



CGIS Plan for Re-Opening

JUNE 2020 – DRAFT

Check out our infographic an overview of our protocols:

<https://infograph.venngage.com/ps/f0rZrny3OS8/cgis-protocols-for-re-opening>

Since our schools closed in March of this year, we have all been wondering when/if and how schools will re-open for the 2020-21. As you are aware our district has been working diligently over the last few months to answer these questions and more. We now know that our school will open for students as planned on Thursday, July 30th. Coulter Grove faculty and staff are anxious and excited to welcome students back to our building. We also know that it is important for all of our families to understand what school will look like and what measures will be in place to help ensure the safe and productive return of our students to school. In the plan outlined here, we will attempt to share as much detail as possible to answer your questions and allay any concerns. The structure of our plan is broken into three main areas:

- **Arrival to School:** In this section, we will describe the logistics of arrival to school via bus or car, monitoring of students prior to the start of the day and allowances for breakfast and other needs.
- **Instruction during the School Day:** This section includes what our students will experience while at school and how we will balance the need to provide quality instruction, minimize risk, and meet the social and emotional needs of our students.
- **Dismissal from School:** In this section, we will describe our plans for dismissing students from the building in a safe and orderly manner to control interactions and minimize risk.

Before addressing the components of our plan in each of these areas, we would like to reiterate the philosophical approach that our district and school share in developing this plan.

Interactions

- Plans to Limit
 - a. Before School
 - b. During School
 - c. After School
 - d. Sharing Supplies
 - e. Visitors to School

Health/Wellness

- Checking for Symptoms
- Clinic Protocols



Environment

- Intensify Cleaning
- Routine Disinfection
- Maximize Ventilation

Training/Communication

- Educating our Faculty and Staff on Our Practices
- Partnering with our families for success

In addition to the philosophical approach to our planning, we want to honor the developmental needs of our students. We know that our students learn through engaging instruction, interaction with peers, and play. These tenets were also considered in the development of this plan and seek to balance creating a safe environment with creating an environment conducive to student learning and growth.

ENCORE
**Friends/
Classmates**
Cafeteria



**Recess/House
Time**
Learning
Movement

Arrival to school: This section outlines our plans for entry into the building and managing students prior to the start of the instructional day. During this time, we recommend students wear a mask when in close contact with others.

Prior to entry to the building

- ▶ Identified Entry Points for Students and Staff – Access to the building will be limited to the main entrance to the school and the rear entrance for buses.
- ▶ Temperature Checks for Students *(We plan to start the school year like this and continue the practice based on data as we progress throughout the school year.)*
 - ▶ Upon arrival, all students arriving on buses will have their temperature checked as they enter the building or on the bus.
 - ▶ Prior to exiting their vehicle, all students will have their temperature checked.
- ▶ Temperature Checks for Staff and Visitors
 - ▶ Prior to entering the building or beginning the work day, all staff and visitors will have their temperatures checked.

Staggered Drop-Off Times/Start to School Day

- ▶ On a temporary basis and to build capacity to check student temperatures quickly and efficiently a staggered drop off time is suggested based on the grade level of your student(s).
 - ▶ 7:00-7:15: Drop off for Families with Students in Multiple Grade Levels at CGIS
 - ▶ 7:15-7:25: Drop off for Families with Students in 4th Grade ONLY
 - ▶ 7:25-7:35: Drop off for Families with Students in 5th Grade ONLY
 - ▶ 7:35-7:45: Drop off for Families with Students in 6th Grade ONLY
 - ▶ 7:45-7:55: Drop off for Families with Students in 7th Grade ONLY

Note: *These drop off times would be utilized the first week of school. Parents would be updated if the plan needs to continue or if we are able to manage drop off and temperature checks and return to the regular drop off time of 7:00-7:35.*

Housing Students Prior to School

- ▶ 7:00 a.m.-7:15 a.m. – Students will be housed in the following areas with designated spaces for classroom cohorts:
 - ▶ Cafeteria- Students who choose to eat breakfast in the café (separate designated areas)
 - ▶ Theater – 4th/5th Grade (seated by classroom cohort)
 - ▶ Gym – 6th/7th Grade (seated by classroom cohort)
- ▶ 7:15 a.m.-Gradual release to classroom/cohort areas for 1st period
 - ▶ Begin releasing students by HR/classroom cohort (4th-6th) to Classrooms
 - ▶ Begin releasing 7th grade by Encore Rotation Schedule

Breakfast- Breakfast will still be available. Students will have the option of a Grab-N-Go breakfast that they can eat prior to the start of the school day in the cafeteria starting from 7-7:15 AM or in their staging locations.

Instruction/Interactions during the school day: This section will outline our plans for classes, lunch, recess (4th/5th) /house time (6th/7th) and moving through the building throughout the day. Once students are on house and specifically with their classroom cohort and given normal circumstances, interactions will be limited to only those students and staff. (We will adjust this practice based on data and as needed, throughout the school year.) If students are in the halls outside of a scheduled transition, masks are recommended.

Classrooms

- ▶ All classrooms will maintain their current set-up including arranging desks in rows, desks in groups, flexible seating and in the floor together.
- ▶ Shared spaces/surfaces in classrooms will be cleaned as needed throughout the day.

Transitions

- ▶ Class changes will be staggered by teachers, so that interactions are lessened.
- ▶ Grade levels will alternate transition bell schedule to manage loss of instructional time.
- ▶ Locker assignments and locker access will be determined by grade levels. Access to lockers throughout the day will be scheduled/rotated to limit interactions. Students may be asked to carry supplies from class to class. Students should carry only necessary supplies and laptop. We will adjust our locker practices as data and current information supports adjustment during the school year.

