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# HICKORY CREEK ELEMENTARY SCHOOL

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**RETURN TO SCHOOL  
PARENT INFORMATION GUIDE  
2020-2021**

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# SCHOOL OPTIONS

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## Elementary Option 1 – School-Based Brick & Mortar

Children will go to school as normal, five days a week. Early release days will continue to occur every Wednesday. There could be a move to full-time distance learning if required by Department of Health or Governor’s Executive Order. In the event of quarantine, students will be provided an opportunity to continue learning during the quarantine period through the classroom teacher. Parents can elect to move to School-Based Distance Learning at any time. This would be at least until the end of Quarter One.

## Elementary Option 2 – School-Based Distance Learning

Students remain attached to the current school while receiving instruction online. Teaching will mirror the pace and rigor of brick and mortar. Students choosing this option make a nine-week commitment. Hickory Creek will be utilizing a distance learning cohort model. Currently, one to two teachers per grade level will be teaching our distance learning students. Contact our front office if you would like to change to school-based distance learning.

## Things to Consider:

Should some families choose to move to distance learning after the school year has begun, administration may have to move additional staff to assist with distance learning which may mean the displacement of students from one brick and mortar classroom to another. Students cannot be guaranteed the same distance learning teacher as their brick and mortar teacher.

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# CLEANING AND SANITIZING

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## OMNI Shield

**What is it?** When applied to a surface or incorporated into a material, OMNI Shield forms a covalent bond with a surface (substrate) and creates a microbiostatic antimicrobial coating. The coating forms a nano-bed shield of spikes (self-assembling monolayer), each of which carry a positive charge that attracts the negatively charged bacteria. Once attached, the molecular spikes pierce the cell and rupture its membrane, causing the bacterial microorganism to die. OMNI Shield is water-based, non-toxic to humans and animals, contains no harmful chemicals or heavy metals, and is bound to the surface (substrate) meaning it cannot leach into the surrounding environment and is foggable in interior environments. OMNI Shield creates a microscopic shield on porous and non-porous surfaces to destroy

bacteria on contact for up to 90 days after cleaning, even for surfaces that post treatment are immersed in water.

**Where will it be applied?** OMNI Shield will be applied to all frequently touched services. Frequently touched surfaces would include door handles, sink handles, playground equipment, drinking fountains, desktops, reception countertops, tables, chairs and other surfaces as needed.

## Cleaning and Disinfection

During School occupancy cleaning and disinfection procedures will be conducted in accordance to CDC Guidelines. As an added precaution, frequently touched surface will be cleaned periodically throughout the day utilizing disinfectants listed for use on COVID-19.

In the event of a possible exposure, related areas will remain unoccupied until the area can be disinfected in accordance with the CDC guidelines. Disinfection procedures will be conducted by either trained custodial staff, a SJCSO COVID-19 Response Team or professional contracted services experienced in disinfecting procedures.

Hand sanitizer stations will be at every entrance and exit of the building.

Frequent verbal hygiene reminders will be provided by teachers and staff.

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# PERSONAL PROTECTIVE EQUIPMENT & PRECAUTIONS

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## PPE Provided to Hickory Creek Elementary by St. Johns County School District

- *Non-Contact Infrared Thermometers – all classrooms*
- *Desk Shields*
- *Cloth Face Mask for Faculty*
- *Cloth Face Mask with adjustable ear loops for Students*
- *Face Shields for Teachers*
- *Cleaning Spray in all classrooms*
- *Dry Wipes for cleaning spray in all classrooms*
- *Gloves – all classrooms*
- *Hand Sanitizer – provided in all classrooms*
- *Mobile Hand Sanitizer stations – at all main entrances*
- *Clinic Kits with safety screens*
- *Safety Signage – throughout the building*
- *OMNI-Shield Solution and Sprayer*

## Face Coverings

Staff and students are required to wear face coverings at arrival, dismissal, transitions, and when they cannot socially distance. Masks, gaiters, and face shields are accepted face coverings. HCES will provide a child with a cloth mask with adjustable ear loops if needed. Disposable face masks will also be available. Students with disabilities or medical conditions that prevent any type of face covering will be addressed on a case-by-case basis.

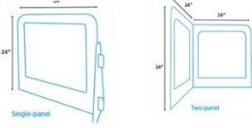
## Desk Shields

Desk Shields will be provided on every student station. This will allow students to remove their masks while in the classroom. Once students leave their desks, and cannot socially distance, students will be required to wear their masks. This may be at small groups, group activities or partner work.

## Desk Shields

**Drummond**

- 24"W x 24"H
- Removable Shields
- Single Double Panel



## Classroom

Each classroom will receive cleaning spray, dry wipes, gloves, 1 gallon hand sanitizer, and a face shield will be provided for the teacher. Each teacher will have his/her own non-contact infrared thermometer for taking students temperatures upon arrival.

