

Kingsway Elementary School

Kristina Kelch, Principal
Natasha Forbus, Assistant Principal

23300 Quasar Blvd
Port Charlotte, FL 33980



Phone (941) 255-7590
Fax (941) 255-7591

Dear Parents, Guardians, and Caregivers of Kingsway Elementary School Students:

As we prepare to welcome our students for the 2020-2021 school year, we have examined every aspect of their school day in an effort to provide students a safe, healthy environment in which to receive an education. The following changes and protocols will be in place during the first quarter of the school year. These changes and protocols will be examined and possibly amended at the beginning of the second quarter, depending on the trend in the number of COVID cases in the state of Florida and in Charlotte County, particularly.

Changes necessary to reduce students' opportunity to be exposed to individuals with Coronavirus:

- Only CCPS employees will be allowed past the foyer of the school.
- Parents, Guardians, and Caregivers will not be allowed to walk their children to their classrooms.
- Parents, Guardians, and Caregivers will no longer be allowed to eat breakfast or lunch in the cafeteria with their children.
- Parents, Guardians, and Caregivers will no longer be allowed to visit our Family Reading Center. We will provide virtual options for activities, professional development and read alouds. We will have a book pick up and drop off location for Family Reading Center books.
- Volunteers will not be utilized at this time.
- PTO and SAC meetings will be held virtually.
- The number of school events and activities will be curtailed.
- Parent conferences will be held virtual and/or phone as much as possible. Parents/guardians will be allowed to attend parent conferences, such as IEP/504/LEP Meetings, at the school building but must follow all health protocols which includes wearing a mask/face covering.
- Safety Patrols are not permitted to open car door. We will ask parents to open doors at drop-off and pick up if their child is unable to.
- A protective shield has been installed in the front office, entry way desk and Media Center.
- If a student is found to be unwell, parents/guardians will be called and expected to pick up their child as soon as possible. Students who are unwell will not be transported home on the bus nor sent back to class or to an after-care provider.
- Students who are sent home due to COVID-19 related reasons will have their absences excused and will be eligible to make-up all missing assignments including quizzes, tests and exams.
- Students who exhibit COVID-19 like symptoms will be sent home and excluded from school until they meet CDC Guidelines for return. Students who test positive for COVID-19 will also be excluded from school until they meet CDC Guidelines for return.
- Impacted individuals (students and/or employees) will be notified if there is a need to isolate quarantine through a letter from DOH that will be shared with the impacted families and staff.
- School Administration, in conjunction with the school nurse and social worker, will closely monitor trends of absenteeism and will follow-up with students who have been absent for multiple days.
- School nurses will collaborate with school-based mental health staff for services as needed. Students who present with heightened anxiety or need someone to listen to their concerns will be referred to an available school-based mental health professional. Parents will be notified of the referral.
- Some school-based clubs run only by school staff will continue to operate, following all Charlotte County Public Schools (CCPS) protocols and CDC guidelines if held on campus.

Changes necessary to reduce students' opportunity to catch Coronavirus from a classmate, or spread Coronavirus to a classmate:

- Classroom set-up will be arranged to maximize space and increase social distancing between students to the greatest extent possible.
- Students' hands will be sanitized prior to entering the cafeteria for breakfast and lunch.
- Students' hands will be sanitized upon entering the classroom each morning, before/after working with communal instructional materials, before/after playing on or with the recess equipment, before /after lunch, and before/after specials.

Kingsway Cougars, Proud to Lead!!!

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- Birthday treats may be sent to school but must be store-bought. They can be dropped off in the office. Please do not send in treat bags.
- Students' will not share their own school supplies. (label with first and last name)
- Students will be directed to wash their hands frequently throughout the day. (posters are placed around campus explaining this procedure)
- Media Center books will be housed out of circulation for the CDC required amount of time prior to returning to shelf.
- The number of students in the cafeteria at one time has been reduced. Students will sit diagonal and one seat apart from one another.
- There will be no sharing of food or drink. Students should be able to easily open everything in their lunch box themselves.
- Students will line up and walk arm's length apart in the hallways (this will be practiced).
- Certain hallways in the school will be designated as "one-way" to eliminate students passing each other in the hallways.
- The wearing of masks/face coverings is mandatory. Students' names should be written in permanent ink on the mask to avoid cross-contamination. The teacher will contact the student's parent/caregiver should a student not wear their mask, even after being reminded to do so.
 - o Masks must adhere to dress code (see Code of Conduct)
 - o Students with sensory or medical conditions may be exempt pending medical documentation
 - o Buff and gaiters are acceptable substitutes for masks
 - o Face shields can be worn with a mask/face covering, but not worn alone
- Mask breaks may be given throughout the day when social distancing is possible.
- Students may remove masks to eat and at recess/PE when social distancing is possible.
- Students can carry and use a 3 oz bottle of hand sanitizer. (in original packaging)
- Students should avoid drinking from our water fountains and bring a full reusable water bottle with their first and last name clearly marked on it to school.
- Students will have their own Chromebook for school use only.
- Students will no longer enter the Clinic to receive their medications. Medications will be administered to students in a secondary location.

Additionally:

- Attendance award has been eliminated this year. If your child is ill, we want them to stay home. Awards for Quarter 1 will be held virtually.
- The front doors of the school will be locked until 8:00 each morning. Do not drop off students prior to 8:00 unless they are enrolled in our before-school care program. In the past, numerous students who were dropped off early congregated in the foyer/ outside area. This is no longer a safe practice.
- If necessary to enter the school lobby, please adhere to the distance markers on the floor and wait to be called to the protective shield to speak with someone.
- Posters and decals will be placed around campus. (6 ft away, mask wearing, hand washing, Covid symptom check etc)
- Students will have a lanyard to hang their mask on. They will also have an ID badge that has their 88 number and lunch code. (hands-free)
- Our campus will be cleaned and disinfected daily.
- Open house will be held virtually.

After reading the above safety protocols, I hope you feel secure in allowing us to educate your children this coming school year. I appreciate your support and know that together we will achieve student success, even during these difficult times.

Sincerely,

Kristina Kelch

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