria or outside. Sharing food items is not allowed.

At Berkeley Elementary breakfast and lunch will be handled in the following manner:

- Breakfast will be provided to students when they enter their classroom. Breakfast will be served to any student arriving at their classroom before 8:50 a.m., unless FFSD transportation is delayed.
- Lunch will be provided to students in their classrooms.

Pre-packaged items will be utilized whenever appropriate.

Physical Education and Recess:

Physical Education (PE)



Classes will take place in a gym, weightroom, or a classroom with 12 feet of physical distancing for aerobic activities, while also wearing a mask.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in-person or synchronously. Grading criteria will be presented and reviewed by each student's teacher.

Elementary School Recess



We believe that students need an outdoor break within their school day, free of academic tasks. To facilitate distancing, recess periods for elementary students will be staggered throughout the day. Masks will be worn at recess. Equipment that can be used individually will still be permitted (e.g. jump ropes, hula hoops, kickballs). These items will be sanitized between groups by recess supervisors. Students will be allowed to play on specified playground structures and will be required to wash their hands before and after recess.

Daily Schedules and Routines: Intermediate School Details (Grades 3-5)

- Teacher Daily Schedule
 - Teachers will provide instruction in their classrooms for virtual and in-person students
 - 3rd-5th grade teachers will start at 8:20 a.m. and end at 3:50 p.m.
- Student Daily Schedule
 - All students begin at 8:50 a.m. and end at 3:35 p.m.
- Your teacher will contact you about your specific daily schedules and routines. We will do our best to make minor modifications to honor efforts of virtual and in-person learning.

Instructional Delivery will occur two ways:

- **In-person instruction** will be delivered by a teacher in the classroom to students in the classroom and to the students assigned to their classroom at home virtually. In-person students will remain at their desks/tables with their chromebooks and necessary materials. The teacher will teach from their desk using the technology and materials necessary for instruction. The technology platforms that have been used virtually will remain the same. Teachers and students will access Canvas and Zoom and the other resources they utilized during their virtual learning experience. Everyone will maintain a minimum of 3-6 feet distance between each other at their desks or tables.
- **Virtual instruction** will be delivered the same way that students have experienced so far this year. Teachers and students will access Canvas and Zoom and the other resources that have been utilized during the virtual learning experience.



Shared Materials

We believe in the value of books as part of our reading programs and a critical component of developing a love of learning in children. Therefore, students will still have the opportunity to check out books from the school or classroom libraries. We will follow the procedures that have been developed by public libraries and have been shown to be effective:

- Classroom books may be borrowed for student use.
- Returned books will be held for 24 hours to reduce the transmission of germs/viruses.

Shared classroom materials will also be sanitized after student use. Work or projects that must be collected from students will be quarantined for 24 hours before and after teacher review.

PROBE (Gifted Services)

Probe classes will continue for students who qualified for gifted services. Instruction will continue virtually. Students will log into their Gifted Teachers' session on scheduled dates and times.

Special Education Services

Students will continue to receive all services as outlined in his/her IEP, depending on the parent's declaration of "in-person learning" or "virtual learning". The instructional platform for all students will continue to be Canvas and ZOOM. In the case of a special education teacher being quarantined and unable to teach, a trained paraprofessional or substitute will provide educational services. All meetings called for the purpose of an evaluation, planning, or determination of services by Special School District staff will be held virtually using the ZOOM platform. In advance of the meetings, all attendees will receive an invitation via email including the ZOOM link. For building specific information, please contact the assigned Area Coordinator.

Social Emotional Supports

Addressing the social-emotional needs of students remains an important aspect of Berkeley Elementary and we recognize students will not be ready to engage in formal learning until they feel physically and psychologically safe. Establishing a sense of safety and community may take weeks or even months and all staff are prepared to provide support. As we re-enter school, we will create an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely regressed due to the lack of social interactions between peers and teachers. If you would like someone to contact you for additional support for your child(ren) please use this [link](#) to make your request. A district representative will contact you within 72 hours.

Focus Priorities: Connections, Relationship Building, & Routines



Collaboration between the Ci3T Core Team, counselors, administration, and teachers.

- PK-5 teachers will deliver Second Step community rebuilding lessons and morning meeting activities.
- PK-12 teachers will facilitate community building circles
- [School Counselors](#) will deliver lessons to students about exploring and handling feelings, provide individual and small group counseling, and make referrals to outside agencies as needed.
- [School Social Workers](#) are available to assist your family as your student(s) transition back to school.
- St. Louis Children’s Service brings specialized services and programs to our schools through our [partner agencies](#) and are ready to support students with mentoring and counseling.

Technology



Elementary Chrome Devices

Devices will be kept at school Monday - Thursday and be sent home at the end day Thursday to return on Monday. Students will need to bring their power cords the 1st day back.



Campus Visitors

The District campus will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians visiting campus for any reason other than arrival and dismissal must also follow these procedures.



Building Readiness Cleaning

All spaces have been cleaned and disinfected, and equipped with disinfecting spray or disinfecting wipes for adult use. Each class room has been equipped with a hand sanitizer floor stand and dispenser. Hand sanitizer dispensers have been mounted throughout the building in hallways, office areas, cafeterias and gyms. Custodial staff will disinfect high-traffic areas as often as possible throughout the day, and all surfaces will be cleaned and disinfected each evening.

HVAC

The HVAC systems have now been calibrated to provide fresh air at volumes that



exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) have been inspected and are working properly, all exhaust fans are in working order. District-wide, all air filters have been replaced and will be replaced based on a stringent schedule to assure safety. The HVAC systems operate using filtered outdoor air while the air in the building is replaced every 15 minutes.

