



RIVER CITY SCIENCE ACADEMY  
MANDARIN

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# School Reopening Road Map for Parents and Students

RCSA Mandarin (RCSAM), will be providing two options to its community which are reopening the doors of our school to the students who would like to continue their education on campus and a distance education opportunity for the ones who choose to stay at home.

*We are closely monitoring updates and plans of local and state officials. These schedules, options, and protocols could change based on updated or new recommendations from the local Department of Health, CDC, local health partners, Duval Schools or Governor's Executive Orders.*

## **Brick & Mortar Learning at RCSAM**

**Students are required to attend school five (5) days a week following the schedule given to them.**

### **Before Heading to School**

- Make sure students remember to bring their face coverings from home.
- Students will be issued a clear plastic face shield by the school, which may be used in addition to a face covering.
- Students with disabilities or medical conditions that prevent a face covering needs to contact the front office to discuss other options. Documentation will be required.
- It is highly recommended for students to bring water bottles to avoid use of water fountains to minimize exposure. Please label all items coming to school.



### **Arrival Procedures**

- Drop off time starts at 7:30 am and ends at 8:00 am. Those who are dropped off before 7:30 am must be enrolled in before care.
- All staff will be required to have their temperature checked upon arrival to campus. Any staff member having a temperature of 100.4 or higher will be sent home.
- Students will have their temperatures checked (using a non-touch digital thermometer) in the carpool line. Students may not exit the vehicle until temperature is cleared. Any student having a temperature of 100.4 or higher will NOT be permitted in school.
- Walkers will only be able to enter campus through the walker gate. A staff member will be there to check temperatures as they enter.
- Students will be required to sanitize hands upon entering the building using the sanitizer dispensers placed at the entry points.
  - Grades K-2 students will enter via that hallway next to the cafeteria. Grades 3-5 students will enter via the 4th grade exit. Middle School students will enter via the PE exit.
- Only students eating breakfast will wait in the cafeteria; other students will go straight to their classroom.



### **Classroom Environment**

- Class sizes vary by grade level.
- Students will be required to wear face coverings while on campus (in and out of the classroom). If changes are made, parents will be notified.
- Classrooms will be arranged in such a way that will promote social distancing as much as possible.
- Each student will have a desk assigned to them during the nine-week period.
- Students will be seated facing the same direction.
- All students will have basic school supplies at their designated areas (a desk or a cubie which will be assigned to each student) that are not shared by any other students.
- Hand sanitizer dispensers are placed in each classroom.
- Students will be required to sanitize hands upon entering and when exiting the classroom.
- There will be routine handwashing.



**Class Ch**



- Students will remain in a designated classroom with their teachers transitioning in between classes when necessary.
- Students will be switching classes only when they have PE.
- Every person is required to walk on the right side of the hallways, following the stickers on the floor.
- Middle school students are not using lockers this year. Please limit the number of items being brought to school (We suggest using a zipper binder rather than a bookbag if possible).



## Lunch

- Students will use the classroom to eat lunch.
- During the first period, students purchasing lunch will communicate that with their teachers.
- Lunch will be dropped off to the classroom for the students.
- The cafeteria will be sanitized after breakfast has completed.

## Dismissal/Pick Up Procedures

- Normal Dismissal times:
    - Students in grades K-2 is 2:35 pm
    - Students in grades 3-8 is 2:45 pm
  - Early Dismissal for **all students** is 1:00 pm
  - Front office must be notified ahead of time to make arrangements for early pick up.
    - Students can not be checked out after 2:15pm
    - Parents will not be allowed in the front office. You may be asked to show your ID through the outdoor camera.
  - Students will be dismissed from the classrooms using PikMyKid.
  - Parents must remain in their car during pick up. Please see the proper location:
    - K-2 students ONLY will pick up in Lane 1 starting at 2:35pm
    - Students in BOTH buildings will pick up in Lane 2 starting at 2:45pm
    - Students in grades 3-5 ONLY will pick up in Lane 3 starting at 2:45pm
    - Students in Middle School will be picked up in the staff lot starting at 2:45pm
      - If they have a sibling in K-2 they will be picked up in Lane 2.
      - If the middle school student has a sibling in grade 3-5, they will pick up their sibling from their classroom and walk to the staff lot with them.
- \*\*\* The above pick up locations are the same for Early Release\*\*\***
- Students who are part of the After Care Program will be sent to the grade level classroom one by one.



## Clubs/Field Trips

- No clubs will be provided during the first semester.
- No field trip will occur during the first semester since we are not in control of safety and security of other locations.

