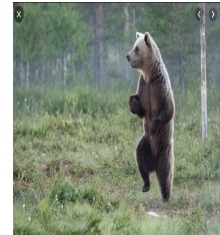


**Spring Hill Elementary Community School**  
**FAMILY Re-entry Plan SY20-21**



Dear Spring Hill Families,

As you know, COVID-19 has impacted how we will educate students and how the school year will look. Please know that as we worked to create our specific re-entry plan, we focused on the safety and well-being of our Bears. We want each Bear to feel safe, loved, appreciated, and supported whether it is through in-school instruction or through the virtual option.

While we have tried to think of everything, inevitably we may have overlooked a step or two and will need to adjust. We will adjust and inform the community in a timely manner. Please know that we have worked hard and tried to make wise decisions for SHECS to begin this school year in the most positive way. **#GoTogether**

Best,

*Denise Cross*  
Principal

*Jennifer Morrell*  
Assistant Principal

**Staff arrival procedure**

- All KCS recommendations will be followed including employees having their temperatures checked each day upon arrival to ensure that no employee has a temperature over 100.4 degrees.

**Student arrival procedures**

Temperature checks:

- Car riders will have temps checked while in the vehicles.
- Bus riders will have temps taken before they enter the building.
- All students will wear masks on buses.
- All students are encouraged to wear masks from home. If students do not have masks, paper masks will be provided.
- Students with a temperature of 100.4 degrees or above will be isolated from other students and parents will be called to pick them up.

PreK, Kindergarten and Grade 5 car riders enter at the community entrance

- Students' hands are sprayed with an alcohol-based sanitizer spray upon entry.
- If students do not have a mask, students will put on paper masks that are provided.
- Students can go to the gym for breakfast.
- Students go to classroom hallways at arrival or after they finish breakfast.

Grades 1, 2, 3, 4 car riders enter at the front entrance

- Students' hands are sprayed with an alcohol-based sanitizer spray upon entry.
- If students do not have a mask, students will put on paper masks that are provided.

**Updated 7.29.2020**

- Students go to the cafeteria for breakfast.
- Students go to classroom hallways at arrival or after they finish breakfast.

Bus riders enter at the bus entrance.

- Students will line up on the sidewalk (spaced apart with masks on) and have temps taken after getting off the bus.
- Students' hands are sprayed with an alcohol-based sanitizer spray upon entry.
- Students go to their grade level's assigned breakfast space -the gym (PreK, K and G5) or cafeteria (G1-4) for breakfast.
- Students go to classroom hallways at arrival or after they finish breakfast.

**If student has a temperature, s/he will immediately be sent to the Quarantine Room in the office. Temperature will be rechecked and parents called if necessary. Room will be misted. If overflow occurs, Admin offices and/or the Isolation Area will be utilized. DCS will be called if any student's parent/family has not responded by the end of the day.**

### **Bus transportation**

- All KCS recommendation will be followed.
- Students are encouraged to wear their own masks on buses. If students don't have masks, a paper one will be provided.

### **Visitors to school**

- All KCS recommendations will be followed including only essential personnel and those who have scheduled appointments for school business that cannot be handled otherwise being allowed.
- When arriving at the school's front entrance, please ring the bell. Someone will come to the door and check your temperature. If your temp is below 100.4, you will be allowed in the building.
- Masks are mandatory.

### **Masks and hygiene measures**

Masks

- All KCS recommendation will be followed.
- Masks will be worn in classrooms, hallways, and community spaces.
- Like our former dress code, students will wear masks from home as much as possible.
- Each classroom will use the container that was used for dress code shirts and use it for extra mask storage.
- If a student arrives at the bus or at the school without a mask, a paper mask will be provided for use until the student can get to the classroom and be given one by the teacher.
- These masks will be returned to the teacher at the end of the day and a paper mask provided to wear home.

Temperature checks

- We have adequate touchless thermometers for all entrances and the office.

Handwashing

- Before and after meals
- After restroom
- When entering a new classroom space

**Updated 7.29.2020**

### Cleaning procedures

- Daily sanitizing of high touch areas will occur with a COVID-certified disinfectant.
- Common areas- administrative areas, libraries, cafeteria, gym, hallways, and the office area will be misted daily.
- Classrooms will be misted at least every other day.
- Disinfectant will be provided to classrooms and KCs is working to provide hand sanitizer stations in each classroom.
- Restrooms will be disinfected multiple times a day.

### Restroom assignments

- Red hallway- Grade 4, portables
- Blue hallway by the bus entrance- Grade 3
- Blue hallway by the front entrance- Ballard, Evans, Grade 1
- Orange hallway- PreK, Kindergarten, Grade 5
- SPED/ELL- As appropriate

**No group restroom breaks once procedures have been established and practiced.** Students sign out/back in when leaving the classroom going to the restroom. A sanitizing form will be at each restroom and completed by the custodial staff with the date and time of the misting.

- Each classroom will have signs for girls' and boys' restroom breaks.
- Each student will have a clip/clothespin with their name on it.
- If they need to go to the restroom, they put their clip on the top of the page.
- If there is already a clip there, they wait until that student comes back.
- Students wash their hands when returning to the classroom.
- A sanitizing form will be at each restroom and completed by the custodial staff with the date and time of the misting.

