



CGIS Plan for Re-Opening

JULY 2020 – FINAL

Check out our infographic an overview of our protocols:

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

Based on feedback from staff and families, our plan for re-opening school on July 30th has been updated. This plan is our final product and is designed to communicate to all families the adjustments that will be in place on the first day of school. Our goal is for our students and families to return to our building and to feel safe enough to do so. We also know that some families will choose our digital learning option for a variety of reasons and we will work to support all of our learners. Regardless of the pathway you choose for learning this year, we plan to offer the same high level of instruction and rigor that Maryville City Schools consistently strive to provide.

This plan includes highlighted additions and adjustments that have been made based on feedback and data so the changes are readily available for you. In addition to the changes, we have added a frequently asked questions section to our plan to clarify and expound on information provided.

We will continue to be responsive to your needed and answer any additional questions that you may have as your family decides the best option to meet current educational needs. You may contact our office at 865-982-6345 or email me at ramona.best@maryville-schools.org. I'm grateful to be able to serve your children at this time and always! Take care!

With Gratitude,

Dr. Ramona Best, Principal

The organization 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 of Supplies
 - e. Visitors to School

Health/Wellness

- Checking for Symptoms
- Clinic Protocols



Environment

- Intensify Cleaning
- Routine Disinfection
- Maximize Ventilation
- Increased Hygiene Practices

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.



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. Our staff will be wearing masks and providing reminders and information to students as they enter our building to gather with classroom cohort groups and limit interactions during this busy transition time.

Prior to entry to the building

- ▶ Identified Entry Points for **Students**– Access to the building will be limited to the main entrance to the school and the rear entrance for buses.
- ▶ Temperature Checks for **Students** -
 - ▶ Prior to entering the building, all students/staff will have their temperature checked in accordance with district protocols **for the first 30 days of school.**
 - ▶ **After the first 30 days, all adults (staff or visitors) will have their temperature checked upon arrival.**
- ▶ **Families are encouraged to have students wear masks upon entry to the building and during morning transitions.**
- ▶ Temperature Checks for **Staff and Visitors**
 - ▶ Prior to beginning the work day or upon arrival, all staff and visitors will have their temperatures checked.
- ▶ **Visitors will need to wear a mask to enter the building.**

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 and we would request that all parents follow this guidance, IF POSSIBLE. We fully respect and understand that family work schedules and multiple drop off times at other schools will limit their ability to adhere to these drop off times. 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. We will have breakfast break available between 2nd and 3rd period for 5th graders due to last lunch period. As students transition to class, we encourage and remind all students to wear masks while transitioning through the halls and to distance and limit interactions. All staff will wear masks when outside the classroom.

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, appropriate wearing of masks will be encouraged. All staff will wear masks in the classroom when unable to social distance from students or other staff.

Classrooms

- ▶ All classrooms will maintain their current set-up including arranging desks in rows, desks in groups, flexible seating and in the floor together. Because we wish to maintain the structure of our classes, we will encourage all students to wear masks when closely interacting with other students and staff.
- ▶ Shared spaces/surfaces in classrooms will be cleaned 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.
- ▶ Students will be encouraged to wear masks during transitions and staff will be required to wear masks during transitions.
- ▶ 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. (Traveling as

light as possible is recommended!) 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 appropriate to limit interactions.

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, along with the water bottle fillers on fountains.
- ▶ Small disposable cups will be available in classrooms for those who don't have a water bottle.

Clinic

- ▶ Under normal circumstances, a student can be sent to the clinic as usual.
- ▶ In times determined by clinic staff, teachers on each house 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 **and other locations used for isolation** 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.
- ▶ **Students will be encouraged to wear masks to lunch and until they reach the table where they are sitting. Teachers/Staff transitioning to lunch will be required to wear masks.**
- ▶ 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.
- ▶ **Our cafeteria dining capacity/seating is usually 450 students. We have reorganized seating and are able to physically distance groups of students. We will use the cafeteria to seat a grade level of students by maximizing the use of the lower and upper parts of the cafeteria to safely spread out cohort groups. We also plan to utilize outdoor seating and other locations as needed.**
- ▶ Students will be seated by classroom cohorts with separation between groups.

