

Updated July 31, 2020



## Sarah Moore Greene Magnet Academy

### SMG REOPENING HANDBOOK for PARENTS

FALL 2020

#### PURPOSE

- This addendum to the 2020-2021 SMG Parent Handbook is to address changes to school operations and professional expectations for the reopening of Sarah Moore Greene Magnet Academy.
- As a result of the school closure in March 2020 due to the COVID-19 pandemic, changes are needed to maximize staff and student health and safety and to minimize future transmission of this disease.
- Any contradictions between the current parent handbook and this addendum are unintentional. This addendum supersedes all previous direction in the event of a contradiction.
- This reopening plan will be used if students return to school full-time or if students return to school in a hybrid or blended learning format for the school year '20-'21.
- All decisions will be revisited at the 1<sup>st</sup> nine weeks grading period and at Winter Break.
- Finally, we know we may need to utilize flexibility in carrying out this plan, even though we have worked to determine effective procedures.
- Administration reserves the right to make changes to this plan, if a review of protocols is needed to improve ease of implementation for the safety of students and staff. This decision making will be made in partnership with the SMG Reopening Team and Leadership Team.



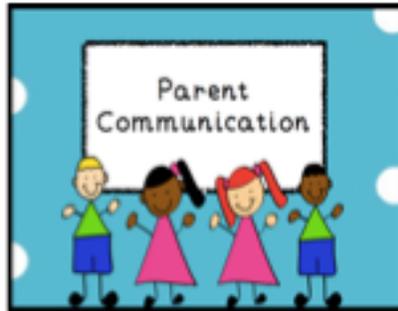
#### DISTRICT GUIDELINES USED WHEN DEVELOPING THIS PLAN

1. maximize physical distancing between people
2. minimize student mixing between homeroom classes
3. minimize student travel throughout the building
4. minimize large groups of students in one space

5. all staff and students must have their temperature checked upon entering the building
6. no lunch visitors or classroom volunteers for the **first semester**
7. no off-campus field trips for the **first semester**
8. parent decision on whether or not to send student to "in-person" school

## **FACTORS USED IN DECISION MAKING**

- Safety of staff and students
- Support and understanding of our district plan
- Building Resilience for our students
- Communication
- Technology training and support
- Positive attitude



## **COMMUNICATION**

- **We value our parents and want them to be as informed as possible.**
- Parents will be getting information from administration, teachers and the district.
- It is important that parents have their correct email address and phone numbers on file in Aspen. Parents can correct this when they complete and update their emergency information sheet at the beginning of the year.
- Updates throughout the year must be communicated by parents to the classroom teacher and to the front office secretary. The front office secretary will update the information in Aspen.

### **Most Commonly Used Platforms**

**Aspen** – sends emails to parents from school staff and administration; parents can see grades and attendance

**School Messenger** – phone messages, emails and brief texts are sent from school staff, administration and the district (includes inclement weather phone calls)

**Canvas** – platform used for assignments for both virtual and in-person instruction

**Microsoft Teams** – platform used for parent meetings and student virtual instruction

## **Classroom/Teacher Assignments**

- **We know that our teachers are prepared for the challenges ahead. They are looking forward to teaching our boys and girls either virtually or in-person.**
- Teachers were selected for virtual learning classrooms based on the number of students enrolled in the virtual program.
- We currently have two teachers for each grade level. For grades 4<sup>th</sup> and 5<sup>th</sup>, we have a team of SMG teachers teaching virtually. For example, one teacher will teach Reading and social studies while another will teach math and science.
- Virtual classes with SMG teachers can fill up to the BEP limits (see next bullet). SMG teacher classes fill up first by the date of a student's application submitted on Aspen.
- Post cards welcoming students back to school will be used this year. All students will meet their child's teacher on Meet the Teacher Night, August 11<sup>th</sup> from 4-5. **This will be virtual.**
- Knox County Schools is required to follow the state BEP ratios for each grade band for both virtual and face-to-face classrooms. K-3rd grade is 1:20 and 4<sup>th</sup>-6<sup>th</sup> grade is 1:25.
- Example: if we have a 5<sup>th</sup> grade virtual class with an SMG teacher that is over the BEP limit (25) by 6 students, then the last six students will be assigned to the district Quest program.

