



**Ferguson-Florissant
School District
Reentry Handbook
Lee-Hamilton
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 Lee-Hamilton Families,

Our whole school community has worked very hard to get to prepare for in-person learning for many of our students. 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 I 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,

Amanda M. Eye

Principal



School Contacts

Staff	Role	Email	Phone
Amanda Eye	Principal	aeeye@fergflor.org	314-521-6755
Alisa Smith	Office Manager	asmith2@fergflor.org	314-521-6755
Samira Mahmoodi	Nurse	smahmoodi@fergflor.org	314-521-6755
Susan Siegel	Counselor	ssiegel@fergflor.org	314-521-6755
Deborah Bodden	Social Worker	dbodden@fergflor.org	314-824-2047
Lisa Thomas	SSD Area Coordinator	lthomas@fergflor.org	314-989-7002 (Voicemail) 314-420-2563 (SSD Cell)



Students' Return to Instruction



The 2020-2021 school year began for all students PreK - 12 virtually on Monday, August 31, 2020. Upon the Board of Education's decision 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.

Lee-Hamilton 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
- Walking through the Halls
- Breakfast and Lunch
- Bathroom Breaks
- Refillable Water Bottles

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

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

School Hours



The school day is from 8:50 A.M. - 3:40 P.M. Students may enter the building at 8:35 A.M. and will proceed to their classrooms

Arrival and Dismissal Procedures



Arrival Procedures

Supervision and breakfast begin at 8:35 A.M. Students will not be able to enter the building and no supervision will be available prior to 8:35 A.M. The school day begins at 8:50 A.M.

Car Riders

Car Riders will enter through the back of school (East Entrance) using Door 14. Car Rider Drop Off should form two lines in the back (East) lot. Please be careful of students walking in the lot and follow staff directions. Car Riders will then proceed directly to their classroom.

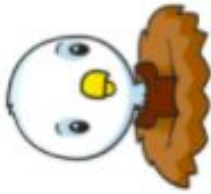
Walkers

Walkers will enter through the side of the school (South Entrance) using Door 15. Walkers will then proceed directly to their classroom.

Bus & Day Care Van Riders

Students that ride the Bus or a Van will enter using Door 1 at the front of the school. Bus and Van Riders will then proceed directly to their classroom.





Lee-Hamilton Elementary

The Eagle Way

ARRIVAL

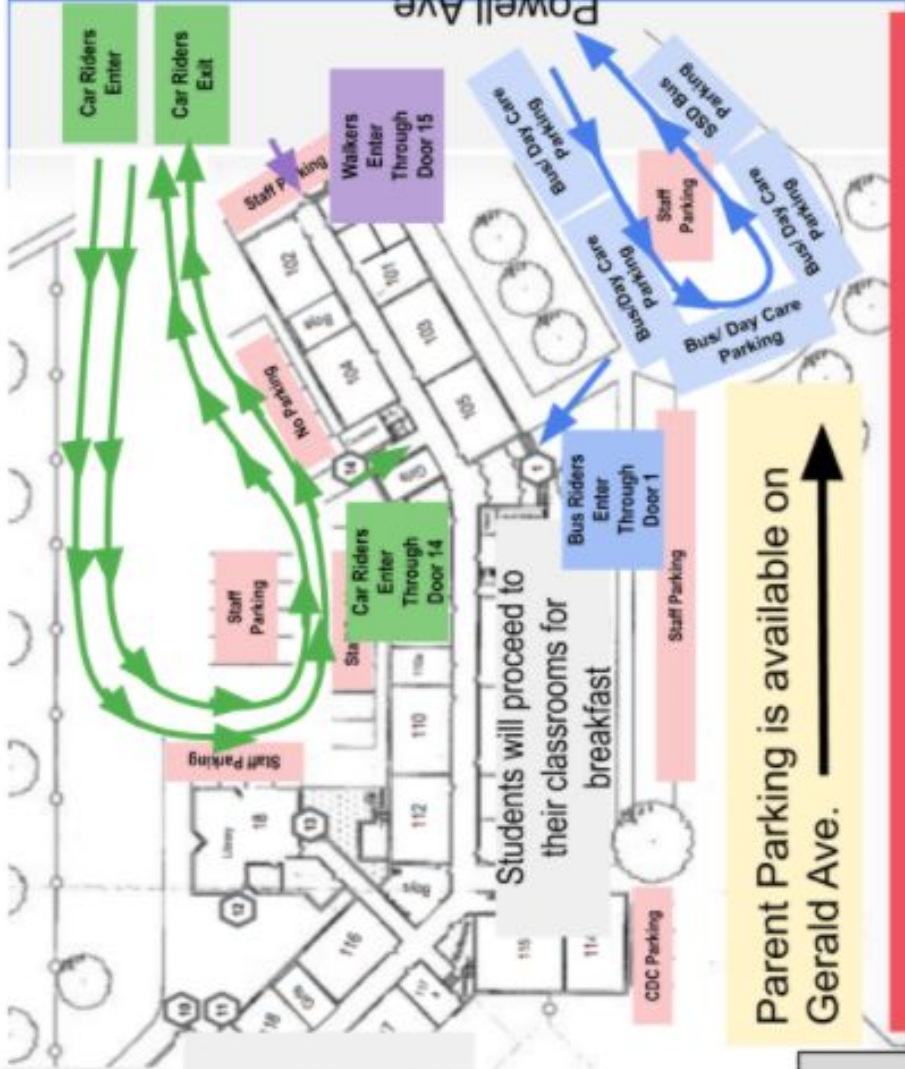
8:35 A.M. - 8:50 A.M.

