

Curriculum & Instruction

Student Learning Environments

The COVID-19 pandemic has presented many new challenges in our world and communities; Gilchrist Elementary School remains committed to a safe reopening of school by providing all students with a high-quality education whether on campus (brick and mortar) with health & hygiene protocols in place or learning virtually at home (Digital Academy). Whatever educational model you choose for your family, we are prepared and enthusiastic about a fantastic school year!

- Brick and Mortar

The brick and mortar learning environment represents traditional classroom learning taking place on Gilchrist campus. Gilchrist will follow the guidelines set by Leon County Schools, Leon County Department of Health, and the CDC to protect the safety of our students and staff on campus. Specific information about protective practices can be found in the Health and Hygiene section below.

- Digital Academy

The Gilchrist Digital Academy is taught by Gilchrist teachers and is on pace with traditional face to face instruction. Digital Academy teachers will provide a daily schedule of instruction to include live instruction, pre-recorded instruction, and/or small group instruction as meets the needs of the students. Students must be present for attendance each day and will be expected to complete assignments as determined by the teacher. Parents and guardians will serve as learning coaches by establishing a quiet, designated workspace, providing support and encouragement, ensuring the student logs in each day and participates in class, monitoring that the student is on track with assignments and coursework, & maintaining communication with the teacher.

Student Devices

Students in the Digital Academy who were in need of a device were loaned a desktop computer from Gilchrist Elementary. Families who opted to transition back to brick and mortar from the Digital Academy are being asked to return the device prior to the first day of the 9 weeks.

As part of Leon County Schools 1:1 technology initiative, all students in both the brick and mortar and digital learning environments will be issued a Chromebook. Please expect more information to come about the arrival of the Chromebooks and how these devices will be used by students in both learning environments.

Canvas

Canvas is the Learning Management System that Leon County Schools will use to meet the needs of students in both the brick and mortar and digital learning environments. Canvas is accessible from any device with internet capability. Students in both learning environments will be able to connect with their teacher, view lessons, activities, assignments, and assessments. Students will access Canvas through their Classlink account. Parents will receive instructions on how to create their own parent Canvas account. Parents

will continue to use the Parent Portal on FOCUS to view attendance, grades, and other student records.

Specialized Services

Students participating in both learning environments will receive specialized services and accommodations as outlined in their IEP, EP, ELL, and 504 plan. For digital students, these services will be delivered through a virtual platform. Gilchrist ESE teachers, Gifted teachers, and ELL & 504 contacts will consult & collaborate with Digital Academy teachers to provide these services and accommodations.

Guidance and counseling services

Guidance and counseling services will be available in both the brick and mortar and digital learning environments. Services include individual counseling, group counseling, mental health counseling, behavioral health services, PBIS, and instruction in Social Emotional Learning. MTSS services, progress monitoring, and formal evaluations will be available in both the brick and mortar and digital learning environments as well. Please contact your child's Guidance Counselor for more information.

Health & Hygiene

Important Reminders!

- Your child's health & well-being will be screened daily
- If your child shows symptoms of illness at school they will be sent to our Comfort Clinic & you will be contacted
- Students who are ill may not return to school until they are symptom & fever free for 72 hours
- If your child has been exposed to a person who has tested positive for COVID-19, please keep your child home & contact the school immediately
- If your child or ANYONE in your household is being tested for COVID-19, please keep your child home until results are received
- If your child or ANYONE in your household tests positive for COVID-19, please keep your child home & contact the school immediately
- Join the Gilchrist Listserv!
 - Go to <http://listserv12.leon.k12.fl.us/scripts/wa.exe?A0=GILCHRIST-PARENTS> & click "Subscribe" in the far right-hand column
 - the Gilchrist Listserv is THE primary method for pushing out important information to our Gilchrist Community
 - the Gilchrist Listserv is how parents will be notified if there is a positive COVID-19 case on campus
- Update your parent contact information in Parent Portal!
 - If your child is directly exposed to a student who tests positive for COVID-19 you will receive notification via the contact information in Parent Portal
 - Go to <https://www.leonschools.net/parentportal> to logon to the Parent Portal
 - See next page for directions on how to update your contact info in Parent Portal

How to Update YOUR Parent Contact Information in FOCUS

Beginning WEDNESDAY March 18th parents with portal accounts will be able to update THEIR contact information in the webportal on FOCUS. Do not use the app – login into a browser using Google Chrome or Firefox.

