



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



**S**safety  
**A**ccess  
**S**chedules  
**S**upport

# TABLE OF CONTENTS

<b>Letter from Dr. Davis</b>	<b>3</b>
<b>Letter from Building Principal</b>	<b>4</b>
<b>School Contacts</b>	<b>5</b>
<b>Students' Return to Instruction</b>	<b>6</b>
<b>School Hours</b>	<b>6</b>
<b>Arrival and Dismissal Procedures</b>	<b>6</b>
<b>Health and Safety Information</b>	<b>8</b>
Daily Health Screening	8
If Symptoms Develop While at School	10
Hand Washing	11
Bathrooms:	11
Transition On Campus:	11
<b>Playgrounds, Green Spaces and Recreational Areas</b>	<b>11</b>
<b>School Nutrition</b>	<b>11</b>
<b>Physical Education and Recess</b>	<b>12</b>
Physical Education (PE)	12
Elementary School Recess	12
<b>Daily Schedules and Routines</b>	<b>13</b>
3-5 Elementary School Details	14
Instructional Delivery	14
Shared Materials	14
PROBE	15
Social Emotional	15
Special Education Services	15
<b>Technology</b>	<b>16</b>
Elementary Devices	16
<b>Campus Visitors</b>	<b>16</b>
<b>Building Readiness</b>	<b>16</b>
Cleaning	16
HVAC	17



# 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 Robinwood 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. 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,

Mr. Sean Joyce



## School Contacts

Mr. Sean Joyce (Principal): <a href="mailto:sjoyce@fergflor.org">sjoyce@fergflor.org</a>	(314) 831-4633
Dr. Laurie Zaleuke (Assistant Principal): <a href="mailto:lzaleuke@fergflor.org">lzaleuke@fergflor.org</a>	(314) 831-4633
Nicole Tate-Ray (Office Manager): <a href="mailto:ntateray@fergflor.org">ntateray@fergflor.org</a>	(314) 831-4633
Janine Jedding (School Nurse): <a href="mailto:jjedding@fergflor.org">jjedding@fergflor.org</a>	(314) 831-4633 x 1400
Lisa Gordils (Counselor): <a href="mailto:lgordils@fergflor.org">lgordils@fergflor.org</a>	(314) 831-4633 x 1500
Debbie Bodden (Social Worker): <a href="mailto:dbodden@fergflor.org">dbodden@fergflor.org</a>	(314) 824-2047
Andrea Leonard (SSD Area Coordinator): <a href="mailto:aleonard@fergflor.org">aleonard@fergflor.org</a>	(314) 989-7998



## Students' Return to Instruction



The 2020-2021 school year began for all students PreK-12 virtually on Monday, August 31, 2020. 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.

Robinwood 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
- Handwashing & hand sanitizing
- Water bottles
- Lining up and transitioning on campus
- Breakfast and lunch
- Bathrooms

Students in Grades 3-5, 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

The school day is from 8:50 a.m. -3:40 p.m. Students may enter the building at 8:35 a.m. and proceed directly to their classrooms.

In person and virtual instruction will occur Monday through Thursday and Friday will continue to be asynchronous.



## Arrival and Dismissal Procedures

### Arrival

Students may arrive on campus at 8:35 a.m. Please be patient and alert to the directions of supervising staff members during arrival. All students will report immediately to their classrooms and line up outside their classroom doors. Students must follow the marking on the sidewalk to maintain safe physical distancing.

### Walkers

All walkers coming from Derhake are to walk to the stoplight and enter the campus past the flag pole through the circle. All walkers coming down the hill on the playground side of the building will walk around the building and report directly to class.



## **Bus and Daycare**

Bus riders and daycare vans (ONLY) will be dropped off in the front circle between 8:35 a.m. to 8:50 a.m. and report directly to class

## **Car Riders**

If you will be driving your child(ren) to and from school, they must be dropped-off/picked-up on the school playground/parking lot located on the west side of the building. Cars will enter using the west parking lot entrance from Derhake Road. Stay to the left and proceed through the parking lot gates and around the cones to the side of the building. There will be a line of cars. Pull forward as far as you can. Children should exit on the driver side of the car for safety reasons, and please do not leave your car while in the drop off line.

NO students are allowed on the playground before school. Students should not be dropped off and walkers should not arrive at school prior to the 8:35 a.m. bell.

All students will report directly to class and will line up outside their classroom door. Students must follow the marking on the sidewalk to maintain safe physical distancing.

## **Dismissal**

All students must be picked-up by 3:50 p.m. at which time supervision ends. Please be patient and alert to the directions of supervising staff members during dismissal.

## **Bus and Daycare**

Bus and daycare van riders ONLY will depart from the circle between 3:35 p.m. and 3:55 p.m.

## **Walker**

All walkers will be dismissed from the classrooms and escorted to the stoplight past the flagpole or released from the playground pathway.

## **Sibling Pick-Up**

Only approved siblings may pick-up students. They must wait for their sibling on the sidewalk adjoining Derhake Road. No siblings are allowed on campus during school hours to wait for dismissal.