## **Our Daily School Hours Have Not Changed**

**Office Hours:** 7:30 a.m. – 3:15 p.m.

**School Hours:** 7:45 a.m. – 3:15 p.m.

**Tardy Bell:** 7:45 a.m. (Students must be in the building by this time.)

**Dismissal:** 3:15 p.m. (We are an extended day school.)

**Half Day Dismissal:** 11:15 a.m.

**Half Day Dates:** 8/17, 12/18, 5/25

## SCHOOLWIDE OPERATIONS

### ARRIVAL OF STUDENTS

- **Our goal is to welcome our students onto our campus safely and with a smile!**
- We anticipate that arrival will take a bit more time at first until our students are familiar with the routine. Additionally, once Kindergarten students are added to the arrival and dismissal numbers after staggered days, there will be a slight delay as well.
- We find that our students learn our routines quickly and anticipate this year will be no different than in the past.
- Attending staff members will temperature screen students as they exit the bus or before they exit the car and before entering the building.
- Students will go to their grade level hallway, pod, or in a large space (the gym or cafeteria) to sit and wait to be dismissed to their classrooms. These spaces will be set up for social distancing to the greatest extent possible. Students will wear masks during this time.
- Staff members and Safety Patrollers will monitor students waiting for the day to begin.
- Students will be required to wear a mask as they enter the building. This expectation is aligned to the district plan and requirements.
- Parents must realize that social distancing will be limited, or not possible at all, within the classroom setting for in-person learning.
- Students registering a fever of 100.4 or higher will be sent immediately to the clinic.
- Staff members will also be observant and will ask questions of students who seem to have, or report, symptoms of headaches, nausea, etc. This is already a practice at SMG.
- As with any reported or observed symptoms exhibited by students in the past, parents will be called if there is concern a child is sick. Students will report to the clinic and additional temperatures and assessment will occur by the nurse.
- Bus riders will be quarantined in the clinic until their caregiver is notified and they are picked up.
- Students will be able to eat breakfast from 7:30 a.m.-7:45 a.m. in the classroom.

### DISMISSAL

- **We want to be sure all of our students are safely dismissed each day after a great day of learning.**
- Dismissal occurs beginning at 3:05 p.m.
- Bus riders and day cares will be dismissed by intercom and escorted by staff to their bus beginning at 3:05 p.m.
- Students and staff are required to wear masks as they prepare for, and throughout, the dismissal process.

- Walkers will be dismissed with the first bus and escorted to their exits.
- The YMCA will be called and escorted to the cafeteria after the last bus.
- Car riders will then move to their designated area to wait for their name to be called over the walkie. Car rider dismissal will begin at 3:15 p.m.
- Students will be socially distanced to the greatest extent possible while waiting in the hallways, gym and car lobby for their daycare or name to be called over the walkie.
- We anticipate that like arrival, dismissal will take a bit more time at first. We ask that parents be patient with us as our students become familiar with the routine.



## **KINDERGARTEN ARRIVAL STAGGERED DAYS ONLY**

- **We eagerly welcome our newest students to SMG!**
- **Parents of our Kindergarteners will be receiving information in the mail from our Kindergarten team. This information will address the specific student assignments for staggered days.**
- On staggered days only, arrival for kindergarteners will begin at 8:00 a.m.
- Students will enter the building through the front lobby.
- Due to small numbers on staggered days, kindergarten 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.
- For the first staggered day, students will not be grouped in their permanent classroom. This first day is time to assess what they know. Parents will be informed of their child's teacher and each student will be assigned to a classroom for the second staggered day.
- Temperature checks will need to occur prior to adults visiting the classroom.
- Social distancing will be observed as much as possible and parents are required to wear masks during this time.
- With KCS district approval, this will provide us with an opportunity to recognize the student's first school experience.
- After the first staggered day, cars will enter into the front driveway for drop-off.
- Staff will temperature screen kindergarten students before they exit the car.
- Students registering a temperature of 100.4 or higher will be asked to remain in the car and leave with their caregiver.
- Kindergarten students will be dismissed in the front at 12:00 p.m. on staggered days.
- Students will socially distance to the greatest extent possible and wear a mask as they travel to their dismissal location.