Breakfast 8:35 A.M.

Any student arriving after 8:50 A.M. must be signed in by a parent/guardian at Front Door.



Car Rider Drop Off should form two lines in the back (East) lot. Please be careful of students walking in the lot and follow staff direction.



Students will proceed to their classrooms for breakfast

Parent Parking is available on Gerald Ave. →

Any student arriving **after 8:50 A.M.** is tardy, must enter through Door 1. Please proceed to front with parent/guardian for Tardy Slip.



Dismissal Procedures

The school day ends at 3:40 P.M. All students must be picked up from school by 3:50 P.M. Phone messages changing how your student dismisses must be received by 3:10 P.M. to guarantee that your student will receive the message prior to dismissal.

Car Riders

Car Riders will exit through Door 14 (East/Back Lot). Car Rider Drop Off should form two lines in the back (East) lot. Please be careful of students walking in the lot and follow staff directions. No cars should enter our front parking lot during dismissal, as this is only for buses and day care vans. Car riders will be given a sign within the first week to place in the front window of their car to help us efficiently move cars through the line.

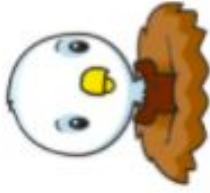
Walkers

Walkers will exit through Door 15 (South Entrance). Students who walk should stay on sidewalks. An adult crossing guard is typically on duty at the crosswalk at Elizabeth. Cars should not pick up students if they exit through Door 15, as this could present a safety issue for the students and others.

Bus & Day Care Van Riders

Students that ride the Bus or a Van will exit through Door 1 (Front Door). Students will be checked onto their bus using a tablet. Bus riders will ride in a seating chart both to and from school.