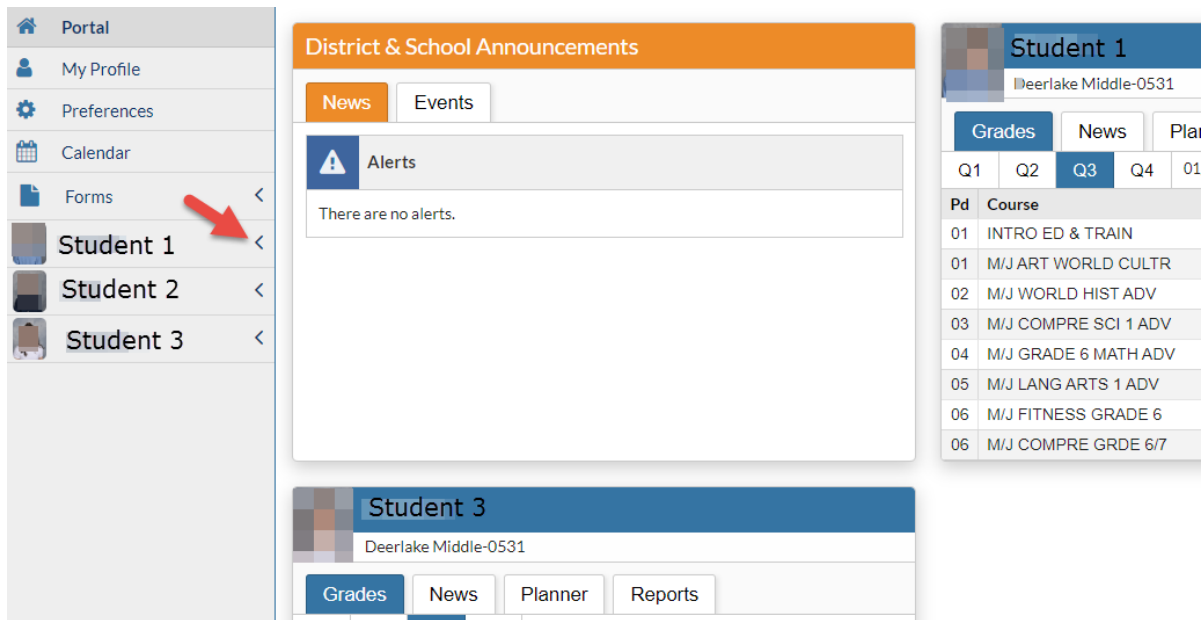
If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register OR have your contact linked to your portal account. You can also email focushelp@leonschools.net

Login to the portal account using your email and password.

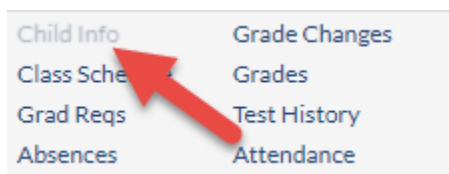
All of your children will appear on the main page even if at different schools.

You will need to update the information on each child.

1. Click the arrow to open the information on the student



2. Click Child Info



3. Addresses and Contacts
4. Click on YOUR Name
5. You can then edit the contact information.

- Update phone Numbers
- Preferred – only ONE number should be PREFERRED
- Callout – used for making calls.
- SMS – will be used at a later date for texting and REMIND.