- After staggered days end, kindergarten students will begin arrival and dismissal with the rest of the student population.
- Beginning on Monday, August 31<sup>st</sup>, arrival will begin at 7:10 a.m. to 7:45 a.m. at the front entrance.



## VISITORS TO THE SCHOOL

- **We love our parent volunteers and the fact that our parents come to eat lunch with our students frequently!**
- **We must temporarily suspend this access for our families. However, we are eager to go back to normal procedures once the COVID-19 threat is minimized and/or eliminated.**
- Visitor access will be limited to essential personnel and those who have scheduled appointments for school business that cannot be conducted by phone, email or virtual.
- All visitors must buzz in at the front entrance, show ID and must be wearing a mask before entering the building and reporting to the front office.
- All visitors will be temperature screened in the office and anyone with a temperature of 100.4 or higher must leave the building and their appointments will be rescheduled.
- Families will not be allowed to escort their child inside the school building.
- Parent volunteers and visitors for lunch with students will not be allowed during the first semester of school. This will be re-evaluated at the end of the first semester. This is a district guideline.



## HEALTH AND SAFETY

- **We want to keep all of our students safe. We are committed to treating any potentially sick students with the care and compassion needed.**
- Students and staff members will be required to wear a mask, when social distancing is not possible.
- Parents must realize that social distancing will be limited, or not possible at all, within the classroom setting for in-person learning.
- If a student has a temperature of 100.4 or greater, they will be isolated for further screening until they can return home.
- Staff members will also be observant and will ask questions of students who seem to have, or report, symptoms of headaches, nausea, etc. This is already a practice at SMG.
- As with any reported or observed symptoms exhibited by students in the past, parents will be called if there is concern that a child is sick. Students will report to the clinic and additional temperatures and assessment will occur by the nurse.
- **Reported Positive COVID-19 Case Response – Per KCS Plan**
  - If the district is made aware that a student or staff member has tested positive for COVID-19, district officials will notify local health officials.
  - The KCS Health Services Department will work with the health department to initiate contact tracing protocols to determine how widespread the potential exposure is and notify families and staff members impacted, while maintaining confidentiality.
  - KCS will make a decision in consultation with the KC Health Department regarding a school(s) closure to allow for additional measures to clean and sanitize the facility, based on the information provided by the reporting party.
  - Depending on the nature of the exposure, a recommendation could be limited to specific classrooms or groups.
  - If a school(s) is closed, students and staff will immediately move to online instruction via Canvas and Microsoft Teams.
- A student with a fever and no other symptoms must be fever free without assistance of fever-reducing medications for 24 hours before returning to school.
- A student with fever and COVID- 19 symptoms must remain at home for 72 hours and have met the criteria to discontinue home isolation and have consulted their primary health care provider. A doctor’s medical release will be required for a student to return to school.
- Any student who must be quarantined due to COVID-19 at the direction of the Health Department, or a physician, will be given the opportunity to move to the virtual learning program and return to school upon meeting the required criteria.
- All staff are responsible to assist in regular cleaning throughout the day of the rooms they occupy.
- Additional hand sanitizing stations will be supplied by the district throughout the school.
- Buildings will undergo daily sanitizing for high-touch areas such as doorknobs, handrails and countertops using COVID- certified disinfectant.

- HVAC systems meet or exceed industry standards and are balanced, on average, to exchange the indoor air about 3 times each hour and they are never turned off.
- A preventative maintenance program ensures the units' filters are replaced and units are serviced and cleaned on a routine schedule.