## After Care

- After Care Program will be provided
- After Care Program hours are from 2:35 to 6.
- Safety precautions that are taken during the day will also be implemented during the After Care Program.
- Parents will pick up the kids via pikmykid

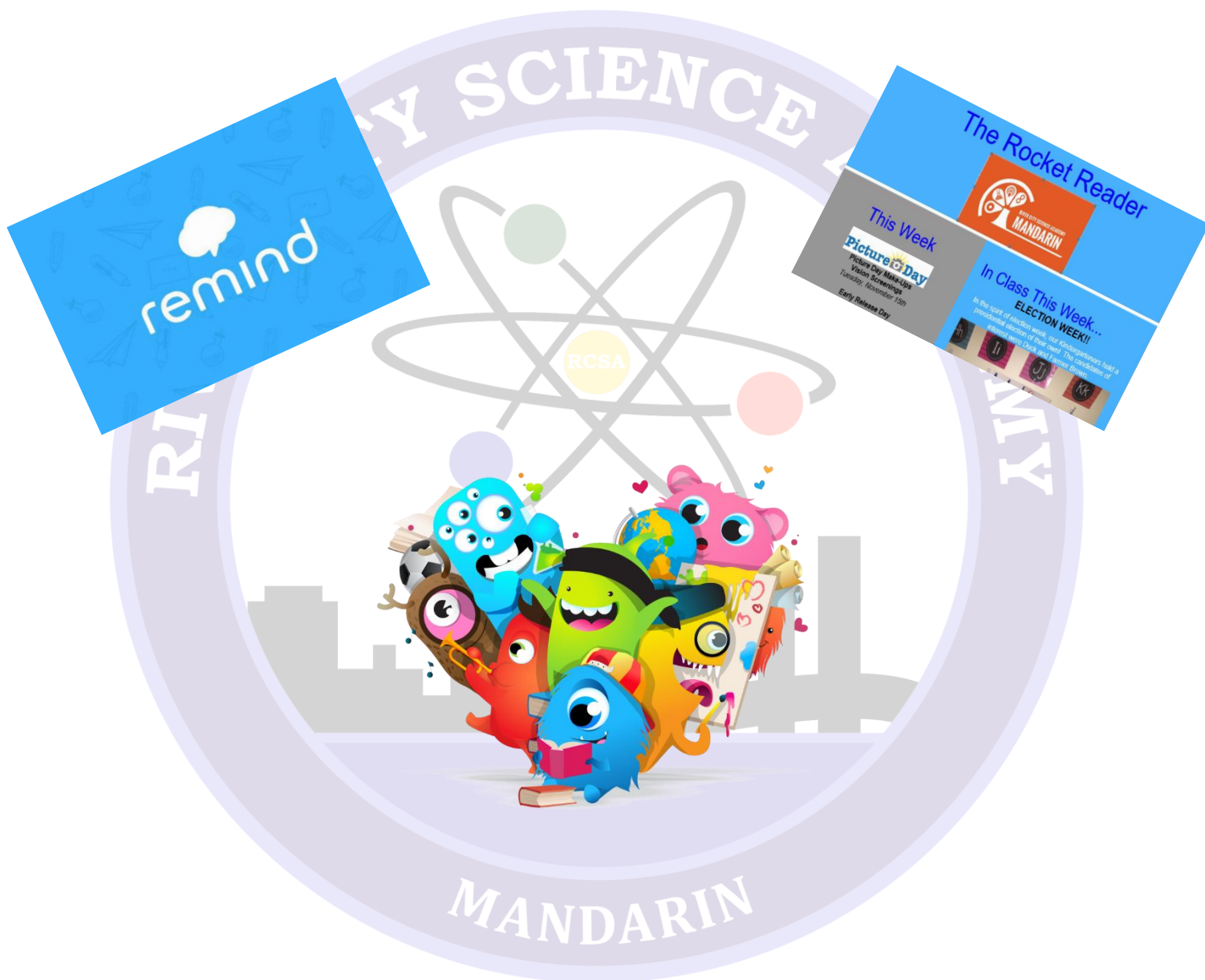
## Visitors

- Visitors are not allowed in the building until further notice .
- Students are not allowed to order lunch from outside.

## Parent Communication

Parents are required to provide up to date phone numbers and email addresses through the front office. Below are the communication portals necessary to stay up to date with our school.

