

**South Park Elementary Center Information for Parents
2020-2021**

Absence, Late to School and Early Dismissal Notification Procedures

- 1. No visitors will be permitted in the building.**
2. If a parent or guardian is picking their child up, they must call the building upon arrival to notify the school that they are on site. Parents or guardians must approach the main office door #1 to check in. The office will verify the identity of the parent or guardian before releasing the child into their care.
3. Notifications for early dismissals return to school, excuses for absences and excuses for student's tardiness will be conducted through electronic means. No handwritten notes will be exchanged between parties. Emails, QR reader forms and specified Google Forms that will be on the district and building web sites must be utilized.

Arrival and Dismissal of Car Riders

1. Car riders will be dismissed through Door #18
2. Car riders should **arrive** between 8:50 and 9:05. The first person must pull up to the beginning of the circle. The child should be ready to exit the car, on their own; with a mask on. They will walk to Door #1 if they are 3rd or 4th grade or Door #2 if they are K, 1, 2, or eating breakfast. They will receive a temperature scanning at that time. If the child is showing an elevated temperature, the nurse will conduct a second temperature screening.
 - a. If the temperature falls within an acceptable range, the student will be permitted to enter.
 - b. If the temperature is determined to be elevated, the student will be quarantined, the parent will be notified to pick up their child, and the instance will be documented. When the parent arrives to pick up their child, the procedure for visitors to the building should be followed.
3. Car riders who arrive after 9:05 should enter door #1, which is the main office entrance. Students will have their temperature checked upon arrival.
4. Regarding dismissal of students, parents should arrive at 3:40 and should park in a parking space. You will then stand by Door #18 on one of the painted spots on the ground. Students will be dismissed from Door #18 once it has been verified by staff that the parent or guardian is present. Any parent picking their child up needs to be on site between these times.

Book bags

1. To limit the weight in the book bag, students should only carry the essential supplies for their classes. The carrying of textbooks may be discouraged. Teachers may opt to only utilize a classroom set of books for face to face instruction.
2. Book bags will be kept by the student throughout the day, on the backs of their chairs along with their coat/jacket, as lockers will not be utilized at this time. Fanny packs are encouraged for PPE to be kept handy.
3. SP Cyber students will be given textbooks as necessary to implement the curricula.

Breakfast

1. Students, who will be participating in the breakfast program, once gaining access to the building, will walk to the cafeteria where seating has been arranged for meeting the appropriate social distancing guidelines for meal consumption.
2. Face coverings must be worn at all times unless the student has been seated and is eating/drinking. There will be assigned seating for breakfast participants to ensure adherence to safety guidelines.

Lunch

1. Meals will be held in the cafeteria and the gym to ensure social distancing guidelines are met. Students must wear face coverings unless they have been seated and are consuming food/drink.
2. Students may bring their own lunch or they may purchase a boxed lunch from the school district. If purchasing a boxed lunch, students will need to provide the cafeteria staff with their student number or name.
3. Provisions will be made by the school district to provide lunches for students who are participating in the virtual side of the hybrid model or those who are participating in the South Park Cyber Academy who qualify for free or reduced meals. Communication regarding those specifics will be forthcoming from the District.

Face Coverings

1. Approved face coverings must be worn at all times on district provided transportation.
2. Approved face coverings must be worn at all times in the buildings unless the student is eating breakfast or lunch and is distanced at a minimum of six feet apart.

Water Bottles (Refillable)

1. Students will be able to bring a refillable water bottle to school to be used throughout the school day as the water fountains will not be available for use.
2. There will be a water dispensing system by the cafeteria to refill water bottles. Students should refill their water bottles during lunch.