**HOPE SULLIVAN RETURN TO SCHOOL PLAN**

**SCHOOL PROCEDURES**

**Daily Procedures**

* Our district has hired an extra person to clean and sanitize all day long to help our staff with the cleaning and sanitizing of our school.
* While not mandatory, students will be encouraged to wear a mask, and teachers will be encouraged to wear a mask or face shield.
* We will focus on proper hand washing procedures and posters about health and hygiene will be hung throughout the school.
* Each morning students will be asked about how they feel. Our full time nurse will be contacted if any students are feeling ill. Procedures are in place for her response. **Confidentiality and privacy is KEY!**
* If there is a confirmed case of COVID-19 there are very specific procedures in place to determine others exposed and notify district personnel and state health agencies.
* The Department of Health will contact anyone who will need to be quarantined.
* We have a room set aside for the nurse. The room will be divided into 3 areas by clear plastic to serve medical concerns.
* Students are to remain with the same students week to week. (They will sit by the same people in the cafeteria as they do in the classroom, etc.)
* If a student has a fever, that student must be fever free for 3 days to return to school.
* The students will wash their hands frequently and will also use hand sanitizer when necessary.
* There is a change in the grading scale. A 91-100 is an A; 81-90 is a B;71-80 is a C; 60-70 is a D; 59 & below is a F. This is due to the State Department of Education stating that we MAY not be able to change grading scale IF we have to go to Schoolwide Distance Learning.
* Schoology, our Learning Management System, will be used in classrooms daily. IF we do have a short-term school closure, students will be familiar with the platform and will be able to continue learning. Teachers will communicate with students and parents during these times to provide additional needed support.
* If a parent chooses to Distance Learn, their child will be assigned to a Distance Learning teacher. This teacher may not be the same teacher when or if they return to school because it is based on the number of students in a class. Parents will be given instructions on how to navigate through the Schoology platform.
* If you have any questions concerning Distance Learning, you may contact the Distance Learning team at [distancelearning@dcsms.org](mailto:distancelearning@dcsms.org).
* There will be NO guest speakers or other outside agencies until further notice.
* There will be 4 playground areas. The playground area will be divided into 2. We will also have other assigned areas for classes to enjoy recess as well.
  + Our playground equipment will be sprayed down when each class leaves the playground. This will allow time to dry before the next class.
* **Students will be ENCOURAGED TO BRING WATER BOTTLES.** We will have cups for students in the classrooms.

**HSES SCHOOL DAY PROCEDURES**

Our school day will begin at 8:40 am and end at 3:25 pm.

* Breakfast will begin at 8:00 am. Breakfast will be free for all students this year. Students will go directly to their classroom to let the teacher know if they want breakfast or not. School personnel will go to the cafeteria to get breakfast and bring back to the room for students to eat in the room.
* All students will eat free for the first week of school. A note will be sent when payment starts if you are not eligible for free lunch according to the state requirements.
* Conferences will be done via Zoom when possible. If needed, we will social distance for meetings. All parent conferences must be scheduled. There will be no impromptu conferences.
* Activity classes (Art, Music, Library) will be held in the teacher’s room. P.E. and computer classes will be held in the regular places.
* Students will wash their hands prior to lunch. We will use hand sanitizer once in the cafeteria.
* Students will rotate days to go to the cafeteria. For example: We have seven 2nd grade classes. Three of our 2nd grade classes will go to the cafeteria to eat in the cafeteria on Monday. The other four will eat in their rooms. The next day Tuesday the other four will go to the cafeteria, and the three classes that went Monday will eat in their rooms. All students will sit beside the same students as in the classroom.
* Students will be spaced apart at lunch and facing in the same direction. Classes will be a table length apart. They will come through the line and then sit on the right side of the table. For benches there will be an X on the seat where they are to sit.
* Lunch visitors are prohibited. However, the principal has discretion in extreme cases. If a visitor is allowed, they must sit and eat in the conference room. You may check your child out for lunch if desired.
* Students ARE allowed to bring store bought sealed cupcakes or single packaged snacks for their birthday. The teacher will distribute them at lunch.
  + On birthdays teachers are allowed to call the parent that sent the snacks to see them at lunch so they can see the students and wish their child a “Happy Birthday.”
* We will announce for students to report to their dismissal areas at 2:40 pm. We are expecting to begin car-rider line at 2:45 pm. The students that ride the bus will be dismissed when their bus arrives at our school starting at 3:10 pm. Our walkers will be dismissed after the buses leave. We finish our day at 3:25 pm.
* This is very new to all of us so I’m asking you for your patience because we will be ensuring that all of our students and staff are safe and taken care of.

***Meet the Teacher Times: By Appointment Only***

**Our Teachers will call to schedule your appointment.**

Kindergarten meet with Parents on Thursday, August 6th from 1:00 pm – 6:00 pm.

First Grade meet with Parents on Tuesday, August 4th from 1:00 pm – 6:00 pm.

Second Grade meet with Parents on Wednesday, August 5th from 1:00 pm – 6:00 pm.

Each parent will have 15 minutes to meet the teachers and gather information by appointment.

Parents will not be allowed to walk their child(ren) in the building at the beginning of this 20-21 school year because of COVID-19 social distancing procedures. You will bring supplies for your child at Meet the Teacher evening.

We are looking forward to having your child(ren) this year, however you decide for us to educate them through face-to-face or distance learning. We are so excited to be able to see them again.