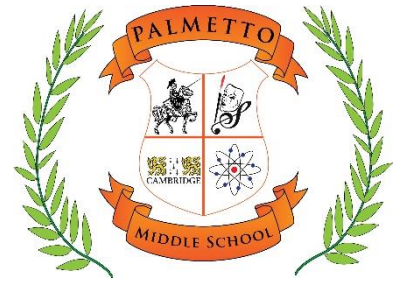


PHASE II RETURN PLAN PALMETTO MIDDLE SCHOOL



RETURN DATES FOR STUDENTS

- Monday, October 5 and Tuesday, October 6 – Students on a modified curriculum **who chose to return physically** will return to the school physically.
- Wednesday, October 7 and Thursday, October 8 – Students in 6th grade **who chose to return physically** will return to the school physically.
- Friday, October 9 – Students in 7th and 8th grade **who chose to return physically** will return to the school physically.
- Students who are learning from home (My School Online) will continue to attend class online.

NEW SCHEDULE

- Beginning on Monday, October 5 all students (online and physical) will follow the Phase II Bell Schedule. Therefore, all students who are learning from home will follow the same lunch schedule as their counterparts at school (see below).
- If your child is returning to school physically, please have them logon to the Student Portal *the night before they return to school physically* and print or write down their schedule for their first day back to school physically. They should also bring the block schedule with them so they know the start and stop times of their classes. This will ensure that they have the correct, most up-to-date schedule and are attending the correct classes on time.

2020-2021 Block Schedule	
Period 1/2	9:10 AM - 10:41AM
Period 3/4	10:45 AM - 12:51 PM (& lunch)
Lunch 1	10:45 AM - 11:15 AM
Lunch 2	11:17 AM - 11:47 AM
Lunch 3	11:49 AM - 12:19 AM
Lunch 4	12:21 AM - 12:51 AM
Period 5/6	12:55 PM - 2:21 PM
Period 7/8	2:25 PM - 3:50 PM

ARRIVAL PROCEDURES

- The school will open at 8:30am every day. Before school, students will be directed to report to either the cafeteria for breakfast (only those students who will be eating breakfast) or to the auditorium. In the auditorium, there will be 3 seats closed in between each student, and the seats will be staggered so that no student is sitting in front of/behind another student. Student will not be permitted to wait in any other areas of campus. Teachers and staff will be directing all students to the correct location.

Updated 9.30.2020

- In the auditorium while students wait, rules for school safety will be reviewed and school maps will be available to 6th grade students and new students. Those maps will also be available at www.palmettomiddle.com
- All students will report to their Period 1/2 class at 9:10am. To prevent additional student movement, there will not be a Homeroom this year. Attendance will be taken during all periods, and the attendance for Period 1/2 will be recorded in the Gradebook. Six minutes have been included in Period 1/2 for attendance purposes. Teacher instruction will begin promptly at 9:16am each day.
- If you need to request that a student absence be excused, either online or physically, please email the teacher and copy Ms. Iglesias at 6701attendance@dadeschools.net.
 - Please see the end of this document for types of absences that are considered as “excused” by the school district.

PREPARATION

- All students have received a card in the mail indicating the parents’ choice of physical and online. Parents will also receive an email regarding their choice of physical or online. Please send this card to school with your child for the first 2 weeks of school.
 - If you would like to request that your child be changed from physical to online, or online to physical, please complete the **Request to Change Instructional Model** which can be found at www.palmettomiddle.com. All requests will be reviewed individually.
- All of our water fountains have been turned off. Bottle filling stations are available throughout the school and in the cafeteria. It is very important that students bring refillable or disposable water bottles.
 - Please label your child’s water bottle, including disposable water bottles, to avoid confusion.
 - If a student forgets or loses their water bottle during the day, they will be sent to the office. We have additional water bottles for students in need.

CLASSROOM TRANSITIONS

- Teachers will step outside of their classrooms and monitor students in the hallways for proper behavior (social distancing, proper use of face masks, maintaining one-directional hallways). All students should be wearing face masks at all times. Face shields are allowed but must be accompanied by a mask. If a student is not wearing a mask, they will be asked to put one on. If they do not have a mask, or their mask broke, they will be directed to the main office and provided with a mask.
- Desks will be cleaned after each class.
- Bathrooms will be locked during classroom transitions to prevent too many students in the bathroom at one time and to allow for cleaning.

CAFETERIA PROCEDURES

- The cafeteria will be one directional. Students enter the building and walk to the right.

Updated 9.30.2020

- Students will have the option of sitting inside to eat or sitting outside to eat. There are no assigned tables. There are 3 stools blocked off in between each student. Students may sit at the stool/table of their choice.
- When students arrive for lunch, they are to immediately sit down, either inside or outside. An administrator or security personnel will use the megaphone to call students to line up if they are receiving school-provided lunch. Students will be called by class to line up. They will then wait on the designated floor markings, which are spaced 6 feet apart, to receive their food.