- ▶ Alternative lunch locations might include: event entrance, theatre, outside patio and picnic tables, classrooms, Adventure Club. We will use these areas as needed based on the current local data.
- ▶ 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 in an orderly fashion 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.
- ▶ High touch playground equipment will be cleaned between grade levels.
- ▶ Outside water fountains 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 may be offered the opportunity to sign up for an early dismissal. This opportunity will be **limited** and not all 4th/5th grade families **will not** be able to select this option. 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. The governor's guidance on large group gathering sizes will influence and drive our plans. Other opportunities for 7th graders at MJHS will be determined by MJHS and district level plans. Concerts and performances are on a hold until more information is provided by the state but we are hopeful to provide performance opportunities for our students in some form. 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. Other than athletics, students will not be able to participate in extracurricular or enrichment activities.
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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, whether it be in a traditional or digital format. With this goal in mind, 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.



CGIS Frequently Asked Questions

What about new students and rising 4th graders? How will we know the regular routines so we can fully understand the modified plans? *We will be sending a series of communications sharing information leading up to the first day of school. We are planning staggered Show up Nights for rising 4th graders opting for traditional instruction in the evenings on Monday & Tuesday, July 27 & 28 prior to the start of the school year. (We are limiting these sessions to 1 adult per child.) We will also ensure that the session information is available online. You will receive more detailed information about Show up Nights by Friday, July 17. All new families will be invited to a new parent orientation meeting (available both in person (social distancing style) and virtually, will receive pertinent information during registration and through email communication once registered.*

What if I can't follow the staggered drop-off plans due to my work or other commitments? *The staggered plan includes recommended times for drop off so we can create a steady and more controlled flow of people that allows for more social distancing and limiting interactions. If you are unable to follow the suggested times, simply drop off your student based on your schedule. We are simply trying to avoid a rush of people resulting in less controlled interactions. We plan to proceed to our normal drop off routines as quickly as we can as everyone learns our morning procedures and we settle into a strong routine.*

We are concerned that you are limiting social interactions too much through this plan. Will students be limited to classroom cohort groups all year? *We plan to be responsive to the data in our community and our school throughout the year. We hope to be able to increase interactions on the playground and lunch, etc. throughout the year, but will determine this based on recommendations at the time and our specific data.*

Is there an option for a part in-person/part digital plan (hybrid) for intermediate school students? Why or why not? *The coursework at the intermediate level doesn't present a need for a hybrid program compared to high school courses. Additionally, we would be bringing more adults on to our campus more often with these options creating more adult interactions. We also wanted to keep our programming consistent for both digital and traditional learners.*

Why aren't desks going to be placed six feet apart in classrooms? *We very purposefully chose to limit interactions rather than socially distance with everyone in our core classroom settings. In consultation with local pediatricians and the importance of peer to peer relationships, the overall well-being of our students was taken into consideration along with current statistics in regards to COVID-19's impact on school age children.*

How will this plan impact regular clinic operations? *We hope to have our regular operational procedures with our clinic throughout the year but will adjust practices based on daily clinic cases of illness, crowding, etc. We may need to adjust regular medication distribution on some days. We know our clinic staff will be responsive, will adjust and communicate to take care of all of our staff and students.*

Will parents be able to drop off items at school that have been forgotten at home or in the car by students? *Yes. We will have a drop off procedure for situations like this.*

How will the morning temperature checks potentially impact tardies to school? *We will excuse tardies for students if our morning procedures cause their tardiness to class.*

How do you plan to protect students in encore classes like band, orchestra, STEM, etc.? *Each encore teacher will put procedures in place for cleaning, seating, sharing materials, wear masks to protect students.*

Why is the school system not following ALL the CDC guidelines like social distancing in classrooms, requiring students to wear masks, etc? *We have studied the statistics and data about COVID-19 and school age children and have tried to create a plan that takes into consideration the physical, social, emotional and cognitive impacts on our students.*

What is the plan for a potential confirmed case of COVID-19 in a school? How will we know if we need to take additional precautions? *Please refer to the MCS Health Services COVID-19 plan.*

In reference to digital learning option, why are we limited to one transition from digital to traditional learning or from traditional to digital learning during the school year? *We know that consistency is a vital part of student learning and we want to provide flexibility but also strive to ensure a consistent learning program for each student.*

What happens if my child is directly exposed to COVID-19 or has a classmate that has a positive test? *Please refer to the MCS Health Services COVID-19 plan.*

How will a required quarantine impact my child's attendance record? *Please reference system documents for traditional and digital learners.*

Do you have more questions specific to Coulter Grove? Feel free to email Dr. Ramona Best at ramona.best@maryville-schools.org.