## **SAFETY PATROL**

- Safety Patrollers will not be used for opening car doors.
- These student leaders will be used for other school-level needs, while following KCS guidelines.
- These expectations will be reviewed at the end of the first semester.
- This means students will need to open their own car doors at times. We are asking parents to please practice this prior to the beginning of school.
- Adults will be monitoring cars and taking temperatures in the morning and monitoring students in the afternoon, but may not always be able to open EACH door for every car.

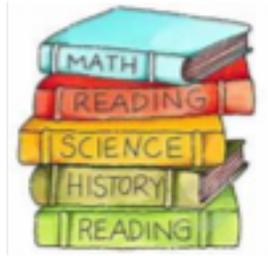
## **CLASSROOMS**

- **While we must put structures in place to keep students safe, we also know that our students interacting and learning together is best.**
- Classrooms will be structured to facilitate physical distancing of six feet to the greatest extent possible.
- Parents must realize that social distancing will possibly be limited within the classroom setting. Students will be required to wear masks whenever social distancing is not possible.
- Lanyards have been purchased so students can attach their masks to them.
- Classroom teachers will share details of their classroom routines with parents at parent information meetings that will be held virtually. More information will be shared at that time.

## **ASSEMBLIES/FIELD TRIPS/PLAYGROUND**

- **We realize how important these special events are to our students' learning. However, we are temporarily suspending all assemblies and field trips for at least the first semester of the 2020 school year.**
- Playgrounds will be open to the school during the school day.
- We will follow the CDC guidelines regarding when to open our school playground for community use after school hours.
- On the playground, students should adhere to physical distancing as appropriate.
- Per the KCS Plan, students may remove face masks when outdoors so long as physical distancing can be maintained.
- Administration reserves the right to determine when a mask is required and will communicate with staff and families whenever new protocols are decided, with the assistance of the SMG Reopening Team and Leadership Team.

- Parent events, such as Meet the Teacher Night and Parent Conference Night, will be held virtually. Information about those events will be provided by the classroom teacher.



## ACADEMICS

- **Regardless of the type of learning structure parents choose for their student, our staff is committed to continuing educational excellence.**
- All KCS students were given two instructional options: 1) a return to in-person instruction on-campus, with the implementation of additional health and safety measures; or 2) enrollment in a virtual learning option.
- The on-campus option will provide instruction in the traditional manner, adjusted for health and safety requirements. Grading, homework, testing and attendance will be largely similar to prior years.
- Whenever possible if a student is required to quarantine or will have short-term absences, teachers will work with individual students on make-up work.
- In other cases, the Virtual Learning Program might be beneficial. However, these students are expected to return to face-to-face instruction once released from the quarantine.

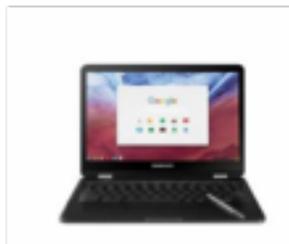
## VIRTUAL LEARNING PROGRAM

- Each school will have a Virtual Learning Program.
- Students will remain enrolled in their school and be taught by a certified teacher.
- Per KCS, the Virtual Learning Program will be run primarily through the base school.
- Students were signed up by Wednesday, July 22, 2020, in order to participate in the Virtual Learning Program.
- Students are expected to continue in the program until the semester break in December. There will be an option in December for students to either continue in the Virtual Learning Program or return to their assigned school in January 2021.
- In the event the base school cannot accommodate a student's course request, KCS has expanded the district's distance learning program, Quest, to supplement classes that cannot be provided by the base school.
- Students will continue to be enrolled in their zoned school but will be taught by a certified Quest teacher for their grade level.