Lee-Hamilton Elementary

The Eagle Way

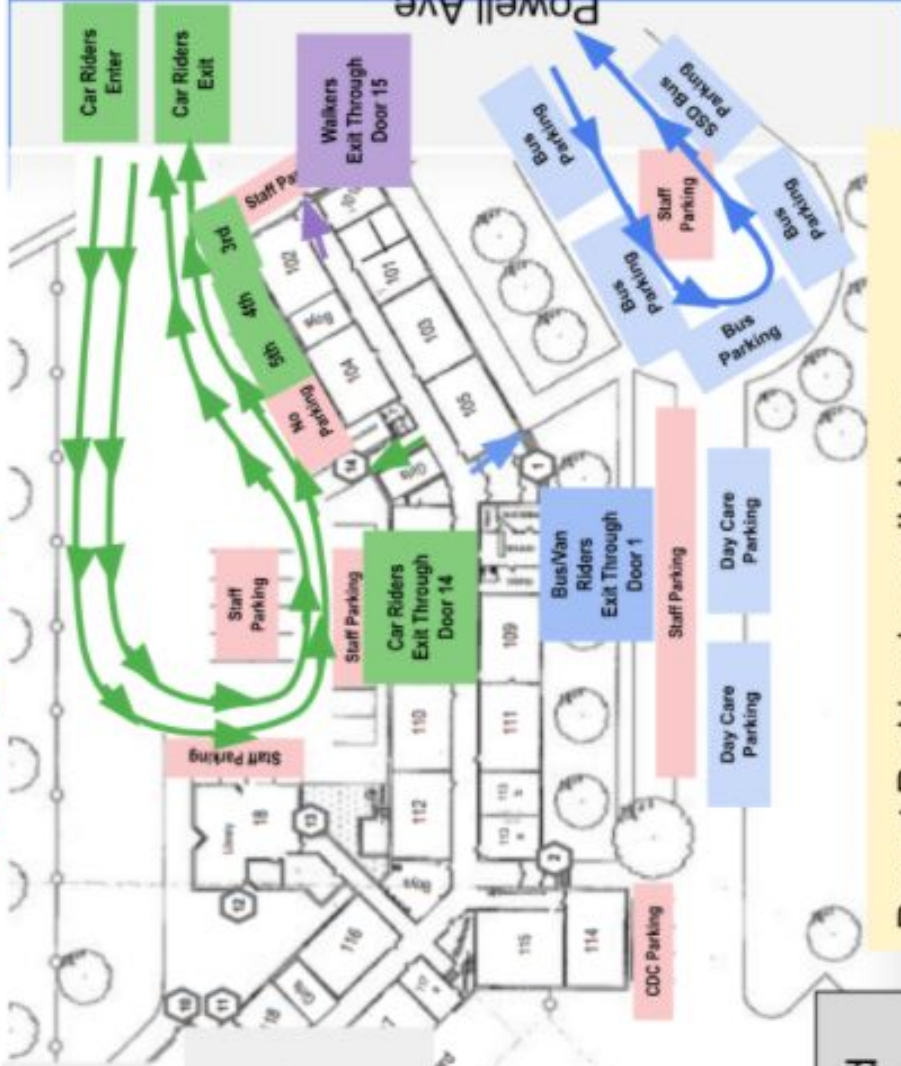
Dismissal

Order of Release

3:35 P.M. ~ Van & Bus Riders

3:37 P.M. ~ Walkers

3:40 P.M. ~ Car Riders



Car Rider Pick Up should form two lines in the back (East) lot. Please be careful of students walking in the lot and follow staff direction.

Parent Parking is available on Gerald Ave.



It is important to remember:

- Families must drop students off outside of the building and are not allowed to walk their student(s) inside.
- Drop-offs must be as brief as possible.
- Visitors will not be allowed into the building.
- Staff members will be present to ensure students safely enter and exit the school.



Arrival & Dismissal Procedures ~ Early Childhood

Families must drop students off outside of the building and are not allowed to walk their child into the building.

- Drop-offs must be as brief as possible.
- Wash your hands before drop-off, prior to pick-up
- Visitors (including families and caregivers) to our buildings will be very limited
- Pen and paper sign-in/sign-out sheets have been eliminated and will instead be completed digitally

Child Development students should be dropped off and picked up at Door #4. Parents and other parties responsible for pick up/drop off will need to download the KinderSmart-Missouri app onto their cellphones via Google Play or the Apple Store to sign children in/out. The QR code posted on the door should be scanned upon arrival and dismissal. This provides real time data for attendance. Once you have arrived at school, please call your child's teacher. You will need to walk to door #4 to sign your child in. Be sure not to crowd the door. Once you have signed in, your child's teacher will walk your child to the classroom. Please note that you and your child should wear a mask when dropping off and picking up.

If picking up early, you should come to the arrival and dismissal door and press the buzzer. You will be asked for your name and the child's name. If someone other than the parent is picking up, they should be prepared to show a photo I.D. That person must also be included on the emergency contact list.

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 Lee-Hamilton 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](#) 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.

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 his/her mask or does not have a mask, disposable masks are available and will be provided as needed. Masks will be available in classrooms, at the main office, and in Nurse Mahmoodi’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.

Masks for Student in Early Childhood at Lee-Hamilton

All Early Education students are required to wear a mask unless the following:

- Students 2 and under
- Students with documented significant medical and/or sensory issues (must be discussed with the building principal and/or Cynthia Wise, Assistant Director of Early Childhood Special Education)



Hand Washing & Hand Sanitizing

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. signage and frequent reminders will be given so that students are encouraged to wash their hands and/or use hand sanitizer frequently.



Bathrooms

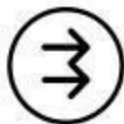


All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

Signage will be in place to maintain six feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage.

Our custodial staff will disinfect often with full sanitization.

Hallway Movement



Hallway movement will be limited whenever possible. Students will be spaced with physical distancing while traveling the hallways. All students should maintain physical distancing and walk toward the right.

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 learning. Students will wear masks.