6. Click SAVE

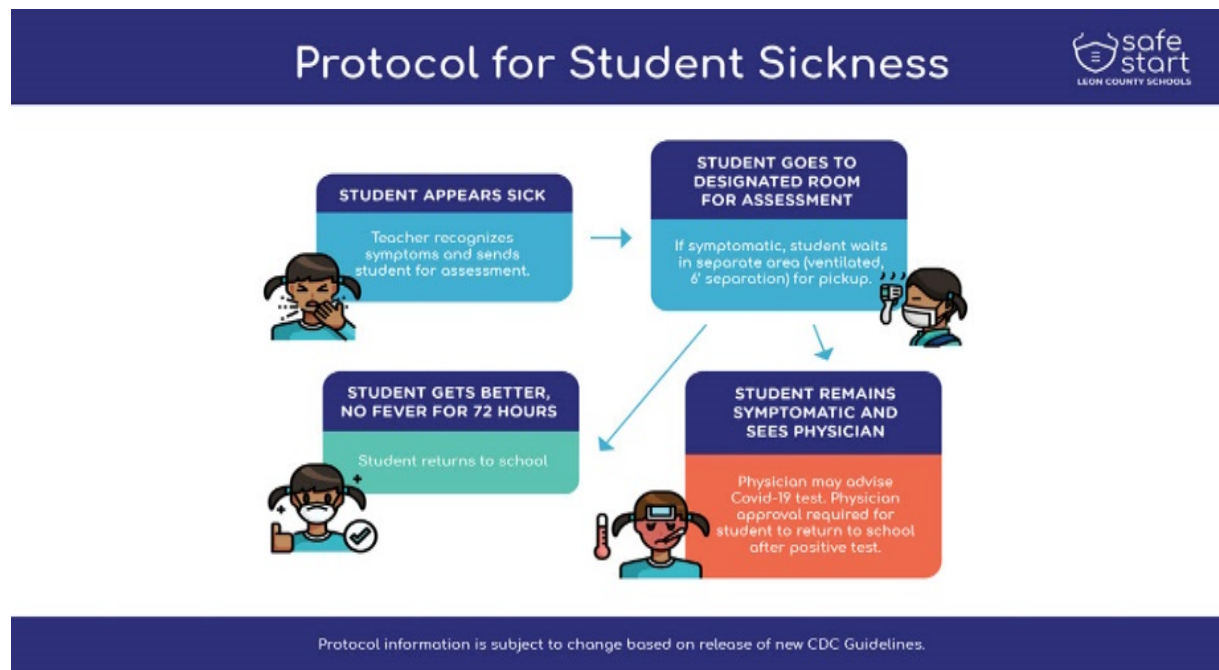


Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Contact Type	Phone Number / Value	Detail Priority	Options
Home Phone	(850)	- +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Work Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Cell Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