- There will be communication between Quest teachers and the zoned school throughout the duration of enrollment.
- Details of the virtual teachers' schedules, Canvas page, etc. will be shared with parents once those classes are set up. We do have the expectation that our SMG virtual teachers will work at school to continue planning with their grade level team and attending our weekly professional development, so they can continue to provide the same level of instruction that is provided in the in-person classrooms, as much as possible.
- Knox County Schools is required to follow the state BEP ratios for each grade band for both virtual and face-to-face classrooms. K-3rd grade is 1:20 and 4th-6th is 1:25.
- Any student who chooses the virtual learning option could be assigned to the Quest program and could be taught by a teacher who is not a part of the SMG staff.
- Certain class activities are not feasible in the virtual option for hands-on and performance-based courses. Teachers will have access to online resources with manipulatives, online whiteboards, shared screens with PowerPoints while teaching, etc. to enhance virtual learning effectively.
- Virtual students are required to come to school at designated times for state- and district- required assessments and wear a mask, while observing social distancing protocols to the greatest extent possible.

### **Virtual Learning Schedule Expectations – Per KCS.**

- The expected school day for elementary school students will be 4.5 hours of instruction for Kindergarteners and 7.5 hours of instruction for students in 1<sup>st</sup>-5<sup>th</sup> grades.
- Some of the classwork will be scheduled for regular meeting times through the Microsoft Teams platform.
- Students will not be on the computer for face to face instruction the entire day. There will be time when students are completing independent work.
- Students will have live interaction with their teacher online and will sometimes provide pre-recorded video electronic means of communication when students are working asynchronously (students learning the same material at different times and different locations without real-time interaction).
- Read more about this on the KCS Connect page document titled, “Frequently Asked Questions” on [www.knoxschools.org](http://www.knoxschools.org).



## TECHNOLOGY

- **We are excited to be able to receive devices for each of our students at SMG through the CARES Act funding!**
- Parents will be required to provide permission and sign required documents (online or on a paper version) for each of their children to participate in the 1:1 program.
- Students who will be participating in the virtual learning structure will receive their device by Monday, August 10<sup>th</sup>.
- There will be a required in-person parent meeting on our SMG school campus prior to picking up devices.
- The required meetings may be by grade level or in grade level bands (K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, and 4<sup>th</sup>-5<sup>th</sup>) and could be a virtual meeting. Attendance will be taken, either way. Administration will communicate more about this meeting soon.
- For now, in-person students will work with their devices at school and learn how to access the various resources on Canvas. The decision to send devices home with in- person learners will be decided by our staff leadership team at a later date.
- The plan for sending devices home with our in-person learners may look different at each grade level. Teachers will have significant input on this plan and the school will communicate with parents once it is decided.
- All devices will be provided free of charge to virtual learners and devices will be turned back in the end of the school year.
- Families will be given the option to purchase device insurance for \$30.00 that will cover devices repair or replacement for one year.
- Families who qualify for free or reduced lunch are eligible to have their Chromebook insurance covered.
- Chargers will be provided with each Chromebook; however, loss of charger will not be covered by insurance.
- Any Knox County Schools family needing assistance obtaining internet access at home should contact the City of Knoxville information service at **594-4484**.
- Representatives will determine service provider availability and refer the family to an appropriate agency from which they can obtain information.



## ENCORE

- **We know how important it is for our students to experience the arts, physical activity and to move outside the regular classroom for other important learning experiences.**
- Classes will be 45 minutes daily for all grade levels.
- Related Arts teachers will travel to the classroom to teach in order to minimize student movement in the building. The leadership team will revisit this periodically. PE will meet outside when weather permits.
- For students participating in virtual learning, there will be a scheduled time for students to log in with their virtual Encore teachers.

## HALLWAY TRANSITIONS

- Staff and students will be required to wear masks when traveling in the hallway.
- Students will travel as a class to Lunch and Recess wearing masks and socially distancing.



## LUNCH/CAFETERIA

- **We continue to want lunch time to be a time for nutrition and relaxation for our students.**
- Half of a grade will eat in the cafeteria while the other half will eat in classrooms. This will rotate every other week.
- Students will have assigned seating to minimize traveling around the cafeteria and to ensure that there is at least one seat in between each student.
- Visitors will not be allowed to have lunch with students during the first 9 weeks. This will be re-visited at the end of the 1st nine weeks.
- Staff monitoring the cafeteria will wear masks and gloves while monitoring students.
- Tables/Seats will be disinfected between grade level changes with kid-safe disinfectant.