School Nutrition



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 classroom cohort in their classrooms, cafeteria or outside. Proper sanitation protocols (hand washing or sanitizing prior to consumption; appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed. The use of the cafeteria itself will be determined on a case-by-case basis. Pre-packaged items will be utilized whenever appropriate.

Breakfast at Lee-Hamilton

Breakfast will be provided to students in their classrooms upon arrival to their classroom. Breakfast will be served to any student arriving at their classroom prior to 8:50 A.M., unless FFSD transportation is delayed.

Breakfast for Early Childhood

Breakfast will be provided to early childhood students in their classrooms at 8:45 A.M.

Lunch at Lee-Hamilton

Lunch will be provided to students in their classrooms.

Lunch for Early Childhood

Lunch will be provided for early childhood students in their classrooms at 11:30 P.M.

Physical Education and Recess



Physical Education (PE)

Physical education (PE) classes will take place in the gym or a classroom with three to six feet of physical distance 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 the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.



Elementary 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). Students will be allowed to play on specified playground structures, and will be required to wash their hands prior to and after recess.

Student Schedules and Routines



Lee-Hamilton Intermediate School Details

Teacher Daily Schedule

Teachers will provide instruction in their classrooms for virtual and in-person students. The 3rd-5th grade teacher work day is 8:20 A.M. - 3: 55 P.M.

Student Daily Schedule

The 3rd-5th grade schedule is 8:50 A.M.-3:50 P.M. Both in-person and virtual students will attend from 8:50 A.M.-3:50 P.M. We will no longer follow the schedule utilized for the first portion of the school year. Your teacher will contact you about your daily schedule and routines.

Lunch Schedule (Sample - Subject to Change Based on Student Declaration)

Grade	Classroom Teachers	Lunch Time	Recess Time
3	Clinkingbeard & Hayman	10:30 - 10:50 A.M.	10:50 - 11:10 A.M.
3	Tyler & Wiget	11:05 - 11:25 A.M.	11:25 - 11:45 A.M.
4	Amendola & Bonner	11:40 A.M. - 12:00 P.M.	12:00 - 12:20 P.M.
4	Jackson & Shipley	12:15 - 12:35 P.M.	12:35-12:55 P.M.
5	Castellano & Cornell	12: 50. - 1:10 P.M.	1:10 - 1:30 P.M.
5	Ellison & Griffin	1:25 - 1:45 P.M.	1:45 - 2:05 P.M.
3-5	Sherwood & O'Toole	TBD	TBD

Lunch for Early Childhood

Lunch will be provided for early childhood students (Orbin, Nettles, & Loy) in their classrooms at 11:30 P.M.





Instructional Delivery (2 Options)

In-Person Instruction

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, Zoom, and the other resources they utilized during their virtual learning experience. Everyone will maintain a minimum of 3' distance between each other at their desks/tables.

Virtual Instruction

Virtual instruction will be delivered the same way that students have experienced so far this year. Teachers and students will access Canvas, Zoom, and the other resources that have been utilized during the virtual learning experience.



Shared Materials

Shared materials will be reduced as much as possible; however, there are items that need to be used by multiple students over the course of the semester. These items will be set aside and/or immediately sanitized after student use. Handwashing after shared materials will also be required.

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.

Elementary teachers often create 'centers', learning activities with a set of materials where students interact with the materials to solidify their understanding of a concept. Where possible, students will be given individual materials to accomplish these goals.

Shared Materials for Students in Early Childhood at Lee-Hamilton

In early childhood, students engage and interact with the natural world as they grow, learn and develop. We know that young children learn best through play. While we will make every effort to socially distance students and provide separate manipulatives when appropriate, some items and spaces may be shared. To ensure student's safety we will classroom distance as often as possible, meaning our classroom as a whole will function distanced from other classrooms. In addition, shared materials within the classroom will be cleaned and disinfected frequently. High touch surfaces such as dramatic play materials, blocks, cots and other items will be disinfected each night and ready for student use the following day.



Preschool Rest Time Items

Sheets and blankets will be kept at school M-Th for students enrolled in full day preschool. Items will be sent home at the end of the day Thursday to return on Monday. Sheets and blankets should be washed prior to returning to school on Monday.



Social-Emotional Supports

Addressing the social-emotional needs of students remains an important aspect of Lee-Hamilton 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.





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 our Area Coordinator, Lisa Thomas.

Technology



Technology Devices

Students are issued a 1:1 Chromebook. 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, along with their Chromebook to school. Students who choose in-person instruction may have the opportunity to transport their Chromebook home nightly.

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.