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# HEALTH PROTOCOLS

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## Student Becomes Sick on Campus

- Student will be immediately removed from the classroom by the nurse and taken to an isolated space
- School nurse will:
  - conduct a health assessment
  - contact parent/guardian for pick-up. Upon arrival parent/guardian will call the building and student will be walked to the car.
  - explain next steps to the guardian
  - report case to the Department of Health who will begin contact tracing

## Communication when Staff/Student tests positive for COVID-19

- Due to the requirements of FERPA and HIPAA, we cannot share information with everyone. On a case-by-case basis, we can share directly to families of students who are directly impacted as defined by who has had direct close personal contact with the student/staff member who tested positive.

- Our Director of Health Services is in constant contact with the local Department of Health and we follow their guidelines for notification and contact tracing.

**You know your child best. If your child does not feel well, please stay home and seek medical assistance.**

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# PRE K/VPK AND KINDERGARTEN INFORMATION

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## Pre K/VPK Classes

Pre K/VPK classes will begin on August 31<sup>st</sup>. These classes will follow the regular school schedule and hours. On the first day of school, PreK/VPK teachers will assist at the car line to help our youngest learners find their way to their new classrooms. Students will participate in a variety of resource classes (Art, Music, and PE). Students can bring their lunch or can purchase their lunch from the cafeteria. Students will participate in a daily rest time. Please see the school website for the PreK/VPK school supply list: [www-hce.stjohns.k12.fl.us](http://www-hce.stjohns.k12.fl.us)

## Staggered Start for Kindergarten

Kindergarten students will participate in staggered start on Monday, Tuesday and Wednesday on the first week of school. The first day for **ALL** kindergarten students will be on Thursday of the first week of school. Your staggered start date will be assigned by the week before school and will be communicated by email through School Messenger.

On your child's staggered start day, we ask that you arrive at 8:45, after the school car line has had a chance to go through. Please park and your child's teacher will meet you out front of the school on the car line side to greet you and help ease your child into their first day. On Thursday of that week, we ask that you drop off your child via their normal way of traveling to school before 8:30 (doors open at 8:00). We will have numerous adults on hand to assist in escorting our kindergarteners to their classroom.

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# FIRST DAY OF SCHOOL

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Unfortunately, due to the need of minimizing people in the building, parents will not be permitted to walk their children to class. We will have multiple adults at each entrance to help your child find where they need to go. We will communicate classroom location information and teacher assignment the

week before school starts. Please do not contact the school for this information, it will be released and communicated in time for our virtual meet and greets.

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# ARRIVAL

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- Students in the car line, please have your belongings gathered and be ready for a swift exit from the vehicle in order to keep the car line moving smoothly. We will not have the advantage of our safety patrols, so our adult support staff will work diligently to keep this line safe and efficient. Thank you for not using your mobile phone while on school property in the car line.
- Students will report directly to their classroom. Students will not be sitting in the hallways upon arrival.
- Controlled bus off loading
- Masks will be required until a temperature check is complete
  - Masks will be provided to students if needed
  - Temperature checks will be conducted by the classroom teacher (before instruction begins), cafeteria staff (if child eats a school breakfast) or Extended Day worker (if arriving for morning extended day)
- Increased supervision to maintain directional flow and reduce mass gatherings.
- Increased adults to monitor hand sanitizing before entering the building.
- Breakfast provided using distance protocols
- Extended Day program will follow safety/temperature protocols
- Masks will be provided to students if it is forgotten upon arrival

## If your child is a Bus Rider:

- Buses will run at normal capacity
- Frequent sanitization, antimicrobial surface treatment
- Masks required on bus routes
- Masks will be required until students arrive in class for temperature check
- Hand sanitizing stations utilized upon entry

## If your child is a Car Rider:

- Students should be wearing a mask as they exit the vehicle
- Social distancing should be maintained
- Hand sanitizing stations utilized upon entry
- Masks will be provided to students if they do not have one upon arrival

## If your child is a Biker or Walker:

- Students should wear their mask as they enter the campus

- Social distancing should be maintained
- Hand sanitizing stations utilized upon entry to the building
- Masks will be provided to students if they do not have one upon arrival

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## DISMISSAL

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- Students will be required to wear masks during dismissal
- We will use the School Dismissal Manager App/Program in order to decrease the number of students in the hallways
- Adults will help to monitor students

### HCES Parent Pick-Up/Car Line

Parents will receive car line tags to hang on their front mirrors to help with vehicle identification. All students will stay in their classrooms as we start dismissal. When parents/guardians arrive to pick up their child(ren), they should access their SDM app (details forthcoming) and check in to alert your child's classroom that they should head toward the Parent Pick Up loop. Please pull all the way up to the nearest number and keep the flow of traffic moving as directed by adults. Thank you for not using your mobile phone while moving through the car line on campus.