## **Car Rider**

Dismissal will follow a similar process to arrival. If you will be driving your child(ren) to and from school, they must be dropped-off/picked-up on the school playground/parking lot located on the side of the building. Cars will enter using the west parking lot entrance from Derhake Road. Stay to the left and proceed through the parking lot gates and around to the side of the building. There will be a line of cars. Pull forward all the way to the end of the building to the stop sign. Children should enter on the driver side of the car.

You will be given a sign with your child(ren)'s names to help speed up bringing your child(ren) to your car. You should have the sign within the first week of school. Please place the sign on your dashboard before entering the parking lot. Children will be brought to their cars.

We try our best to get as many cars on the lot as we can, which will require drivers to constantly pull forward as far as they can. Cars will pull forward all the way to the end of the building at the stop sign.



Once your student(s) is safely in your car, please proceed. Remember to look for passing cars, then pull out slowly, and drive forward to the end of the building. A staff member will direct you to proceed as you exit.

We thank you in advance for following our procedures, as they are present to alleviate traffic problems and provide a safe environment for all children. For the safety of your child and all of our Robinwood children, we ask that you take the time to discuss this procedure with your child(ren) and ensure students are not arriving too early and report to their designated areas.

#### **A few important reminders regarding arrival and dismissal:**

- Families must drop students off outside of the building and are not allowed to walk their child(ren) to class.
- Drop-offs must be as brief as possible, please remain in your car while waiting in line.
- Visitors will not be allowed inside the building.
- Staff members will be present to ensure students safely enter and exit the school.
- Please do not drop off or pick up students on Derhake Road

**A map outlining arrival and dismissal will be provided prior to return.**

## **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 if your child should stay at home. **If any of the symptoms are left unchecked, 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 your child will be 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 contact our 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 Robinwood 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 come to the main office when you arrive, and you will be directed to the exterior door #24 for student pick up.

[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 when on Robinwood campus. If a student or staff forgets their mask, a disposable mask will be provided. 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.



Students are encouraged 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
- Students with documented medical and/or sensory issues must be discussed with the building principal and nurse prior to the return to school.

Masks will be available in classrooms, the main office, and in Nurse Jedding’s office in the event that something happens to a child’s mask throughout the day. All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Disposable masks will be thrown in the garbage; reusable masks will be placed in a plastic storage bag and brought home to be washed.

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



## Bathrooms:

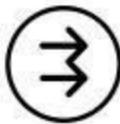


All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

Students have access to individual restrooms per class. Signs will be posted to ensure handwashing and/or sanitizer usage occurs after usage

Our custodial staff will disinfect often with full sanitization.

## Transition On Campus:



All transitions occur outside under covered pathways. Students will still be expected to maintain a 6 foot physical distance whenever possible when transitioning on campus. Ground markings and signage will help serve as reminders.

## 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.

## 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. Pre-packaged items will be utilized whenever appropriate.

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.

At Robinwood 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 to their classroom before 8:50 a.m, unless FFSD transportation is delayed.
- Lunch will be delivered and placed at students assigned seats to limit the interaction between individuals and allow for safe physical distancing.

Meals will be available for our virtual learners. Five days worth of meals will be delivered on Fridays and will follow the stops and schedule that is posted on the District website. Virtual students will be provided a pass that will need to be presented to receive a box of meals.

## Physical Education and Recess:

### Physical Education (PE)



PE classes will take place outside, in the gym, or in a classroom with 3-6 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 the live, synchronous, or asynchronous format. 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). Students will be allowed to play on playground structures, and will be required to wash their hands prior to and after recess.

# Daily Schedules and Routines:

## 3-5 Elementary School Details

- Teacher Daily Schedule
  - Teachers will provide instruction from their classrooms for virtual and in-person students
  - 3rd -5th grade teacher work day is 8:20 a.m. - 3:55 p.m.
- Student Daily Schedule
  - Both in person and virtual students will follow the same daily instructional schedule.
  - 3rd-5th grade instructional day is 8:50 a.m. - 3:40 p.m.
- Your teacher will contact you with an updated daily schedule and classroom routines upon return.

## Instructional Delivery

### In-person Instruction

In person instruction will be delivered by a teacher in the classroom to students in the classroom and 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, Google classroom, and the other resources they utilized during their virtual learning experience. Everyone will maintain a minimum of 3' distance between each other at assigned 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, Google classroom, and the other resources they utilized during their 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.

## **PROBE**

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.

## **Social Emotional Supports**

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



## 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.

## Technology:

### Elementary Devices



Students who chose in person instruction may have opportunities to transport devices home nightly. The procedures and protocols will be established by each classroom teacher and communicated with parents and students. Chromebooks will be as essential to in person instruction as it is to virtual learning. If devices are not brought back to school daily, teachers may limit them from being sent home on an individual basis.

### Campus Visitors:



The District campus will be closed to all visitors. Parental access to the building will not be allowed without an administrators approval and a prior appointment.

In the event that parents/guardians need to visit campus or sign a student in/out of school, they must come to the office window to sign in and will wait outside in the designated area.

All parents, guardians, or siblings walking students at arrival or dismissal, must wait on the other side of the circle by the school marque on the Derhake side or up on the hill on the playground side of the building.

No one will be allowed to wait under the walkways of Robinwood campus.

## 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.

