

SY 2020-2021

FHJ PREP RE-OPENING PLAN

A resource for the health and safety of scholars,
staff, and families



Prepared by
FHJ Prep COVID-19
Task Force

Approved by South Central
Conference Office of
Education



OVERVIEW

Ultimately, the primary focus of the FHJ Prep COVID-19 Task Force was to develop a plan that puts our scholars, faculty & staff, and families' health and safety at the forefront. Decisions outlined in this document have been informed by the Center for Disease Control, as well as the South Central Conference's "Contingency Plan for Safely Reopening Schools (July 2020)".

Reopening Theory of Action

- Use health, academic, and economic data to guide decision-making and maintain flexibility throughout the school year
- Ensure the safety of all scholars, families, and staff, and minimize the possibility for transmission through adherence to health guidelines and consultation with TN Dept of Health, South Central Conference, and Center for Disease Control
- Address the learning and social-emotional needs of our scholars
- Provide high-quality academic programmings through both in-person and virtual instruction

FHJ PREP COVID-19 TASK FORCE

COMMITTEE CHAIR

Mr. Corey Bean, Board Chair

COMMITTEE MEMBERS

Dr. Summer Wood, Principal

Dr. David Chunn, Physician

Ms. Nasheba Pritchett, Parent Representative

Mrs. Shelley Pelote, Teacher Representative

Ms. Janelle Freeman, Office Manager

Key Priorities

- Create trust, build transparency
- Create safe building for scholars and staff
- Offer 3 clear options for parents and scholars
 - Traditional, Hybrid+, & Virtual
- Use the best medical advice available

VIRTUAL TALKS WITH DR. WOOD

Hear the latest updates from Dr. Wood & other special guests



July 20, 2020

5:30 pm

Hear about the re-opening plan from Dr. Wood & Mr. Bean (Board Chair)



July 27, 2020

6:00 pm

Hear the logistics of virtual learning



August 5, 2020

6:00 pm

Hear from our Home & School & Admin Team as we launch into a new year

School Reopening Information Webpage:

www.fhjenkins.net/reopening

The FHJ Reopening webpage will include:

- FHJ Prep's Reopening Plan
- South Central Conference's "Contingency Plan for Safely Reopening"
- COVID-19 Information documents
- FHJ Prep COVID-19 Lead Contact information

LEARNING MODELS & PHASES

VIRTUAL TO GET STARTED SLOWLY & SAFELY-START DATE AUG 10TH

Phase 1

8/10/20 - 9/4/20

VIRTUAL

All teaching and learning will take place online. Scholars will receive a combination of live & recorded sessions and asynchronous (independently completed) assignments.

Phase 2

TBD

FAMILY CHOICE

Families will have to option to select between **3 delivery models:**

Traditional: Scholars will come to school daily. Comprehensive and logistical health and safety precautions will be in place to maximize the reduction of student and staff risks.

Hybrid+: Scholars will come to school daily. Scholars would alternate periods of time in the school building, between the classroom and a resource space (e.g. gym) to ensure physical distancing is maintained. Scholars would join the class instruction virtually while in the resource space.

Virtual: Scholars will take part in all classes virtually from home.

Phase 3

TBD

TRADITIONAL

ALL scholars will come to school daily. Comprehensive and logistical health and safety precautions will be in place to maximize the reduction of student and staff risks

Decisions to Move Forward

The decision to move from one phase to the next is made using multiple factors:

- guidance from the South Central Conference of Education
- information from the TN Dept of Health
- CDC Guidelines
- FHJ COVID Task Force & School Board input

4 + 1 School Week

Beginning August 10th, South Central Conference schools will be adopting a 4 + 1 school week, due to the intensity of school operation in the midst of a pandemic.

Monday through Thursday will follow the model currently being used in the current phase, and **Fridays** will be set aside as non-live virtual learning engagements (regardless of phase).