Restroom Breaks

- ▶ Teachers will work together to manage restroom breaks for students in order to lessen interactions.
- ▶ Encore will develop a schedule for restroom breaks within their area of the building, as needed.

Water Fountains

- ▶ We will close all water fountains but will allow use of the water bottle fillers on fountains.
- ▶ Students may choose to bring a **PLASTIC** water bottle each day.
- ▶ Classroom sinks available to students to fill water bottles, as needed.
- ▶ Small disposable cups will be available for those who don't have a water bottle.

Clinic

- ▶ Teachers will have access to a thermometer to check a student's temperature prior to sending to the clinic. We will practice our normal clinic procedures of accessing the clinic unless we are experiencing an overflow.
- ▶ In the event of overflow, students would be distanced in alternative locations to control the number of students in the clinic at one time.
- ▶ If a student has a temperature above 100.4, they will be isolated in an available location with a mask and parents will be notified immediately. Students will be monitored by staff at this time and until arrival of parents.
- ▶ Clinic will be cleaned as appropriate and regularly throughout the day.

Lunch

- ▶ All students will come to the cafeteria area to get their lunch, purchase milk, ala carte items, etc. Entry will be staggered and organized to minimize any potential interaction with students outside their house and classroom cohort.
- ▶ All café employees will wear masks and gloves in the dining/serving areas. Salad bar is replaced with pre-boxed salads. Self-serving is replaced by individual containers.
- ▶ All students from one grade level will **not** be eating together in the cafeteria each day. (Exact set up and numbers TBD) Instead, we will maximize the use of the lower and upper parts of the cafeteria to safely spread out cohort groups.
- ▶ Students will be seated by classroom cohorts with separation between groups.
- ▶ Alternative lunch locations might include:
 - ▶ Event Entrance
 - ▶ Theatre
 - ▶ Outside – Picnic Tables
 - ▶ Outside - Patio
 - ▶ Classrooms
 - ▶ Adventure Club
- ▶ Lunchroom will be thoroughly cleaned between each grade level lunch period.
- ▶ Teachers will pick up their classroom cohort of students from the cafeteria each day and transition to limit interactions.

Recess/House Time

- ▶ 4th/5th Recess and 6th/7th House Time can continue based on house schedules but will alternate areas based on cohort groups.
- ▶ “The Grove” Playground will be divided into the follow sections:
 - ▶ Section 1: Basketball Court & Stone Garden
 - ▶ Section 2: Soccer Field & Gaga Pit with adjacent equipment
- ▶ “The Nest” Playground will be divided into the follow sections:
 - ▶ Section 3: Swing sets, Gaga Pit and Four Square in the Air
 - ▶ Section 4: Basketball court, circle walk, Play Structure
- ▶ Other areas that will be utilized on our alternating schedule include:
 - ▶ Section 5: Hilltop Grassy area
 - ▶ Section 6: Track
 - ▶ Section 7: Baseball Field
 - ▶ Section 8: Lego Wall and Beam in Town Square OR Grassy area behind baseball field
- ▶ Classroom cohort groups will rotate regularly to allow equal access to playground equipment
- ▶ Students may bring equipment (ex. Basketballs), but school will not provide at this time.
- ▶ Outside water fountain will not be available.

Afterschool and Dismissal: This section will outline our plans for dismissal at the end of each day and transition to our afterschool programming. During this time, students will be mixing with other grade levels and teams, potentially. Students are encouraged, but not required, to wear masks during this time.

▶ **Dismissal**

- ▶ Early Bird Dismissal Opportunity- Due to the nature of our academic day, students in 4th and 5th grade will be offered the opportunity to sign up for an early dismissal. Details are still being developed and we will communicate directly with these families once additional information is available.
- ▶ Students who are car or bus riders will have a staggered release at the end of the day.
 - ▶ Students will need to be packed up and ready to go at the start of 6th period.
 - ▶ Bus riders will be called by bus number and teachers will escort groups to buses.
 - ▶ Hallways will become single direction for traffic flow at the end of the day to minimize interactions outside of their classroom cohort and house.
- ▶ Designated areas will be assigned to each grade-level/team at our front pick up area and at Hilltop pick up.
 - ▶ Additional plans are being developed in the event of inclement weather.
- ▶ Staff will be on hand to monitor and assist.

Other areas of planning, yet to be determined include (but are not limited to):

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- **Athletics/Concerts:** At this time, we hope to offer a competitive athletic program in basketball as well as cheerleading. Other opportunities for 7th graders at MJHS will be determined by MJHS and district level plans. We also hope we will be able to host concerts/performances. Additional details will be shared as they become available.
 - **Field Trips/Guest Speakers:** Field trips will honor limiting interactions with students and will be approved on a case-by-case basis. Details and questions will be addressed in the context of any field trips that are approved. Guest Speakers will also be approved on a case-by-case basis.
 - **Extracurricular Activities:** At this time, we plan to offer clubs and afterschool activities for those who are interested and on a completely voluntary basis. Details and questions will be addressed at the time of sign up and by the club or activity sponsor.
 - **Digital Learning Students:** Families that opt for our digital learning option will receive a student handbook and other information, including teacher assignments prior to the start of the session on August 10. We know that parents who elect to utilize our distance learning option may hope to access afterschool activities. A final decision has not been made on this option, but will be shared as soon as possible.
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Our Hawk staff members are excited about the opportunity to connect with our families and our students as we kick-off the 2020-21 school year. It is our goal to have 100% of our students and families feeling confident enough to trust that we will protect students and provide them with an amazing educational experience. With this goal in mind, we value your feedback and are here to address your questions. Please don't hesitate to reach out as you weigh what is best for your family. Together we can build a plan that balances the health of our students with their developmental needs. As always, we count it a blessing to serve our families in our home called Maryville.

