

# Emerald Cove Middle School

## Student Operational Procedures Brick and Mortar Addendum

**2020-2021**

**Dr. Eugina Feaman  
Principal**

**Mr. Marellius King  
Assistant Principal**

**Mrs. April Morphesis  
Assistant Principal**

**Mr. Jason Wheeler  
Assistant Principal**



# Who To Turn To On Campus

9950 Stribling Way  
Wellington, Florida 33414  
Main Number 561-803-8000  
Fax Number 561-803-8050

School website: <https://ecms.palmbeachschools.org>

School Facebook: <https://www.facebook.com/EmeraldCoveMiddleSchool/>

Lynn Marin, Confidential Secretary Email: <a href="mailto:Lynn.Marin@palmbeachschools.org">Lynn.Marin@palmbeachschools.org</a>	561-803-8002
Marellius King, Assistant Principal 6 <sup>th</sup> grade Email: <a href="mailto:Marellius.King@palmbeachschools.org">Marellius.King@palmbeachschools.org</a>	561-803-8030
April Morphesis, Assistant Principal 7 <sup>th</sup> grade Email: <a href="mailto:April.Morphesis@palmbeachschools.org">April.Morphesis@palmbeachschools.org</a>	561-803-8036
Jason Wheeler, Assistant Principal 8 <sup>th</sup> grade Email: <a href="mailto:Jason.Wheeler@palmbeachschools.org">Jason.Wheeler@palmbeachschools.org</a>	561-803-8041
Ginny Garceau, Treasurer Email: <a href="mailto:Virginia.Garceau@palmbeachschools.org">Virginia.Garceau@palmbeachschools.org</a>	561-803-8004
Shannon Caruso, School Counselor 6 <sup>th</sup> grade Email: <a href="mailto:Shannon.Caruso@palmbeachschools.org">Shannon.Caruso@palmbeachschools.org</a>	561-803-8015
Janell Leatherman, School Counselor 7 <sup>th</sup> grade Email: <a href="mailto:Janell.L Leatherman@palmbeachschools.org">Janell.L Leatherman@palmbeachschools.org</a>	561-803-8009
Cynthia Orsenigo, School Counselor 8 <sup>th</sup> grade Email: <a href="mailto:Cynthia.Orsenigo@palmbeachschools.org">Cynthia.Orsenigo@palmbeachschools.org</a>	561-803-8008
Natacha Joseph, Behavioral Health Professional Email: <a href="mailto:NatachaJoseph@palmbeachschools.org">NatachaJoseph@palmbeachschools.org</a>	561-803-8012
Karen Louramore, Data Processor Email: <a href="mailto:Karen.Louramore@palmbeachschools.org">Karen.Louramore@palmbeachschools.org</a>	561-803-8005
Christine Potter, Attendance Clerk Email: <a href="mailto:Christine.Potter@palmbeachschools.org">Christine.Potter@palmbeachschools.org</a>	561-803-8016
Rae Jensen, ESE Coordinator Email: <a href="mailto:Rae.Jensen@palmbeachschools.org">Rae.Jensen@palmbeachschools.org</a>	561-803-8025
Nurse Linda Loiseau, Clinic	561-803-8057
District Bullying Hotline	561-434-8200

**2020-2021 DISTANCE LEARNING/BRICK AND MORTAR BELL SCHEDULE**

**SCHOOL HOURS: 9:30 a.m. - 4:05 p.m.**

Student Hours  
Teacher Hours  
Office Hours

9:30 a.m. – 4:05 p.m.  
8:45 a.m. – 4:15 p.m.  
8:30 a.m. - 4:30 p.m.

<b>Time/Period</b>	<b>9:30 - 10:22 Period 1</b>	<b>10:26 - 11:13 Period 2</b>	<b>11:17-12:04 Period 3</b>	<b>12:08 - 2:22 Period 4 (Extended)</b>	<b>2:26-3:13 Period 5</b>	<b>3:17-4:05 Period 6</b>
<b>LUNCH A</b>				<b>12:08-12:38</b>		
<b>LUNCH B</b>				<b>12:42-1:12</b>		
<b>LUNCH C</b>				<b>1:17-1:47</b>		
<b>LUNCH D</b>				<b>1:52-2:22</b>		

<b>DAY 1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>DAY 6</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>DAY 5</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>DAY 4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>DAY 3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>2</b>
<b>DAY 2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>

*EACH DAY STARTS WITH THE PERIOD WITH WHICH YOU ENDED THE DAY BEFORE!  
Students will begin with periods 1 through 6 on the first day of distance learning. Periods will then be on a rotating schedule each day. The last class of the previous day will be the first class of the following day.*

These procedures and guidelines for students will be in addition to the ECMS Distance Learning SOP and the PBCSD Student and Family handbook. Please see the end of this document for links to those documents.