### Bikers/Walkers

Bikers and walkers will be escorted by adult staff out to the end of Hickory Creek Trail.

### Dismissal Changes

**All** dismissal changes will be made via the School Dismissal Manager (SDM) app. Details on how to set up this account are forthcoming.

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## LUNCH, RECESS, & RESOURCE

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## Lunch:

- Multiple entries/exits will be utilized.
- 6-8 classes will eat at a time.
- Students will sit with their classroom cohort and be distanced from other cohorts.
- Students will have assigned seats in the cafeteria.
- Hand sanitizer will be available at each entrance to the cafeteria.
- A la carte items will be limited. There will be 6 feet distancing between students in the cafeteria line.

## Resource:

- Students will attend Resource classes. Recommended use of PPE, social distancing, and cleaning will be followed.
- During physical activities masks do not need to be worn.
- Cardboard testing partitions will be used in the computer labs.
- Students will have assigned seats.

## Recess:

- Recess will continue to be scheduled in accordance with the state statute.
- During transition to and from, PPE and health and safety protocols apply.
- During physical activities, masks do not need to be worn.
- Classes will be assigned playgrounds. There will be a limited number of classes on the playground at a time.

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# IN THE CLASSROOM

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## What does inside the classroom look like?

### Brick and Mortar

- When students arrive to their classrooms, they will have their temperature taken. Once they are seated, with the desk shield, students can remove their masks.
- When students are unable to social distance, masks are required. This may be during small group instruction, partner work, or group assignments.
- Hand sanitizer and hand washing sinks are available in all classrooms.
- Frequent visual and verbal hygiene reminders will be given throughout the day.
- Students will have assigned seats

## Distance Learning

- For each grade level, there will be specified distance learning teachers. These teachers will be at the building to host their live classrooms. The classroom schedule will reflect a regular day at the building.
- Distance Learning Teachers will be using Schoology as the primary learning tool.
- At the end of the first quarter, we will adjust the Distance Learning rosters based on SJCSD recommendations and parent requests to return to brick and mortar.

## Supplies

Students will be encouraged to have their own supplies and not to share them with other students. School Supply Lists are located on our school website [www-hce.stjohns.k12.fl.us](http://www-hce.stjohns.k12.fl.us)

There will not be a “community” basket of items. Manipulatives and other classroom items will be wiped down frequently and/or be individualized for students.

## Absences

If your child is absent due to quarantine, the brick and mortar teacher will provide instruction. Teachers will be taking attendance for distance learning. Assignments are expected to be made up if your child is absent.

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# TRANSITIONS

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Throughout the day, students will be transitioning to lunch, resource, recess, arrival, and dismissal. During all transition times students are required to wear a mask. Students will stay in line as they transition to ensure proper distance between classes. Teachers will be using different entries into classrooms, the cafeteria, and resource classrooms to maintain social distancing from other cohorts.

Some of our 4<sup>th</sup> and 5<sup>th</sup> grade classes departmentalize (switch teachers for ELA/Social Studies and Science/Math). For now, the teachers will move to the children, so that children can remain in their seats with their own personal items.

# ACADEMICS

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## Instructional Continuity Plan

The SJCSD created an instructional continuity plan for all teachers to follow in the district curriculum maps. Embedded within the maps are the standards that were covered in the fourth quarter of the

previous grade. Standards have been identified as being GAP Standards, need explicit instruction, and BLENDED Standards, blended with grade-level standard. Teachers will also be meeting with the grade level before (example: 2<sup>nd</sup> grade teachers will meet with 1<sup>st</sup> grade teachers) to better understand the needs of the previous students. This will help to ensure the best continuum of learning at HCES.

## Grading

Both the distance learning teachers and brick and mortar teachers will continue to work in their Professional Learning Communities to have common assessments. Teachers will follow the pacing guides established in the district curriculum maps to assess students. Grades for all students are located on the Home Access Center. For more information on HAC, please go to: <https://www.stjohns.k12.fl.us/hac/>.

## Testing

Students will be taking the Fall iReady Diagnostic. This assessment helps our teachers to identify students' needs. Both brick and mortar and distance learning students will take this diagnostic.

## Parent/Teacher Conferences

Fall conferences may be scheduled during the first quarter. Parents can request a parent/teacher conference virtually or in person.

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# VOLUNTEER/VISITOR POLICY

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Visitor and volunteer access to campus is restricted. Visitors and volunteers must be on official school business (IEP Meeting, Parent/Teacher Conference, etc.) by appointment to enter. Visitors and volunteers are subject to COVID screening/clearance before entry. Visitors and volunteers, at this time, are not allowed to eat in the cafeteria with a child. Of course, once the pandemic has subsided, we look forward to having you return!