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> RCSA Connect                       | <input type="checkbox"/> Social Media | <input type="checkbox"/> Remind (for Middle school and school wide announcements) |
| <input type="checkbox"/> RCSAM Website                      | <input type="checkbox"/> Emails       | <input type="checkbox"/> Rocket Reader (Weekly Newsletter)                        |
| <input type="checkbox"/> Class Dojo (for Elementary school) | <input type="checkbox"/> Phone Calls  |   |



## RCSAM Distance Education Program

RCSAM Distance Education Program allows students to have access to the same curriculum resources and pacing guide as students attending Brick & Mortar. Students



will be expected to complete the same or very similar assignments, so there is a seamless transition from Distance Education Program to Brick & Mortar with little to no gaps in learning or understanding. While both Distance Education and Brick & Mortar require parent involvement, Distance Learning will require heavier involvement and knowledge of RCSAM's online resources.

***If this option was selected, it is a nine-week commitment and with no option for change until the end of the nine-week period. You must sign the contract prior to the start of the school year.***

### Live Stream Lessons

- If a device is needed, parents must make a request through IT (suysal@rivercityscience.org).
- Distance learners will use Zoom to access live lessons and/or meet with teachers daily.
- There will be a laptop in each room that is strategically placed to view the board. Having a wireless headset, teachers will be able to communicate with Distance Learners.
  - Some middle school lessons may be pre-recorded to allow for teacher and student work sessions during daily meetings.
- Students are not required to join live elective classes (PE/Health, STEM, Technology, Media and Art). However, they are still required to complete assignments placed in RCSA Connect.



### Attendance

- Teachers will be taking attendance via Zoom daily.
- Distance learners are required to join the live stream class in order to be counted as present.
- Parents will be communicated for excessive absences and tardiness.
- If, for some reason, your child is unable to attend the live sessions of instruction, parents must notify the teacher and provide their excuses.



### Testing

- Students participating in Distance Education must participate in all state and district testing.
- RCSAM is required to participate in all state-wide testing (FSA, FCAT, EOC).
- i-Ready and Achieve testing is administered throughout the year, and diagnostic assessments are reported to the district. Students are required to take those under supervision virtually during the scheduled time that will be provided.

### Grading

- Teachers will provide a weekly overview, every Monday morning, on RCSA Connect of all assignments due for the week.
- Students are expected to have all assignments submitted no later than the due date notated on RCSA Connect (project dates may vary).
- For make-up work and late submissions, please refer to the teacher's syllabus.



### Student Roles and Responsibilities

- Establish daily routines to engage in distance learning
- Identify a space in your home where you can work effectively and successfully
- Identify a space in your home where you can participate in live online learning sessions. Sit at a table with a wall behind you, if possible. Dress appropriately.
- Regularly monitor online platforms
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with school rules and policies including expectations for online etiquette

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a technology related problem or issue	Mr. Uysal : suysal@rivercityscience.org
a personal or social-emotional concern	Ms. Schrank: aschrank@rivercityscience.org
academic or other issues related to distance learning	Mrs. Smith (k-5): asmith@rivercityscience.org Ms. Wakefield (6-8): mwakefield@rivercityscience.org

### Parent Roles and Responsibilities

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child to study
- Monitoring communications from your child's teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise

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academic or other issues related to distance learning	Mrs. Smith (k-5): asmith@rivercityscience.org Ms. Wakefield (6-8): mwakefield@rivercityscience.org

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## Elementary K-2

## Student

1. Student attendance will be taken through FOCUS daily when they log into the Live Zoom Session.
2. Check the weekly overview on RCSA Connect.  
Whole Group Lessons:
  - Students will participate in live English/ Language Arts whole group lesson daily
    - this should include your phonics and Journeys portion of the lesson.
    - Students should ask questions during
  - Students will participate in live Math whole group lesson daily
    - Students should ask questions during
  - Students will complete independent work on their own.
  - You will have office hours specified by your homeroom teacher.
    - This means you will just need to be available on Zoom if one of your distance learning students need to contact you.
3. Assignments:  
Activities and/or assignments will be posted by teacher on RCSA Connect each week.
  - Ensure the assignments are relateable to the classroom assignment if you are not able to make it the same.
  - Ensure you are grading assignments in a timely fashion.

4. Resource(Physical Education, Art, STEM, Technology, Media)

Activities and/or assignments will be posted by teacher on RCSA Connect each week.

- One 30-minute assignment, daily covering all special areas
  - You will need to plan one assignment per week per grade level.
  - Only Art and PE have report card grades.
  - Be flexible with assignment completion.
5. Independent Reading and Read Aloud Activities:
    - Students will be required to read independently each day (K-2:15 minutes-20 minutes)
    - Parents can read aloud to their children and keep a record using a book log.
    - You may require students to write a reflection or comment about story read during independent or read aloud activities.
  6. The time of each live session will be announced by your homeroom teacher. You will follow this schedule daily.