Student Screenings

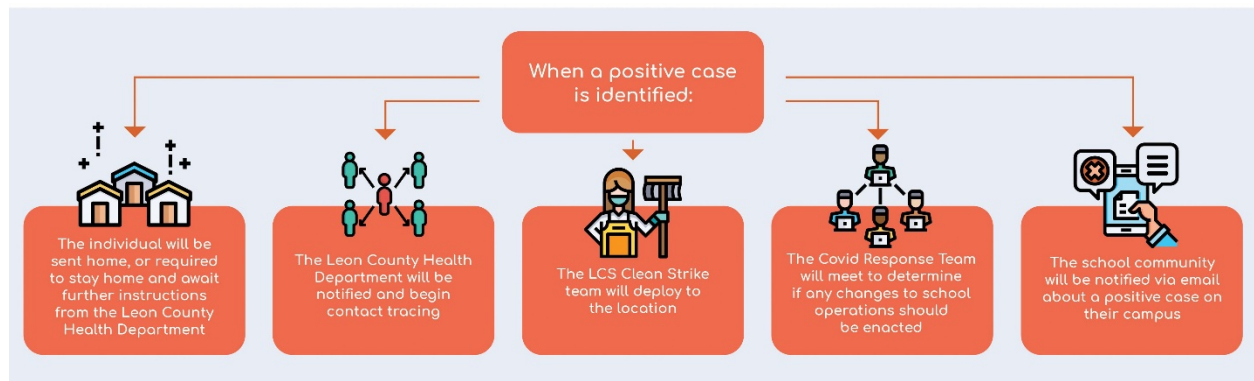
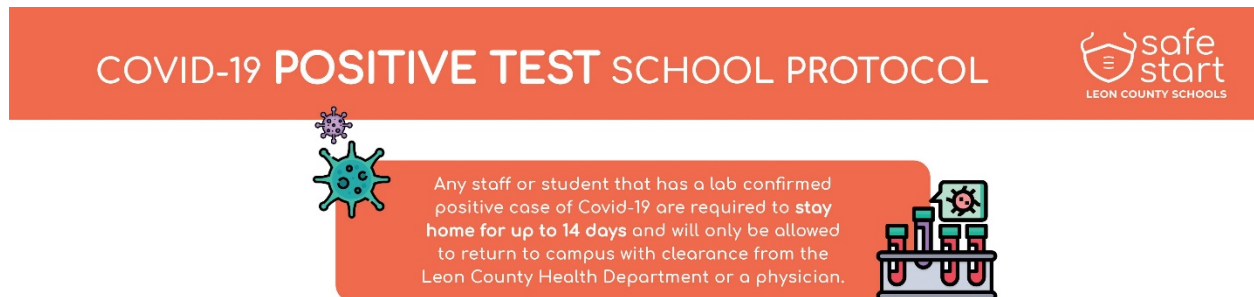
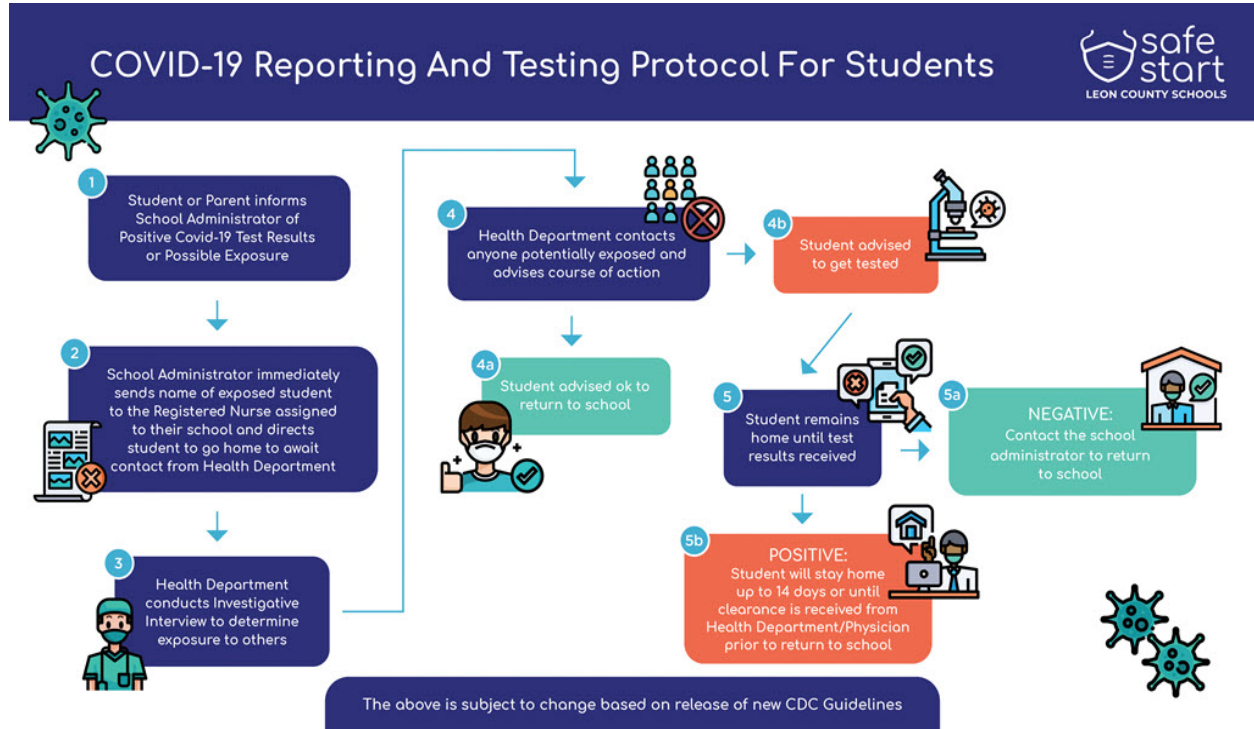
Students will have their temperature taken as they arrive on campus at either car drop off or the bus loop. Additionally, as students arrive in their classroom, teachers will conduct an additional "Pediatric Assessment" or wellness check which will focus on temperature, appearance, breathing, and signs & symptoms. If a student shows one of these signs or symptoms, they will go to Gilchrist's Comfort Clinic (separate from the front office clinic). When students are sent home with a fever, they must be fever free for 72 hours before returning to school; if they have been tested for COVID-19, they must stay home while awaiting results, & bring a physician clearance before returning to school.



Reporting & Testing Protocol for Students

When a parent informs school administration that their child had a positive COVID-19 test or possible exposure the following protocol will be used:

- STEP 1.** School Administrator immediately sends the name of the exposed student to the Registered Nurse assigned to their school and directs the student to stay home until contacted by the health department.
- STEP 2.** The Health Department conducts an investigative interview to determine exposure of any others.
- STEP 3.** The Health Department contacts anyone potentially exposed and advises their course of action.
- STEP 4.** Based on the Health Department determinations the student will stay out the prescribed length of time or until released by the health department or physician to return to school.



