

# 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.
- Students will be encouraged to wear mask. (No non-mask wearers will be shamed!)
- The first week of school we will focus on proper hand washing procedures and posters will be hung throughout the school.
- Each morning the teacher will ask students about how they feel. If there are any covid symptoms, the teacher will contact our full-time nurse to give names of students with symptoms. This will signal the nurse to come and check out these students. It will be the nurse's and administration decision, how to proceed from this point. (The nurse will go each class by at approximately 8:40 each morning.) **Confidentiality and privacy is KEY!**
- Students will be encouraged to wear masks. Teachers will wear mask or face shields.
- If there is a confirmed case of covid, hopefully, there will not be, the nurse will contact the Principal/Asst. Principal, and they will conduct contact tracing procedures to identify how many students has been around the student. The Principal will then contact our district's COVID-19 contact person. The COVID-19 contact person will follow the district's procedure of reporting it to the Department of Health and parents. Based on what the contact tracing results show is how many students will be quarantined and for how long.
- 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 every time they leave their classroom when/before they enter.
- Kindergarten will wash their hands in their classrooms. They will also use hand sanitizer when necessary.
- There is a change in the grading scale. A 90-100 is an A; 80-89 is a B; 70-79 is a C; 60-69 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.
- IF we do have to go to Schoolwide Distance Learning, we will go to our Learning Management System called Schoology to continue the learning of our students.
- Be READY to Distance Learn at any time!
- Schoology will be used in our classroom daily as well for students to use and see in use.
- If a student is out due to quarantine, their teacher is responsible for communicating with the student during this time to meet the needs of that student. This will be done through our school and district's Learning Management System called Schoology as well.
- If a parent chooses to Distance Learn an entire 9 Weeks, 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 training through videos in Schoology and the teacher on how to navigate through the system.
- 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. Students will go directly to their classroom to let the teacher know if they want breakfast or not. The teachers will go to the cafeteria to get breakfast and bring back to the room 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.
- Instruction will begin at 9:00 am.
- 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 2<sup>nd</sup> grade classes. Three of our 2<sup>nd</sup> 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.