



**Ferguson-Florissant
School District
Reentry Handbook
Commons Lane
Primary 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 Commons Lane Caregivers, Guardians, and Parents,

Our school community has worked very hard to begin in-person learning for many of our scholars. We remain committed to providing the best possible learning experience for all of our scholars learning in person or virtually.

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

In partnership,

Carla Leggett

Principal



School Contacts

| | | | |
|-------------------|---------------------------------|--|----------------|
| Carla Leggett | Principal | cleggett@fergflor.org | (314) 831-0440 |
| Douglas Wright | Assistant Principal | dwright@fergflor.org | (314) 831-0440 |
| Andrea Leonard | Area Coordinator | aleonard@ssdmo.org | (618) 616-9078 |
| Erika Richardson | Office Manager | erichardson@fergflor.org | (314) 831-0440 |
| Diane Brown | School Nurse | dbrown@fergflor.org | (314) 824-2043 |
| Kathleen Pechmann | School Counselor | kpechmann@fergflor.org | (314) 831-0440 |
| Kate Obermeier | Social Worker | kobermeier@fergflor.org | (314) 824-204 |
| Cherique Simpson | Instructional Support Leader | csimpson@fergflor.org | (314) 831-0440 |



Students' Return to Instruction



The 2020-2021 school year began for all students PreK-12 virtually on Monday, August 31, 2020. Soon, we will start the second phase of our 2020-2021 school year, with students returning to in-person learning or learning virtually.

Commons Lane will use the first few days of in-person instruction to serve as an orientation for staff and students to build relationships and understand in-person expectations for teaching and learning.

Before 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 in the halls
- Breakfast and lunch
- Bathroom breaks
- Arrival and dismissal procedures



School Hours

The school day is from 9:20 a.m. - 4:10 p.m. Students may enter the building at 9:05 a.m. then proceed to their classrooms.



Arrival and Dismissal Procedures

We will be using specific exterior doors to limit students crowding at any one entry.

| Arrival | | Dismissal | |
|---------------------|-------------|---------------------|-------------|
| Student Group | Door Number | Student Group | Door Number |
| K-2 Bus Riders | 1 | K-2 Bus Riders | 1 |
| PreK Car Riders | 15 | PreK Car Riders | 15 |
| PreK Daycare Riders | 2 | PreK Daycare Riders | 2 |
| PreK Walkers | 14 | PreK Walkers | 14 |
| K-2 Car Riders | 11 | K-2 Car Riders | 15 |
| K-2 Daycare Riders | 2 | K-2 Daycare Riders | 2 |
| K-1 Walkers | 3 | K-1 Walkers | 3 |
| 2 Walkers | 4 | 2 Walkers | 4 |

| Arrival | | Dismissal | |
|-----------------------------|-------------|-----------------------------|-------------|
| Student Group | Door Number | Student Group | Door Number |
| ½ Day a.m. Pre-K Car Riders | 15 | ½ Day a.m. Pre-K Car Riders | 2 |
| ½ Day a.m. Pre-K Walkers | 14 | ½ Day a.m. Pre-K Walkers | 14 |
| ½ Day a.m. Pre-K Day Care | 2 | ½ Day a.m. Pre-K Day Care | 2 |
| ½ Day p.m. Pre-K Students | 1 | ½ Day p.m. Pre-K Students | 2 |

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 unless previously scheduled.
- 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 before 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.** Staff will communicate expectations and protocols for daily screening to families before starting 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 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 before returning to school. If you have any health questions or concerns, please reach out to our school nurse.



If Symptoms Develop While at School

The health services department's goal is 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 becomes 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 Commons Lane 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 before 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.

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 two fabric layers that 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 main office, and in the nurse’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..

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



All who enter the building must wash their hands or use hand sanitizer. In addition to the bathroom, all learning spaces are equipped with 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

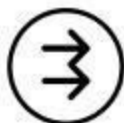


All students will wear their masks while using the bathroom, and wash their hands, and/or use hand sanitizer after bathroom use.

Signage will be in place to maintain six feet of social distancing outside of the bathrooms and 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. All students will walk toward the right.

