

# COVID -19 Expectations Guide

\*\*The complete handbook can be found online [www.magnoliatraceelementary.stpsb.org/](http://www.magnoliatraceelementary.stpsb.org/)



## Magnolia Trace Elementary

Motivate, Teach and Engage

Magnolia Trace Elementary School



## Magnolia Trace Elementary School

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Mandeville, LA 70448

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<http://magnoliatraceelementary.stpsb.org>

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<b>School Hours <u>Full Day</u>: 8:45-3:51</b>	<b>School Hours <u>Half Day</u>: 8:45-12:51</b>
8:15-8:40 Buses and cars unload Breakfast available for students	8:15-8:40 Buses and cars unload Breakfast available for students
8:45 Classes Begin/Tardy Bell	8:45 Classes Begin/Tardy Bell
10:45 1 <sup>st</sup> lunch	10:45 1 <sup>st</sup> lunch
11:15 2 <sup>nd</sup> lunch	11:15 2 <sup>nd</sup> lunch
11:50 3 <sup>rd</sup> lunch	11:50 3 <sup>rd</sup> lunch
12:20 4 <sup>th</sup> lunch	12:20 4 <sup>th</sup> lunch
3:51 Buses and cars load for dismissal	12:51 Buses and cars load for dismissal

## **ATTENDANCE, TARDIES & CHECKOUT POLICIES**

Students are expected to attend school daily; however please do not send your child to school with a fever greater than 100 degrees or symptoms of ANY contagious illness.

**When a student becomes sick at school, the parent will be notified and the student should be picked up immediately.**

Guidelines for the safe return of the student will be provided.

**CHECK-OUTS: Our procedures for this have changed for 2020-21, as we work to maintain the health and safety of all by minimizing guests within our school.**

- Parents should CALL the office when in route to the school to check out their child.
- When you arrive at school, please call the front office and stand by the front door.
- A secretary will meet you by the front door to sign the emergency card / sign out roster. Please have your ID.
- The student will meet their parent at the front door, under the supervision of the secretary.

### **TARDY TO SCHOOL**

Students arriving after instructional time begins at 8:45 are considered tardy. Tardy students must be signed in **by a parent.** **Please call the front office upon arrival and a secretary will meet you at the front door for sign-in.**

## **CHILD CARE ~ BEFORE AND AFTER SCHOOL**

Before and After Care is available to MTE second and third grade students through the Marigny Elementary Before and After Care program. Students attending Before Care will ride a bus to MTE during morning arrival times, 8:15-8:45 am. Breakfast is available at MTE with breakfast fees applying. Students attending After Care will ride a bus to Marigny in the afternoon. **Students must be pre-registered for the program to attend.** Before and After Care information and registration forms can be found on the Marigny website.

## **COUNSELING**

Our school guidance counselor and MHP (Mental Health Provider) provide counseling services to students via whole class, small group, and individual counseling. Parents may arrange conferences with the counselor by emailing the counselor or calling the school office to schedule an appointment.

## **DELIVERIES**

Students may not receive any type of delivery (folders, lunches, flowers, balloons, etc.) during the school day. **Due to health and safety concerns, we will no deliver items to students during the day.**

## **FOOD SERVICES / CAFETERIA**

**Breakfast** is served daily from 8:15 a.m.– 8:40 a.m. Students eating breakfast will receive a grab and go breakfast upon arrival to school. The student will eat breakfast in the classroom. The eating area will be sanitized before and after breakfast. Students will wash their hands before and after breakfast.

**Lunches will be served in assigned class lunch rooms.** Upon arrival to school, the student's teacher will ask their lunch preference: cafeteria lunch OR brought a lunch from home. The student's lunch order will be

submitted at 9 am each morning and ready for their assigned lunch time. Students will wash their hands before and after lunch each day.