Social Distancing & Disinfecting

While it is not possible to eliminate all risk, research has established that social distancing, the disinfecting of hands and objects, and wearing face coverings are key components of reducing the spread.

To maintain proper social distancing, students will be required to keep 6 feet apart to the degree possible. Classroom layouts have been modified to allow for more distance between student workstations and to reduce the number of shared furniture and objects in the classroom. During the first semester there will be no mass gatherings such as field trips, assemblies, orientation, open house, etc. These events may be scheduled in a digital or virtual format and may include Digital Academy students.

Teachers will work to reduce the number of shared objects in the classroom and regularly sanitize community use objects (centers, manipulatives, supplies, equipment) and high touch surfaces. Custodial staff have received specialized training in disinfecting protocol and will disinfect classrooms daily. Students will be required to wash their hands throughout the day and use hand sanitizer before and after activities as directed by their teacher.

Mask/Face Covering Requirement

The LCS COVID-19 Face Covering policy will be implemented and enforced during the 2020-2021 school year. Everyone on campus has a shared responsibility and expectation to protect the health and safety of others. As per CDC guidelines, cloth face coverings have been proven to reduce the spread of COVID-19 when used by people in public settings. To protect the health and safety of all students, faculty and staff on campus, face coverings will be required on campus and on the bus.

Face coverings include non-medical grade disposable face masks and cloth face masks worn over the nose and mouth. Full-face shields are not a replacement for face masks but can be used as an additional barrier. Neck gaiters, bandanas, and scarves may not be worn as a face covering. Although parents cannot waive the mask requirement for their child, requests for accommodations due to underlying conditions can be submitted to Administration. In extenuating circumstances, the only acceptable waiver for the mask requirement will need to be included in a student's medical plan which is managed by the school nurse. A doctor's note waiving the mask requirement is not sufficient.

Face masks are not required when eating or drinking. Teachers may incorporate a socially distanced mask free zone in their classrooms & mask breaks to combat mask fatigue. Students who fail to comply with safety protocols such as face coverings will participate in progressive discipline starting with counseling and proceeding to additional consequences, as necessary. Continued non-compliance of face covering protocol could result in a student being removed from brick and mortar and moved to Digital Academy.

Masks



MASKS ARE REQUIRED

Masks are required by students and staff on buses, during transitions, and whenever 6 feet of social distancing is not possible.



ALLOWABLE MASKS

Allowable masks include non-medical grade disposable face masks and cloth face coverings that go over the nose and mouth.



ADDITIONAL BARRIERS

Full-face shields are not a replacement for face masks, but can be used as an additional barrier.



STUDENTS WHO FAIL TO COMPLY

Students who fail to comply will participate in progressive discipline beginning with counseling and proceeding to additional consequences as necessary. Continued noncompliance of face coverings could result in the student's removal from in-person enrollment and being moved to the Digital Academy.

Visit www.LeonSchools.net/ReOpenLeon for more information.

Protocol information is subject to change based on release of new CDC Guidelines.



School Visitors

The gates surrounding campus will remain locked during the school day allowing for the front office to serve as a single point of entry onto campus. The front office door will also remain locked; parents with a pre-scheduled appointment or who are checking out their student will be buzzed in through the front office door upon arrival. Only one family will be allowed in the front office at a time and families checking out their children will be asked to wait in the covered area outside the front office. Once inside the building all visitors will be required to wear a face mask and have their temperature checked.

Parent/teacher conferences & IEP/Gifted/504/ELL/MTSS meetings will be conducted on Microsoft Teams, Zoom, or via phone call. Administration, Guidance, Teachers, and the School Nurse will not accept walk-in appointments; to the degree possible, please plan to communicate through email or phone to set up pre-scheduled appointments.



Only school visitors deemed "essential" will be allowed on campus. Essential visitors may include emergency personnel, mail carriers, district maintenance staff, district employees, approved district vendors, and other essential visitors as determined by Administration. Parents, mentors, volunteers, & PTO members will not be allowed on campus.