This would look like online quizzes, games, projects, studying, etc.

LEARNING MODEL & PHASES



August 10, 2020

School begins

Virtual for ALL scholars



August 21, 2020

Phase 2 Update

Families will be updated regarding the move to Phase 2



August 24, 2020

Learning Model Opt-In Deadline

*Option selected will be for the **entire quarter***



September 8, 2020

Phase 2 Begins (Tentatively)

Scholars begin instruction using the preferred learning model selected.

This is the timeline for the beginning of the academic year. It is important to keep in mind that while we want to ensure that we have a well-laid out plan, we are aware that changes are the nature of a pandemic environment.

We, as a school, will work diligently to ensure that our families are receiving timely communication regarding any adjustments or changes.

Rolling Learning Model Review:

Once in Phase 2, families can reassess their learning model selection quarterly.

Opt-In Requirement:

Once a family opts-in to a learning model, no other model can be selected within a quarter--with the exception of shifting from Traditional or Hybrid+ TO Virtual only .

1-1 TECHNOLOGY

FHJ Preparatory School is a 1-1 school. All scholars in grades 3-10 are issued a laptop at the beginning of each academic year, to be used for educational purposes. We ask that the provided device be used for all class assignments and live & recorded sessions.

GoGuardian

All FHJ issued laptops are equipped with GoGuardian monitoring software. This software is used by the teachers and administration to ensure scholars are safe while online, as well as to ensure that scholars are staying focused on assigned tasks. The software allows, for each computer screen to be monitored by the teachers and admin. Furthermore, it keeps record of all websites visited by the scholar.

GoGuardian also comes with a parent platform whereby parents are able to monitor scholar's computer usage, as well.

Kindergarten thru 2nd Grade Devices

Scholars in **Kindergarten thru 2nd grade will receive laptops for virtual learning.** Once we move into Phase 2, all families that select the traditional model must return the assigned laptop to the school. Any family that elects to continue with virtual, will continue to have access to the laptop until the end of the year, or until a move to traditional learning.

Laptop Disbursement

Laptops will be disbursed the week of August 4th. A schedule will be emailed out to families indicating the day and time for laptop retrieval.

Technology Handbook

All families will receive a copy of the Technology Handbook, and will be required to sign a Technology Agreement.

SCHOOL ENTRY

- Required **temperature check** for all scholars, staff, & essential visitors
- Parents must **remain at the school until their scholar(s) morning temperature has been checked**, and their scholar is approved to enter the school building.
- **All individuals with a temperature 100 degrees or higher will be sent home**
- Parents will be asked to **drop-off their scholar(s) at the front door and not enter the building**. This is to help ensure that our process stays efficient in the morning, as well as reduces the number of individuals we have in the building.
- **Face masks** are required to enter the building, and must remain on for the duration of time in the building.
- Immediately upon entry, all individuals **must sanitize their hands**.

1

All building access will be through the main lobby doors.

To ensure that ALL those entering the building participate in temperature checks and hand sanitizing.

2

Please adhere to all signage in the building.

Throughout the building signs will be posted to provide information regarding social distancing, healthy practices & habits, and other regulations and tips.

HALLWAY EXPECTATIONS

- The hallways will have floor markings indicating which direction to travel, as well as provide information on spacing to ensure that individuals remain socially distant.
- There is to be no congregating in the hallway.
- During the transfer of classes (5th-8th), scholars are to remain 6ft apart as they transition between classes.
 - There will be spots marked in the hallway for transition time.

LOCKER PROTOCOL (5TH-8TH)

- Each scholar will be assigned 1 locker for the duration of the school year.
- Scholars will not be able to retrieve anything from their locker without teacher permission.
- Scholars will be able to access their lockers in specific groups, in order to keep them socially distant.
 - Scholars with neighboring lockers will not be able to visit their locker at the same time.

Locker Groups



● represents lockers that can be accessed at the same time

3

No water fountain use.

