



**Ferguson-Florissant  
School District  
Reentry Handbook  
Duchesne  
Primary School  
2020-2021 School Year**



**S**afety  
**A**ccess  
**S**chedules  
**S**upport

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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 Duchesne 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 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,

*Suzette Simms*



## School Contacts

Suzette Simms (Principal)	<a href="mailto:ssimms@fergflor.org">ssimms@fergflor.org</a>	(314) 831-1911
Christina Mays (Office Manager)	<a href="mailto:cmays@fergflor.org">cmays@fergflor.org</a>	(314) 831-1911
Joycie Terry (Attendance Manager)	<a href="mailto:jterry@fergflor.org">jterry@fergflor.org</a>	(314) 831-1911
Officer Reese (Security)	<a href="mailto:staylor@fergflor.org">staylor@fergflor.org</a>	(314) 831-1911
Sheila Williams (School Nurse)	<a href="mailto:swilliams@fergflor.org">swilliams@fergflor.org</a>	(314) 831-1911 x 1400
Ashiya Pashen (Counselor)	<a href="mailto:apashen@fergflor.org">apashen@fergflor.org</a>	(314) 831-1911 x 1500
Kate Obermeier (Social Worker)	<a href="mailto:kobermeier@fergflor.org">kobermeier@fergflor.org</a>	(314) 824-2048
Andrea Leonard (SSD Area Coordinator)	<a href="mailto:aleonard@fergflor.org">aleonard@fergflor.org</a>	(314) 831-1911
Chris Reis (Director of PROBE and Gifted)	<a href="mailto:creis@fergflor.org">creis@fergflor.org</a>	(314) 824-2422



## 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.

Duchesne 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

We are excited to see students in PreK-2, who chose the in-person option. They will be welcomed back to campus and our classrooms.

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



## School Hours

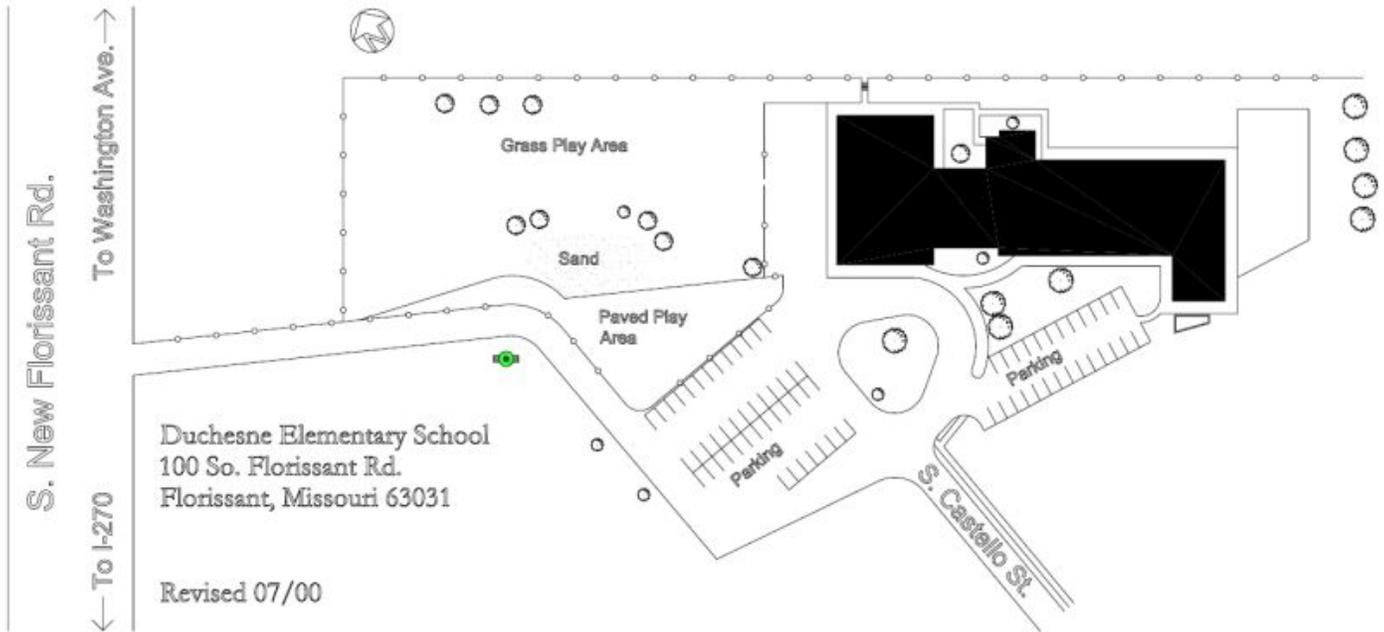
The school day is from 9:20 a.m.-4:10 p.m.. Students may enter the building at 9:05 a.m. and proceed to their classrooms.



## Arrival and Dismissal Procedures

We will be using specific exterior doors to limit students crowding at any one entry/exit. Car riders will enter through the circle drive entrance in front of the school. Walkers whose classrooms begin with the number 1, will enter/dismiss, through door 2. Walkers whose classrooms begin with the number 2, will enter/dismiss out of door 11. Bus riders will enter/dismiss through cafe door number 3.

## ARRIVAL/DISMISSAL



### 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 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 child 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 the school nurse.



## If Symptoms Develop While at School



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.



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

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 Williams’ 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

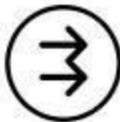


All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

Signage will be in place to maintain six feet of social distancing outside of the bathrooms and 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.

## 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.

In-person learners 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.

At Duchesne, 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 9:20 a.m., unless FFSD transportation is delayed.
- Lunch will be provided to students in their classroom.

Meals will be available for 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 three to six feet 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.

### 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 will be required to wash their hands prior to and after recess.

## Daily Schedules and Routines

### Primary School Details

#### Teacher Daily Schedule

- Teachers will provide instruction in their classrooms for virtual and in-person students
- Pre K -2nd grade teachers work day is 8:50 a.m. - 4:25 p.m.
- Student Daily Instructional Schedule
  - Both in-person and virtual students will follow the same daily instructional schedule
  - Pre K-2nd grade is 9:20 a.m. - 4:10 p.m.



- Your teacher will contact you about your daily schedule and routines.

## **Instructional Delivery Will Occur Two Ways**

### **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, SeeSaw, Google and other resources they utilized during their virtual learning experience. Everyone will maintain a minimum of 3 feet 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, SeeSaw 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.

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, 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.

In early childhood, sheets and blankets will be kept 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. Sheets and blankets should be washed prior to returning to school on Monday.

## 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.

## 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 Duchesne 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



## 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 the first day back.

**In addition, the math workbook, unifix cubes, two sided coins, rekenrek and whiteboard will need to be kept at school.**

# Campus Visitors



The District campuses 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.