**To ensure the health and safety of our staff and students, breakfast and lunch visitors are not allowed at this time.**

For the health and safety of our students and staff, lunch box and lunch deliveries will NOT be accepted during the school day. **If a student arrives to school without a lunch from home, a school lunch will be ordered for that day.**

### **HEALTH, SAFETY & MASKS**

Please refer to the STPPS Safe Start Guide regarding health and safety measures related to COVID-19, <http://stpsb.org/coronavirus/2020-2021/2020-2021Plan.pdf> Students in 3<sup>rd</sup> grade and all employees are required to wear a **mask daily**. Second graders are encouraged, but not required, to wear mask. Additionally, all students will practice social distancing to the greatest extent possible across all areas of the campus. Students will practice hand washing and use hand sanitizer to reduce the spread of germs. MTE will implement the cleaning and disinfecting surfaces throughout the campus during the school day. The guide, linked above, provides additional detailed information.

### **PARENT/GUARDIAN VISITORS**

**To ensure the health and safety of our students and staff, parent volunteers / visitors are not allowed at this time.**

### **PARTIES / SNACKS**

Birthday parties are NOT allowed at school. **To ensure the health and safety of our staff and students, items may not be sent from home to be passed out to students.**

### **RECESS**

Each class has a scheduled recess time during the school day. Weather permitting, these recesses will be held outside.

### **SCHOOL BAGS**

All students should bring a back pack daily. **We ask that parents make an effort to clean the student's bag daily.**

### **TRANSPORTATION**

**Transportation changes will NOT be accepted during the school day.**

Please ensure your child knows how they are getting home PRIOR TO arriving to school. Mark the method of transportation in their daily folder. **In the event of an EXTREME ONE-TIME EMERGENCY, a parent may contact the school Principal or Assistant Principal.**

### **BUSES**

Many Magnolia Trace students ride the school bus to and from school. **A student may only ride a different bus if the parent first receives permission from the Assistant Principal, 24-48 hours prior in advance.**

## **CAR RIDER INFORMATION**

### **Morning Car Line Procedures:**

- Car line begins at 8:15 am. Do NOT drop students prior to 8:15 am.
- Car riders are dropped off in the front circle only.
- Enter from Viola Street, proceed in front of Lake Harbor, turn right into the car loop.
- For the safety of the children, while waiting in car line please remain inside the car at all times.
- The duty person will signal when it is time to begin unloading children.
- For everyone's safety, and to comply with state law, please refrain from using a cell phone while in the school zone.
- Please pull up under the shelter so that 3 cars may unload safely at once.
- Have your child ready to unload quickly when you stop.
- Please have your child exit your vehicle on the passenger side.
- All children go directly into the gym door when arriving at school. A duty person is waiting inside to direct them.

### **Afternoon Car Line Procedures:**

- Car line begins after the bell at 3:51 p.m. and ends at approximately 4:05 p.m. **PLEASE BE PROMPT IN PICKING UP YOUR CHILD AFTER SCHOOL.**
- Enter from Viola Street and proceed in front of Lake Harbor, line up on the right-hand side of the road.
- **Display your car line sign.** Be sure your child's name is written in **large DARK letters** with the teacher's last name underneath in smaller letters. **Any car not displaying a car line sign will be asked to pull over until the duty teacher has time to check the driver's ID and ensure they are on the child's emergency card.**
- Please do not line up behind the MTE cafeteria, the area marked restricted, or "cut" in line.
- Do not park and walk up to the school to pick up your child, your child will remain in class until called through car line.
- For everyone's safety, and to comply with state law, please refrain from using a cell phone while in the school zone.
- We will load three cars at a time. You **MUST** have a car line sign. .
- Children who are not picked up when the car line is completed will be brought to the office.

### **A few reminders:**

- **You MUST have a car line sign EVERY DAY.**
- Do NOT enter via Highway 1088 entrance, as we call names from the Lake Harbor driveway, and your child's name will not be called if you are not in the correct line.
- Please do not drive past the barricade and signs to enter the bus ramp drop off area in your car.

## **VISITORS**

For the health and safety of our staff and students, visitors will not be allowed. If you need to assistance during the school day, please call the school office.

## **WATER BOTTLES**

Students should bring water bottles to school daily. Students will have access to a hands-free water bottle filling station.