These procedures and guidelines may change and more information may be added as more information is made available.

## **BELL SCHEDULE**

The bell schedule will be the same based on Brick and Mortar and will be followed by distance learning students as well.

## **VISITORS**

Visitors are not allowed inside the school campus without prior authorization from the school Principal. If you were directed to come to school or if a procedure requires you to come to school, you must report to the Main Office and utilize the intercom located outside of the Main Office door to buzz and state your purpose. Temperatures will be taken of all visitors on campus. You must have your ID and a face covering must be worn if you enter the building.

## **MASKS**

**Masks are worn throughout the school day (see exceptions below) and all rules, policies and procedures must be followed. Violation will result in discipline per the Student Code of Conduct (linked below.)** Students will be given a district purchased pack of 5 cloth masks during their 1<sup>st</sup> period class. Please see links at the end of this document for more information.

- a. Facial coverings should cover your nose and your mouth, fit snugly, and be secured with ties or ear loops.
- b. Neck gaiters, open chin triangle, bandanas, and mesh materials, valves or holes of any kind are not acceptable face coverings.
- c. Students may only remove their masks to eat breakfast or lunch in the designated areas, or when playing certain musical instruments. Masks must be worn when the student is not eating.
- d. When taking off their masks for breakfast, lunch or band, masks should not be placed on the table or other surfaces. Place masks in a pocket, backpack, or mask clip.



## **MAKE YOUR CHOICE**

When making a change, parents must reflect that change via the Make Your Choice process in the student portal tile. Click this link for instructions. <https://youtu.be/1qo5TjqbcU0>

***Brick and Mortar to Distance Learning:*** You may make the change immediately. Reflect that change via the Make Your Choice process in the Student Portal. If you make a change in the student portal from brick and mortar to distance learning, please email [Karen.Louramore@palmbeachschools.org](mailto:Karen.Louramore@palmbeachschools.org) to note the change.

***Distance Learning to Brick and Mortar:*** There is a 1 week waiting period. Make your decision on the Make Your Choice tile in the student portal no later than the Monday before for the following week. All students will begin the new week on a Monday. If you make a change in the student portal from distance learning to brick and mortar, please email [Karen.Louramore@palmbeachschools.org](mailto:Karen.Louramore@palmbeachschools.org) to note the change.

## **PERSONAL PROTECTIVE MATERIALS (PPE)**

Wipes and hand sanitizer were purchased for all classrooms. Students can bring their own hand sanitizer for personal use.

## **ENHANCED CLEANING**

There will be an enhanced cleaning schedule for all high touch areas and restrooms.

## **ROOM UTILIZATION**

The School District of Palm Beach County is taking action to protect the health, safety, and welfare of students and personnel. Certain measures will be needed to reduce the risk of exposure and spread of COVID-19. All schools will begin with student desks at six feet apart. As the need arises to place additional students in classrooms, schools will follow guidance as outlined by the CDC and the American Academy of Pediatrics . Desks have been positioned to enable maximum use of the area provided, while creating separation from other students (according to CDC guidelines). Classrooms may not be able to accommodate all the assigned students that may attend that class for brick and mortar. If this occurs, the overflow of students will be placed in another location on a rotating basis with a laptop for learning using Google Classroom and Google Meet.

Assigned seating and seating charts will be utilized daily.

## **HALLWAYS**

When dismissed from classes, students will walk directly to their next class. Waiting for friends and congregating in hallways will be prohibited. Students will follow a controlled traffic pattern throughout the school by walking to the right through the hallways and up the all stairs.

## **LOCKERS**

Students may not use hallway or gym lockers. Students must carry what they need for the day.

## **ELEVATORS**

Elevators are used ONLY with permission and elevator pass. One person in the elevator at a time (unless otherwise specified).

## **RESTROOMS**

Restrooms may be used during class changes – students will receive permission from their teachers or other school personnel to use the restroom during class. Students will be directed to adhere to signs posted in the restroom related to restroom safety according to CDC guidelines.

## **WATER BOTTLES**

Students may bring water bottles to stay hydrated throughout the day. Water fountains will be available.

## **ATTENDANCE**

Attendance guidelines must be followed whether your child is at home or in brick and mortar. Attendance must be taken for both distance learning and on campus. If you are unable to attend school due to sickness, students can still continue to learn via distance learning. Please notify the teachers if this occurs.