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. Masks will be required.

School Nutrition



All students can 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-person and virtual learners.

If you are an in-person learner, staff will supervise students to wash hands before and after eating all meals. Students will eat lunch with their classroom cohort in their classrooms, cafeteria, or outside. Staff and students will follow proper sanitation protocols (hand washing or sanitizing before consumption; appropriate containers for food waste; physical distancing; not sharing food/drink).

At Commons Lane, staff will handle breakfast and lunch 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 9:20 a.m. unless FFSD transportation is delayed.
- Lunch will be provided to students in their classrooms.

Commons Lane will utilize pre-packaged items whenever appropriate.

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)



Classes will take place in a gym, or 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 in-person, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.

Primary School Recess



We believe that students need an outdoor break within their school day, free of academic tasks. To facilitate distancing, recess periods for primary 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 be required to wash their hands before and after recess.

Daily Schedules and Routines

- ***Your teacher will contact you about your daily schedule and routines.***
- Both in-person and virtual students will follow the same daily instructional schedule listed below.

School Start and End Times

- **Full-Day Pre-K - 2**
 - Teachers will arrive at 8:50 a.m. and leave at 4:25 p.m.
 - Students may enter the building for breakfast at 9:05 a.m., and it ends at 9:20 a.m.
 - The instructional day begins at 9:20 a.m. and ends at 4:10 p.m.
 - ½ day dismissal will be at 12:40 p.m.
 - Inclement Weather/Late Start will be 11:20 a.m.
 - Lunch periods will begin at 10:30 a.m. and end at 12:30 p.m.
- **½ Day Pre-K**
 - Teachers will arrive at 8:35 a.m. and leave at 4:05 p.m.
 - ½ day a.m. students may enter the building 8:50 a.m., and breakfast will begin at 9:05 a.m. and end at 9:20 a.m.
 - The instructional day begins at 8:50 a.m. and ends at 11:50 a.m.
 - ½ day p.m. students may enter the building at 12:50 p.m., lunch will begin at 1:00 p.m.

Instructional Delivery

A teacher will deliver in-person instruction to students in the classroom and 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 needed for instruction.

The technology platforms that have been used virtually will remain the same.



Teachers and students will:

- Access Canvas, Zoom, Seesaw, and the other resources they utilized during their virtual learning experience.
- Maintain a minimum of 3 feet distance between each other at their desks/tables.

Virtual students will:

- Receive instruction the same way that students have experienced this year.

Teachers and students will:

- Access Canvas, Zoom, Seesaw, and the other resources that have been utilized during the virtual learning experience.

Shared Materials

The staff will reduce shared materials as much as possible; however, multiple students may need to use some items over the semester. These items will be set aside and immediately sanitized after student use. Handwashing after shared materials will also be required.

We believe in books' value 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 are effective:

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

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

Primary 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.

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, students may share



some items and spaces. To ensure a student's safety, we will classroom distance as often as possible, meaning our classroom as a whole will function distanced from other classrooms. Also, shared materials within the school will be cleaned and disinfected frequently. The staff will disinfect high-touch surfaces such as dramatic play materials, blocks, cots, and other items each night and ready for student use the following day.

In early childhood, the staff will keep sheets and blankets at school Monday -Thursday for students enrolled in full-day preschool. Items will be sent home at the end of the day Thursday to return on Monday. Caregivers, guardians, or parents should wash sheets and blankets before returning to school on Monday.

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 students' social-emotional needs remains an important aspect of Commons Lane. 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 is prepared to provide support. As we re-enter school, we will intentionally 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) transitions back to school.
- St. Louis Children's Service brings specialized services and programs to our schools through our [partner agencies](#) and is ready to support students with mentoring and counseling.

Technology



Primary Devices

Devices will be kept at school Monday-Thursday and be sent home at the end of the day Thursday to return on Monday. Students will need to bring their power cords on the first day to in-person learning.

Campus Visitors



The District campuses will be closed to all visitors without completing an online health assurance screener and a prior appointment. 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 classroom 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, and 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 building's air is replaced every 15 minutes.