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# DRILLS

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At this time, drills will be presented virtually to students. Teachers will discuss and show students where to go in case of an emergency. When approved by the Office of Safe Schools, we will resume having live drills.

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# ESE

## EXCEPTIONAL STUDENT EDUCATION

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- All ESE students will follow the same reopening plan as their peers without disabilities.
- ESE support services (OT, PT, Speech/Language, DHH, VI, MHC, Behavior Specialist/Technicians) will provide services as dictated by the students' IEPs.
- ESE groups will consist of students from different cohorts. ESE teachers will be sanitizing and cleaning after each group and will ensure proper safety protocols and social distancing in the classroom.
- Least Restrictive Environments would continue as dictated by the students' IEPs.
- Students participating in school-based distance learning may choose to receive ESE services at HCES campus. These therapies include (speech, language, OT, or PT) or specially designed instruction or related services provided by an ESE teacher.
- Students will attend on the schedule they would have attended had they chosen brick and mortar full-time.
- All accommodations will be followed as written in the IEP.
- During pre-planning Case Managers will call all distance learning families and brick and mortar families who may have a change in schedule. Any changes in the way ESE services or related services in a student's IEP or EP are provided due to school-based distance learning or cohort requirements should be discussed in advance with the parent and recorded on the *Individualized Continuity of ESE Services Plan*.
- Completion of the *Individualized Continuity of ESE Services Plan* does not require an IEP/EP meeting. The district is not recommending a change to the IEP/EP, we are simply documenting how these services will be provided in the event distance-learning or changes due to cohort requirements are necessary
- An IEP/EP meeting can take place to discuss the plan if needed.

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## EXTENDED DAY PROGRAM

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- The Extended Day program will follow the guidelines and procedures as established by the regular school day at HCES.
- Students will be assigned to a specific group to make a cohort. The cohort will play at recess in zones, go together to the computer lab, and sit together for activities.
- Masks must be worn, or social distancing observed when cohorts combine.
- At this time, no outside vendors or clubs will be part of the Extended Day program. We will assess as we get into the school year and add them in as appropriate.

## Arrival for Morning Extended Day

- Students must wear masks upon entering the HCES Cafeteria
- HCES staff will take your child's temperature upon arrival.

## Dismissal from Extended Day (Afternoons)

- Guardian will check in on the SDM App at the checkpoint. This will alert front office staff to radio for your child.
- Guardian must be visible at the front glass doors before child will be released. Your check in to the SDM app will serve as your virtual sign out of your child.
- Should you need to come in the front office, a mask is required for entry.
- Maintain social distancing while waiting for your child.

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# AFTER SCHOOL EVENTS

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## Teacher Meet and Greet

The Teacher Meet and Greet will be virtual. Teachers will set up video conferences or phone calls with families.

## PTO Events and Meetings

PTO Information can be found at their website: <https://www.hcepto.org/> We will hold all PTO meetings virtually until volunteers are allowed into the building. Please consider joining the PTO.

Information on PTO and school events will be provided in The Week at the Creek weekly newsletter.

## Clubs

At this time, we will not be hosting any outside vendors (STEM Club, Chess Club, etc.) and school based clubs (Safety Patrol, Music Club, Art Club, etc.) will not be meeting. This will be reassessed after the first quarter.

## Open House

In person Open House will not be taking place this year. Student progress may be shared via videos, teacher communication, and/or virtual parent/teacher conferences.

## CONTACT INFORMATION

Main School Phone Line – 904-547-7450

School website [www-hce.stjohns.k12.fl.us](http://www-hce.stjohns.k12.fl.us)

Dr. Joy Reichenberg, Principal

Mrs. Ashley McCormick, Assistant Principal

Mrs. Lisa Weaver, Data Operator (registration)

Ms. Kay Moser, Secretary

Mrs. Christine Southworth, Extended Day

Mr. John Doolittle, Maintenance Coordinator

Mrs. Denise Zokus, Food Services Manager

Mrs. Sarah Vance, School Counselor

Mrs. Amie Miller, Instructional Literacy Coach

Master Calendar

2020-2021

Updated and Board Approved - 7-28-2020

July 2020

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1st Quarter = 44

January 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2nd Quarter = 45

April 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

3rd Quarter = 47

4th Quarter = 43

Total 179 Days

FTE Dates:  
 Oct. 5-9  
 Feb. 8-12  
 Easter, April 4

- Teacher Optional Planning
- 9 Teacher Planning (non-student day)
- 2 Teacher Inservice (non-student day)
- Classes Resume
- Student/Teacher Holiday
- End of Quarter