SCHOOL MEALS

- At this time, all school meals (breakfast and lunch) are free to students.
- Keypads have been removed and students do not need to scan their IDs for meals.
- All staff serving meals are required to wear masks, face shields and gloves.
- All food will be served to students by cafeteria staff. There will be no self-service items for students to pick up (including milk).

BATHROOM PROCEDURES

- Since bathrooms are closed for cleaning during classroom transitions, students will be allowed to use the restroom during class. There is a maximum of 2 students in the bathroom at a time.

DEVICES

- Each teacher has been given the option regarding whether or not students should bring an electronic device to school. Some subject areas may require a device, while others have consumable workbooks that are being used.
 - Please remind your child to bring their device fully charged. For classes that do not use the device, it should be turned off to conserve battery life.
 - If a student needs a device, please email Mr. Cromer (cromer@dadeschools.net). We do not have any laptops at the school right now, but we have a waiting list for when the devices arrive.
 - The teachers will communicate with the students if they are asking that the student bring a device to school.

UNIFORMS

- Uniforms are required for all students who are returning physically. Online students are also encouraged to wear their uniforms.
 - To avoid the proximity of students in the locker rooms, students *will not* change for PE. They will remain in their school uniform.
 - Dry-fit school shirts will be sold through the PTA. Students may wear these shirts to school as part of our uniform on any given day.

EARLY PICK-UP OF STUDENTS

- If you need to pick up your child early from school, please call the main office 15 minutes before you arrive so we can have your child ready. Your child will be waiting for you in the main office.

Updated 9.30.2020

- The district policy of no early pick-ups between the hours of 3:20pm and 3:50pm is still in effect.

DISMISSAL PROCEDURES

- We will be using a staggered schedule for dismissal. Students will be dismissed by grade level via the intercom. This will prevent all students from exiting into the hallways at the same time and allow for hallways to clear before the next group is called.
- Students who ride the bus should wait until their bus name/number is called on the intercom. We will call those students as the busses arrive.

SAFETY PROCEDURES

- All students and staff are expected to wear masks at all times, with the sole exception being during lunch period.
- A distance of 6 feet should be maintained between all students during lunch.
- Custodians will be cleaning high-touch surfaces throughout the day.
- Cleaning spray and paper towels have been placed in all classrooms to clean desks.
- Desks should be arranged so there is a minimum distance of 3 feet, 3 inches between each student.
- Hand sanitizing stations are located throughout the school.

SICK STUDENT PROCEDURES

- If a student tells the teacher that they feel sick, the teacher will call the office. The nurse will come to the room, meet the student in the hallway, and assess the student. The nurse will then determine if the student should be taken to the clinic or the isolation room. The student's parents will be contacted to pick up the student.
- **If your child is not feeling well, please do not send them to school.**

If you have any questions after reading this document, please submit them using the link below. The link will be available until noon on Friday, October 2, 2020.

<https://forms.gle/gvfMpaf9SPWGvVbo8>

We invite you to join us for a Question and Answer session on Friday, October 2 at 3:00pm. The Zoom information to join is below:

Join Zoom Meeting

<https://dadeschools.zoom.us/j/j98026326779?pwd=RHliMytSZjB1VU5BWlqcWRneVJKZz09>

Meeting ID: 980 2632 6779

Passcode: PALMETTO

III. TYPES OF ABSENCES

Excused Absences

Board Policy [5200](#) -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.

The religious holiday listed on the district's approved list of religious holidays (Exhibit #2, Page 47) are to be marked with an "X" (this attendance code may not disqualify students from Perfect Attendance recognitions/awards)

- I. Military Connected Students – M-DCPS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together.
 - The absences are to be preapproved by the school principal.
 - Students shall have a reasonable amount of time, to complete make-up work.
 - Attendance Correction Form ([FM-5556](#)) will be sent to the Federal and State Compliance Office, via [Ivanti Service Manager \(ISM\)](#) for processing

Furthermore, attendance recordkeeping programs have been modified to ensure that students may not be disqualified from Perfect Attendance recognitions/awards at the school or district level. Deployment-related absences will not negatively impact a school's percent of attendance.

- J. Event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events: public functions, conferences, and Regional, State and National competitions.

- K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- L. Outdoor suspensions. (this code should not be used)
- M. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- N. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

Every effort needs to be made by the student, parent, and school administration to avoid absences related to technical difficulties such as the lack of reliable connectivity or device accessibility.

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

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A link will be emailed to all parents an hour before the meeting.