Despite these challenging circumstances, at Gilchrist we are committed to maintaining a close home-school connection with our families. Please contact your child's teacher or Gilchrist PTO about ways you can volunteer your time and resources in a virtual format to stay connected with the school while maintaining the health and safety of our entire school community.

School Lunches

Gilchrist Elementary School is excited to offer nutritious meals to all students at no charge through the National School Lunch and Breakfast Program. Free school lunches will be offered to both brick and mortar and Digital Academy students. Breakfast/lunch pick-up for Digital Academy students will be coordinated through Leon County Schools Nutrition Services Department. For the first semester school lunches will be bagged lunches and will be served in the cafeteria, classrooms, and/or outdoor eating areas.

As per the school visitor policy, parents will no longer be permitted to join their child for lunch on campus and will not be allowed to drop off special lunches or birthday treats. We understand that there are times where students may forget their lunch at home; however, to limit campus visitors, we encourage students to take advantage of the free lunch provided by the cafeteria. In the event of an emergency, parents can drop off their child's forgotten lunch in the drop off bins located in the front of the school.

Water fountains

Water fountains will not be accessible to students or staff on campus. Screw-top water bottles should be provided by parents and/or teachers and be accessible to students throughout the school day.

A Day in the life of a Gilchrist Grizzly...

<u>Brick and Mortar</u>	<u>Digital Academy</u>
<p>Morning Arrival 7:45am – 8:25am</p> <p>Supervision begins at 7:45am.</p> <p>Breakfast will be served in the cafeteria.</p> <p>For the first few days of school, all students will go straight to their classrooms upon arrival or after breakfast.</p> <p>Starting Day 3, students will go to their designated areas upon arrival. This will be directed by classroom teachers.</p> <p>Parents/guardians are not permitted to walk their students onto campus.</p> <p>Wellness Checks will be administered by the classroom teacher.</p> <p>Instructional time will begin at 8:30am.</p>	<p>Digital students must be present for daily attendance per the Florida compulsory school attendance law.</p> <p>Digital students have access to free bagged breakfast & lunch which can be picked up in a drive through system.</p> <p>Teachers will publish a clear schedule of instruction, independent learning, assignments, and assessments.</p> <p>Teachers will hold daily office hours.</p>

<u>Brick and Mortar</u>	<u>Digital Academy</u>
<p>Instructional Day 8:30am- 2:50pm</p> <p>Students and staff will follow all health & hygiene protocols including pediatric assessments, social distancing, sanitizing, disinfecting, and mask wearing.</p> <p>Students will be taught using a combination of digital and traditional instruction.</p> <p>Students will have a 25-minute lunch that will take place in the cafeteria, their classroom, or an outdoor eating area.</p> <p>Students will have outdoor recess daily, weather permitting.</p> <p>Students will participate in Special Area, ESE, Gifted, and Intervention Classes</p>	<p>Students will logon to their class using a combination of Canvas, Microsoft Teams, and/or Zoom.</p> <p>Students will be taught via live instruction, pre-recorded instruction, small group instruction, and self-paced independent learning.</p> <p>Students will work on assignments and assessments at designated times as determined by the teacher. Digital students will be held to the same grading standards as on campus students. All assignments should be the student's own work.</p>

<p>following the same health and hygiene protocols.</p> <p>Students will continue to participate in Accelerated Reader (AR).</p> <p>Students will use the media center for book check out and media services following health and hygiene protocols specific to library use.</p>	<p>Students with an IEP, Gifted EP, or 504 plan will receive their services and accommodations in a virtual format.</p> <p>Students will participate in Art and PE Special Area classes in a virtual format.</p> <p>Students will have access to Accelerated Reader (AR) through their Classlink.</p> <p>Students will be strongly encouraged to use the public library and other digital media resources. Curbside pickup for digital students can be arranged through the Gilchrist Media Specialists.</p>
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<u>Brick and Mortar</u>	<u>Digital Academy</u>
<p>Dismissal 2:50pm</p> <p>Students will be dismissed from their classrooms to their designated areas.</p> <p>Bus and van riders will be dismissed to the back of the school following the same health and hygiene protocols.</p> <p>EDEP students will be dismissed by grade level to designated classrooms following the same health and hygiene protocols.</p> <p>Car riders will remain in their designated areas until called for dismissal.</p> <p>Parents/guardians are not permitted to walk onto campus to pick up their child (unless checking them out prior to afternoon dismissal).</p>	