### Physical distance and group gatherings

- Tape identifies 6 feet space on the gym bleachers for students who eating breakfast
- Classrooms at SHECS do not support 6 feet distancing. Desks will be spaced as far apart as possible (generally 3-4 feet) and masks will be worn.
- No assemblies at this time.
- No field trips for at least the first semester.
- Meet the Teacher plans are being finalized and will be communicated as soon as possible.
- We have five dedicated spaces that allow for outdoor instruction. Each space has spots marked that are six feet apart and can accommodate an entire class.

### Meal service

- All KCS recommendations will be followed.
- Breakfast in the cafeteria- students will wear masks through the line.
  - Students can take masks off to eat and drink.
- Breakfast in the gym- students will sit on the bleachers to eat. Spaces have been marked 6 feet apart.
- Lunch in the cafeteria- all grade levels will eat separately with disinfecting occurring between grade levels. The procedures for breakfast will be followed.

### Recess

- Students can utilize play structures.

**Updated 7.29.2020**

- Tubs of equipment will be at each space: basketball court, track, open space
- Masks are not necessary as long as physical distancing is followed.
- Handwashing should occur before and after recess.

### **Hallways**

- Paw prints are 4 ft. apart in each direction.
- Paw print lines are at least 4 ft. apart in each hallway.
- Presently, the only water fountain that can be used is the new one in the main hallway. All others are closed.
- Students will travel as a class to lunch, Special Areas, and recess.
- Students can travel independently throughout the building with mask on, must wash hands upon returning to the classroom.

### **Departmentalization and Co-teaching**

- Teachers will switch rooms and students will stay in classrooms.

### **Special Areas**

- Students will transition to Special Area classes.
- Special Area teachers will sanitize in between classes.
- Students will need to take pencil box/supplies with them to these classes to avoid use of shared supplies.
- Students can wash hands as needed in SA classrooms.

### **Special Education Services, English Language Learners, Response to Instruction and Intervention (RTI<sup>2</sup>) groups, Gifted and Talented programs**

- Classes will continue and students can continue to be pulled from different homeroom classes.
- Teachers will implement KCS guidelines and expectations (distancing, masks, no shared supplies, etc.)
- Teachers will sanitize between classes.
- The school will request virtual meetings or a phone conference. In person meetings will be our last choice.
- Visitors will have their temperatures checked and masks will be required for scheduled in-person meetings.
- Meeting rooms will be sanitized after use.

### **Kindergarten**

- First set of Staggered Days: August 18-21
- We will stagger the arrival time of kindergarten students on their first staggered day (by 8:30). This calendar will be sent out.
- Parents will be allowed to walk students to the classroom on the student's first assigned staggered day. This will be considered a visitor with an appointment. Temperature checks will need to occur prior to adults visiting the classroom. There is an expectation to follow the guidelines for social distancing and limit the number of people gathering.
- Kindergarten teachers could use this as an opportunity to welcome parents, tour classroom, photo booth, etc.
- The second staggered day, parents should not walk their children to class.

### **Pre-K**

**Updated 7.29.2020**

- First Set of Staggered Days – August 18-21 and second week will be August 24-27
- We will stagger the arrival time of PreK students on their first staggered day (by 8:30). This calendar will be sent out.
- Parents will be allowed to walk students to the classroom on the student's first assigned staggered day. This will be considered a visitor with an appointment. Temperature checks will need to occur prior to adult visiting the classroom. There is an expectation to follow the guidelines for social distancing and limit number of people gathering.
- The second staggered day, parents should not walk their children to class.
- Sign-in procedures should minimize contact such as the teacher signing students in after checking ID's.

### **Response to Instruction and Intervention (RTI<sup>2</sup>) Groups**

- Students can use clipboards and/or small whiteboards.
- Intervention Room will be utilized

### **Clinic and Sick Children**

- If student has a temperature of 100.4 and above, s/he will immediately be sent to the Quarantine Room in the office and parents will be contacted.
- Students with temperatures will not be sent to the clinic as this is where some students come to get daily medicine.
- Nurse Brooke will be provided PPEs when she is working with ill students.

### **Safety Drills**

- Drills will be held as usual but will include the wearing of masks.

### **Dismissal**

- Remain in classrooms, organize students in individual bus lines, car riders, daycares.
- Dismiss by bus number instead of grade levels.
- YMCA will meet in the library (socially distancing) and then transition to cafeteria (tentative).
- Socially distance the car riders.
- Teachers/TAs will space out and monitor the car riders and the Boys & Girls Club.

### **Safety Patrol**

- At this time, our Safety patrol cannot be used for opening car doors. They may be utilized in others ways as the school year progresses. More information will come if changes are made.

### **School Communication**

- All teachers will be using ClassDojo for communication with families. This will provide a consistent communication system for all grade levels and students.

### **Student schedules**

- Student schedules will go live in Aspen on 8/14/2020.

### **Afterschool Clubs and Tutorials**

- All clubs and tutorials will be suspended for the first nine weeks.
- When permitted, all extracurricular activities will adhere to the Tennessee Pledge guidelines.

### **Virtual Learning**

**Updated 7.29.2020**

- Please reference KCS Elementary Virtual Learning Program Student/Parent Handbook for more information on virtual learning.
- Mrs. Morrell, our assistant principal, will be in contact regarding SHECS's virtual option.
- Please be aware that the virtual teacher may be a base school teacher or a teacher at Quest Virtual School.