Scholars are to bring their own water bottles to school to minimize use and touching of water fountains

4

Limited restroom capacity.

Bathrooms will be restricted to two persons in the restroom at a time. In bathrooms with only two sinks, one person is to wash their hands at a time.

PLAYGROUND/ RECESS PROTOCOLS

- Only one class will be allowed on the playground at a time
- All playground equipment will be disinfected after use
- Scholars will not be allowed to share any play equipment (e.g. balls, jump ropes, etc)
- Play times will be outside as much as possible, so that scholars are able to get fresh air, as well as spread out appropriately
- Group games that require touching are prohibited (e.g. Duck, Duck, Goose)

LUNCH PROTOCOL

- To ensure that scholars remain socially distant, the cafeteria will be closed and lunch will be eaten in the classroom.
- The hot lunch program will continue, with delivery of food to the classrooms daily.
- Only disposable goods will be used for the hot lunch program.
- No microwaves will be available during lunch. Lunches that are brought from home will not be able to be heated.

Food Service Information

- To ensure the health and safety of our scholars and staff, all kitchen staff are ServSafe certified.
- Sneeze guards will be placed in the window of the cafeteria.
- The kitchen will be professionally cleaned and sanitized prior to the commencement of the school year.
- Kitchen will be sanitized & cleaned daily.

RESTROOM PROTOCOL

- Each restroom will have a posted sign indicating the maximum capacity in that restroom. Scholars are to strictly adhere to these capacity guidelines.
- In the event the restroom is at capacity, there will be indicators in the hallway designating where a scholar can wait.
- Only 1 scholar is allowed to wait in the hallway, in the event the restroom is at full capacity.
- All other scholars will need to return to their classroom until there is availability.

5

Hand Washing Protocol

Hand washing/sanitizing goes a long way in helping to reduce the spread of COVID-19. All scholars will be trained on how to properly wash and sanitize their hands.

6

Reducing the Spread

Videos, signage, and news blasts will be shared to continue to educate or student body, as well as families, on how to reduce the spread of COVID-19

CLASSROOM SETUP

- K-4th grade classes will remain with their class for the duration of the day, with the same teacher all day.
- 5th-8th grade classes will remain with their class group (5/6 & 7/8) for the duration of the day. They will switch classroom settings during the day.
 - Each desk and chair will be sanitized during the transition.
- 9th & 10th grade will remain with their class for the duration of the day.
- Sharing of belongings is prohibited (pencils, telephones, toys, books, crayon bins, supplies crates, etc.).
 - Scholars' belongings will be separated into individually labeled storage containers, cubbies, or areas in the classrooms.
- Desks will be distanced 5-6 feet apart in all classrooms.
- Desks will all face in the same direction

SCHOOL-WIDE ACTIVITIES & MORNING WORSHIP

- School-wide programs will be held virtually
- Field trips will also be virtual
- Chapel will be held weekly (online)
- Each class will have morning worship.

7

No Singing

For the time being, class worships and school-wide chapels (virtual) will not include singing. This is to help reduce the spread of COVID-19