## **BREAKFAST AND LUNCH**

Breakfast is free to all students beginning September 10, 2020 through June 18, 2021 (Grab and Go). Lunch is free to all students through December 2020 (Grab and Go). Parents should apply for Free and Reduced lunch now the application is in the student portal and on the Food and Nutrition website: <https://www.myschoolapps.com/Application>. Students will eat in the café and in the courtyard and other designated areas. Only Grab and Go breakfast & lunch will be served. Placement of stickers to adhere to social distancing will be provided for the lunch line. Whenever possible, you may wish to have your student bring their own lunch from home to minimize time waiting in lines. Students have 30 minutes for lunch – masks will not be worn when sitting and eating breakfast or lunch in the designated areas.

## **ARRIVAL AND DISMISSAL PROCEDURES**

**Automobile Student Drop-off and Pick-up Procedures** - Students are to be dropped off and picked up in the CAR LOOP ONLY. Students will stand on designated social distancing markings when waiting to be picked up. When picking students up from the car line the parent/guardian must stay in their cars and in the car line at all times. Please do not park in the parking lots and walk up to pick up your child. It is unlawful for individuals to pick up students in areas not designated. **No Street, Parking Lot or Adjacent School/Fire House Drop Offs or Pick Ups are allowed.**

**Bicycles** are to be locked to the bicycle racks or compound fence. Bicycle safety helmets must be secured to the bike or stored in the student's book bag or backpack or locked in the bike corrals. The school and district assume no liability for these items locked in the bike corrals. **Skate Boards, Scooters, and Bikes must be walked while on School Grounds. Hoverboards, Roller Blades AND all Motorized Transportation are not permitted on School Board Property. NOTE: Student supervision will not occur prior to 9:00 am.**

Students are expected to attend a full school day (whether brick and mortar or distance learning). However, the school recognizes that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. However, in the rare instance that a student needs to leave school early, we implement an early dismissal plan that is designed not to disrupt the learning environment and to preserve our safety/security procedures. Therefore, students and parents must adhere to the following early dismissal procedures to be released before the regular dismissal time:

Call ahead to state an early pick up, 561-803-8000. When you arrive at the school, state your business at the outside intercom. A face covering must be worn at all times and the person picking up must show a valid ID that matches our records to the front office secretary. The front office secretary calls for the student and the student comes to the main office. If the student is not in a classroom, the front office secretary will ask a student intern to find the student and bring the student to the main office. In the event that the visitor will enter the office area, the temperature will be taken.

**School District Policy:** Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Accumulated early dismissals will be recorded as unexcused absences consistent with Fla. Stat. § 1003.02(1)(b). When a secondary student misses fifty (50) percent or more of the identified instructional class period due to early dismissal, the student shall be considered absent.

## **GYMNASIUM & PHYSICAL EDUCATION**

The locker room will not be utilized. Students should bring a water bottle. Teachers will instruct students about the appropriate shoes/clothing and other rules, policies, and procedures. Students must continue to maintain social distancing.

## **IDENTIFICATION BADGES**

For the safety of all stakeholders and to promote a single-school culture, identification badges(ID) are issued to all students, faculty, staff and substitutes. IDs must be worn around the student's neck while on campus, on school- sponsored field trips, school transportation, and at school-sponsored activities. Once we get all student information, students will receive a temporary student I.D. badge that must be worn on a lanyard/visible during the school day and while on school sponsored transportation. Replacement I.D.s may be purchased for 5.00 and will be included on the student obligation list if not paid. Student warnings will be issued for the first week after badges are distributed. After this time, non-adherence to district/school rules will result in consequences as outlined in the Student Code of Conduct. Once students are able to take school pictures, new permanent ID badges will be distributed.

## **IMMUNIZATIONS**

Students should not come to brick & mortar school until students have met the district requirements for physical and immunizations. Refer to <https://www.noshotsnoschool.com> for specific details.

## **INSTRUCTION**

Teachers will be teaching students online and in person simultaneously . Students will use laptops and Google Classroom on a daily basis. Teachers will not be designing different lessons for those in brick and mortar and those that are learning via distance learning. Students should bring their fully charged district issued laptop/Chromebook, charger, and earbuds/headphones to campus daily as part of their school supplies. Students may bring their personal laptop, however students are responsible for the care and supervision of their personal device. The school is not held responsible for damaged or missing personal laptops. For the district issued laptop, it is the students' responsibility to use it responsibly (per the Technology Guidelines you received and the Student Code of Conduct) and to handle it with care. Students must bring the necessary materials to school and should not share other student's supplies or materials. Students will be told the "necessary supplies" by each teacher. A laptop is a necessary supply, If a student does not have a laptop for the day, they may take notes as the teacher instructs and complete the assignments through Google Classroom by the following day.