## Required daily minutes for each subject:

- ELA: 120 minutes
- Math: 90 minutes
- Science: 60 minutes
- Social Studies: 30 minutes

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## Elementary 3-5

### Student

1. Student attendance will be taken through FOCUS daily when they log into the Live Zoom Session.
2. Check the weekly overview on RCSA Connect.

#### Whole Group Lessons:

- Students will participate in live English/ Language Arts and Social Studies whole group lesson daily
  - Students should ask questions during
- Students will participate in live Math and Science whole group lesson daily
  - Students should ask questions during
- Students will complete independent work on their own.

3. You will have office hours specified by your homeroom teacher.
  - This means you will just need to be available on Zoom if one of your distance learning students need to contact you.

#### 3. Assignments:

Activities and/or assignments will be posted by teacher on RCSA Connect each week.

- Ensure the assignments are relateable to the classroom assignment if you are not able to make it the same.
- Ensure you are grading assignments in a timely fashion.

#### 4. Resource(Physical Education,Art,STEM, Technology, Media)

Activities and/or assignments will be posted by teacher on RCSA Connect each week.

- One 30-minute assignment, daily covering all special areas
- You will need to plan one assignment per week per grade level.
- Only Art and PE have report card grades.
- Be flexible with assignment completion.

#### 5. Independent Reading and Read Aloud Activities:

- Students will be required to read independently each day (3-5: 20 minutes-30 minutes)
- Parents can read aloud to their children and keep a record using a book log.
- You may require students to write a reflection or comment about story read during independent or read aloud activities.

6. The time of each live session will be announced by your homeroom teacher. You will follow this schedule daily.

#### Required daily minutes for each subject:

- ELA: 120 minutes
- Math: 90 minutes
- Science: 90 minutes
- Social Studies: 30 minutes

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## Secondary 6-8

### Student

1. Student attendance will be taken through FOCUS daily when they log into the Live Zoom Lesson.
  - Students will remain Live with the teacher until they are dismissed or the next class period begins.
2. Check the weekly overview on RCSA Connect.

#### 6th Grade Class Schedule:

1st period 8:00-8:50: ELA (Ms. Bell)  
 2nd period 8:53-9:43: Science (Mr. Rodriguez)  
 3rd period 9:47-10:37: PE or Health (NOT LIVE)  
 4th period 10:40-11:30: Elective (NOT LIVE)  
 5th period 11:33-12:55: World History (Mrs. McKinney)  
 6th period 1:00-1:50: Reading (Mrs. Gilbert)  
 7th period 1:53-2:45: Math (Ms. Oliver)

#### 7th Grade Class Schedule:

1st period 8:00-8:50: Reading (Ms. Shaffer)  
 2nd period 8:53-9:43: Science (Mrs. Austin)  
 3rd period 9:47-10:37: PE or Health (NOT LIVE)  
 4th period 10:40-11:30: ELA (Ms. Stevens)  
 5th period 11:33-12:55: Civics (Arnold) or Law Studies (Aguirre)  
 6th period 1:00-1:50: Math (Mrs. Ogle OR Mr. Rutledge)  
 7th period 1:53-2:45: Elective (NOT LIVE)

#### 8th Grade Class Schedule:

1st period 8:00-8:50: Elective (NOT LIVE)  
 2nd period 8:53-9:43: ELA (Ms. Alqueza)  
 3rd period 9:47-10:37: Science (Ms. Hammond)  
 4th period 10:40-11:30: PE or Health (NOT LIVE)  
 5th period 11:33-12:55: Civics (Arnold) or US History (Aguirre)  
 6th period 1:00-1:50: Math (Mr. Rutledge OR Mrs. Ogle)  
 7th period 1:53-2:45: Reading (Ms. Drake)

### 3. Assignments:

Activities and/or assignments will be posted by the teacher on RCSA Connect each week.

- Assignments will be the same or similar to those of students in the classroom.
- Teacher will ensure assignments are graded in a timely manner.

### 4. Resources (Physical Education, Health, STEM, Technology, Art)

Activities and/or assignments will be posted by the teacher on RCSA Connect each week.

- Teacher will assign one 30-minute assignment daily.
- Not meeting live. Attendance will be taken by the end of day, please reference other classes.
- Teacher will be available to students as needed. Please ensure you are checking in with them often.

## Parent Communication

Parents are required to provide up to date phone numbers and email addresses through the front office. Below are the communication portals necessary to stay up to date with our school.

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