8

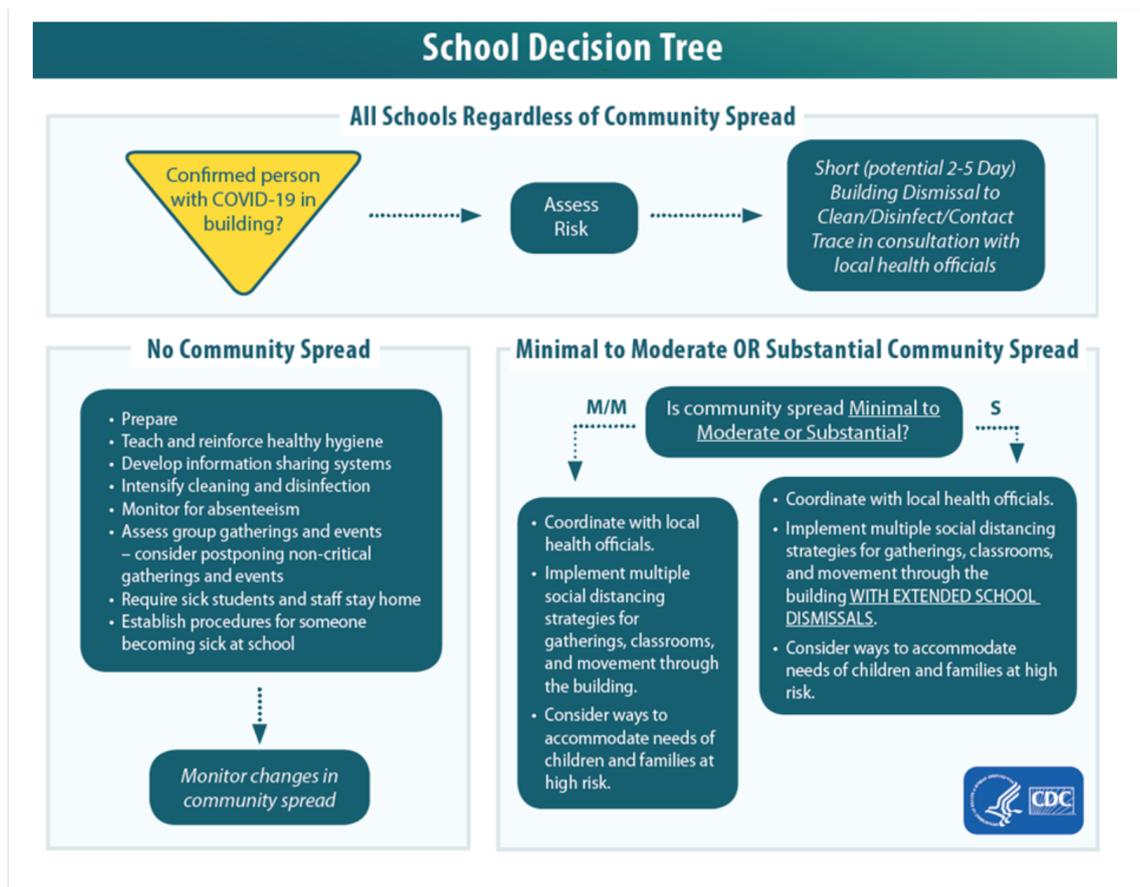
Personal Health

Eating healthy, exercising, getting sleep, and finding time to unwind are essential to everyone's well being.

POSITIVE CASE PROTOCOL

When a **confirmed** case has entered the school, regardless of community spread:

- Coordinate with local health officials
- Communicate with staff, parents, and students
- Deep clean and disinfect thoroughly
- Make decisions about extending the school dismissal (if applicable)
- Implement strategies to continue education and related supports for students



ISOLATION ROOM PROTOCOL

If symptoms arise during the school day:

- Symptomatic cases will be placed in a controlled, single-person room with the door closed (e.g. Nurse's Station)
- There should be access to a dedicated bathroom
- Anyone entering the room must be wearing Personal Protective Equipment (PPE)
- Parents or guardians are immediately notified of their child's status and will be asked to pick up their child immediately

CLOSE CONTACT PROTOCOL

When a student/teacher has come in close contact with someone who has COVID-19

- Student/teacher or student's family should report to the school possible exposure
- Student/teacher must remain home until a negative test result is acquired
- Communication will be sent to parents to inform of possible exposure
- A copy of the test result is to be submitted to the COVID Point of Contact prior to the student/teacher returning to school
- If the case turns out to be positive, the Positive Case Protocol will be followed

Students, families, & faculty will be able to report possible exposure and confirmed cases through our website: www.fhjenkins.net/reopening