## **MORNING AND AFTERCARE**

Social distancing will continue to occur during our morning and aftercare programs. Students and staff will continue to adhere to CDC guidelines as it relates to safety and cleanliness, wearing facial coverings at all times and washing hands frequently. Detailed information will be located on the Emerald Cove Middle School page under School Information. Please review the materials before registering. Registration is available online now on our school website and forms can be emailed to Michael Accorto, our program director at [michael.accorto@palmbeachschools.org](mailto:michael.accorto@palmbeachschools.org). Morning Care begins at 7:45 am and After Care ends at 5:10 pm. Currently, afternoon activity buses will not be available for two weeks after the program begins. Therefore, only students that parent/guardian/designee can pick them up by 5:30 pm are able to enroll in the After Care program. Payment must be completed on SchoolCashOnline.

## **SPORTS & CLUBS (based on current information and directives from district)**

After school sports and intramurals are not being offered/conducted at this time. Club meetings will be conducted online as well as in person. In the coming weeks, clubs and their sponsors will be listed on the Emerald Cove Middle School page. Students staying after school for clubs will need to be picked up by 5:10 unless otherwise stated by the club sponsor.

## **STUDENT HEALTH**

When in doubt, keep your child out. Please do not send your child to school if he/she is sick or not feeling well. If your child has the following symptoms, please do not allow him/her to come onto campus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



If your child is sent to the clinic, the parent or guardian will be contacted to come pick up their child immediately. There will not be a rest/wait option in the clinic. The nurse will make an evaluation and if it is determined that the student has any COVID-19 like symptoms, the student will be placed in an isolation room. All parents and guardians should review School Board Policy 5.3260 Student Protocols Due to COVID-19 carefully with their children prior to returning to school campus (e.g., may be a 10 day waiting period and/or negative COVID test). For specific information about medicine or medical treatments, please call Nurse Loiseau at 561-803-8057 between the hours of 8:30am and 4:00pm. The student may continue to learn virtually if they go home sick or stay home sick. Please notify teachers if this should occur.

## **TRANSPORTATION**

Emerald Cove Middle School does not oversee transportation or make decisions regarding assignments, bus stops/routes, and other transportation related policies. Masks must be worn at all times while on the bus. For arrival, students will be released one bus at a time in the morning to enter campus. In the afternoon, students are dismissed as buses arrive. Students must wear their masks while going to the bus, at the bus loop, on the bus and at the bus stop. Eventually students will have to swipe their badge to get on and off the bus – to ensure students are on the correct/assigned bus. All students will have assigned seats and must adhere to all rules and regulations. For more information: [https://www.palmbeachschools.org/students\\_parents/transportation](https://www.palmbeachschools.org/students_parents/transportation).

## **VAPING, ELECTRONIC NICOTINE DELIVERY SYSTEM (ENDS) & TOBACCO PRODUCTS**

Please speak to your child about the health dangers of vaping and using various tobacco products and the consequences for violating the Student Code of Conduct/School Board Policies. Please refer to the SDPBC for the policies and the Student Code of Conduct for the consequences for the use, selling, distribution of such products (e.g., mandatory suspension, possible exiting from a choice program based on the level of the offense).

**For more information as it relates to district guidelines concerning COVID-19, please visit:**

<https://www2.palmbeachschools.org/ebooks/COVID2/>

[https://www.palmbeachschools.org//UserFiles/Servers/Server\\_270532/File/School%20Board/Policy%205.326.pdf](https://www.palmbeachschools.org//UserFiles/Servers/Server_270532/File/School%20Board/Policy%205.326.pdf)

**ECMS Student Distance Learning Operating Procedures:**

[https://storage.googleapis.com/pt06-1/messages/attachments/c189ae44853e291499bc128dfe0ecf94/ECMS\\_Student\\_Distance\\_Learning\\_Operational\\_Procedures\\_2020-2021.pdf](https://storage.googleapis.com/pt06-1/messages/attachments/c189ae44853e291499bc128dfe0ecf94/ECMS_Student_Distance_Learning_Operational_Procedures_2020-2021.pdf)

**Palm Beach County School District Student and Family Handbook:**

<https://tinyurl.com/yysflors>

**Palm Beach County School District Code of Conduct:**

[https://www.palmbeachschools.org/students\\_parents/student\\_code\\_of\\_conduct](https://www.palmbeachschools.org/students_parents/student_code_of_conduct)