## RECESS

- **We know that recess is extremely important and it allows our students that physical and mental break that enhances learning in the classroom.**
- Homerooms will participate in a 20-minute recess daily only with students in their own homeroom.
- Outdoor play areas will be divided to minimize interactions with multiple students.
- Students are encouraged to limit physical contact games such as tag, basketball football, etc.
- Students will be expected to wash hands before and after recess and before entering the classroom.

## RESTROOMS

- Whole group restroom breaks are encouraged, so that teachers can monitor the number of students going in/coming out of the restrooms and students' washing of hands.
- Students will be required to wear masks in the hallways and restrooms.
- Drinking fountains will be used for filling personal water bottles ONLY. Teachers will communicate classroom expectations.



## CLINIC

- **We are fortunate to have a full-time nurse and a clinic space to serve our students' health needs.**
- Students with fevers or suspected of having a fever will be sent to a designated area inside the clinic.
- Staff members will also be observant and will ask questions of students who seem to have, or report, symptoms of headaches, nausea, etc. This is already a practice at SMG.

- As with any reported or observed symptoms exhibited by students in the past, parents will be called if there is concern a child is sick. Students will report to the clinic and additional temperatures and assessment will occur by the nurse.
- All daily medical procedures, medication administration and clothing/restroom needs will take place as in prior years.
- Parents picking up students from quarantine will ring the doorbell, provide ID, staff confirm that they have a mask on and wait for the student to be brought to the door.
- KCS protocol regarding fevers and COVID-19 will be followed at this point.
- KCS protocol will include guidance on: notification/treatment of other, staff in contact, cleaning protocol, sibling notification/treatment, exclusion and re-entry policies and procedures.
- See the **Health and Safety** section of this document on **Page 7** for details for responses to if students or staff members test positive for COVID-19.



## **STUDENT SUPPORTS SERVICE (SPED, ELL/GT/SECTION 504)**

- Parents had the option of virtual programming if they choose to not have their student attend in-person.
- Families of students attending in-house school will have the option of a virtual meeting or in-house meeting following public health guidelines.
- Teachers and service providers will work with families to prioritize services that provided access to the general education curriculum and enable students to progress toward their IEP goals.
- ELL services will continue to be provided for students that have been identified.
- ELL services will be delivered in accordance to the WIDA Standards and the English language proficiency level.
- This instruction may take place in a classroom or via an on-line platform.
- GT services will be provided for students as the GT coaches will work in partnership with teachers in co-planning and co-teaching with teachers, and providing resources to support instruction at each grade level.
- KCS will continue to provide families the opportunity to meaningfully participate in the 504 process.
- Staff will work with parents to determine if virtual or in-person meetings are appropriate.
- Parents may contact SMG Administration at (865) 594-1328 or email the KCS Student Services Department at [studentsupportservices@knoxschools.org](mailto:studentsupportservices@knoxschools.org) if you have specific questions.



## **SCHOOL CULTURE (SOCIAL, EMOTIONAL, MENTAL HEALTH)**

- **We recognize that our students need social/emotional supports and learn best when they feel safe in the classroom.**
- School counseling staff will be conducting individual needs assessments and informal check-ins with ALL students throughout the first weeks of school.

Teachers also have a referral link they can use to seek guidance and support for students from Administration and the Guidance Counselor.

## **CONCLUSION**

We appreciate our parents' support through this unusual time. We realize there are still some unanswered questions and we will continue to communicate any new information we receive. This document is not meant to be an exhaustive list of procedures and protocols, but is meant to give parents insight into our commitment to make Sarah Moore Greene Magnet Academy a safe place for learning. The district's overarching plan answers many questions and our SMG plan is meant to be an additional document with school-level specifics provided. We request that our families continue to be patient with us and trust that we are making decisions for the safety of all students, staff and families.

The full district plan is now available at [www.knoxschools.org/connect](http://www.knoxschools.org/connect) and scroll down to access summary documents and Frequently Asked Questions organized by topic.