



TES Re-entry Plan

July 2020

ADMIN TEAM

Treadwell Elementary

3538 Given Ave

Memphis, TN 38117

Overview

To ensure the health and safety of all students, staff, and stakeholders, the following protocols and procedures will be implemented for Treadwell Elementary. These steps are designed to promote student learning in the face of a global pandemic and are subject to change.

Uniform Procedures

- All students, staff, and visitors to the building must wear a face mask that covers both nose and mouth upon arrival to campus. This includes all indoor and outdoor spaces.
- Teachers and students will be required to wear their masks throughout the day. (Guidance for this rule may change at any time.) Exceptions can be made for students with documented respiratory conditions.
- Any staff providing direct service to students with physical or medical needs must wear gloves and masks.
- As of now, no change has been made to the District's regular uniform policy with regard to clothing. Therefore, we will continue to adhere to the policy as before.

Entrance Procedures

Staff Arrival

- All staff must have their temperature checked and answer health screening questions upon arrival each day.
- Any staff having a temperature of more than 100.4 degrees will be asked to return home and not return to school without a doctor's note.

Student Early Arrival in the Cafeteria - 7:30 am

- We will open the cafeteria at 7:30 am to allow for monitoring of early drop-off students.
- All students must report to the cafeteria if they are on campus at any time before 8:00 am to allow for health screening.
- When possible, we will take temperatures as parents walk with students or when students are still in the car. In this way, students with temperatures of 100.4 may return immediately with parents.

- Students will sit apart with no more than one student per table.
- No parents or family members will be allowed to enter the cafeteria under any circumstances. We will designate a drop off line beyond which parents and adults may not cross.
- Students will line up and leave the cafeteria with their escorts at 8:00 am.
- Any student having a temperature of more than 100.4 degrees will be sent to the isolation room (Team Reads) if the parent has already left campus. Parents will be asked to pick up their students and not return without a doctor's note.

Student Regular Arrival - 8:00 am

- All students must be screened before entering the building. To facilitate this, both entrance doors of the Annex and all four entrance doors of the Main Building will be used.
- When possible, we will take temperatures as parents walk with students or when students are still in the car. In this way, students with temperatures of 100.4 may return immediately with parents.
- Door entrance will be determined by grade level and will be monitored by two staff members:
 - Annex Left - Kindergarten
 - Annex Right - 1st grade
 - Annex Rear - Pre-K
 - Main Garden - 3rd grade (will use Central stairwell)
 - Main Cafeteria - 5th grade (will also use North stairwell)
 - Main Breezeway - 4th grade (will use South stairwell)
 - Main Entrance - 2nd grade (will also use North stairwell)
- During inclement weather, only covered areas of the main building will be used so that students do not have to wait in line in the rain.
- Depending upon the speed of entry, tardy times will be adjusted accordingly.
- Any student having a temperature of more than 100.4 degrees will be sent to the isolation room (Team Reads) if the parent has already left campus. Parents will be asked to pick up their students and not return without a doctor's note.
- Entry stations will collapse to Right Annex and Breezeway entries after 8:15. These will be staffed until 8:30. Students arriving after this time will be checked in through the office.

Restroom Procedures

- No more than two students will be allowed into the restroom at any time.

- Teachers will ensure that students practice good hand washing procedures each and every time students visit the restroom.
- In addition to handwashing with soap and water, students will be provided hand sanitizer.
- Students will no longer be allowed to visit the restroom outside of designated times without an adult (no more “buddy” system).
- We will provide small cups for the students to use to drink from the water fountains.

Breakfast and Lunch Procedures

- No parents or family members will be allowed to enter the cafeteria under any circumstances.
- Student seating will begin as one student per table until we need to add students to rows.
- Students will wear masks until seated. Adults will wear masks and gloves throughout lunch.
- If necessary we will schedule grab and go lunches and arrange for EAs to monitor some classes to ensure teachers have an unencumbered lunch.
- Nutrition services will provide direction for virtual parents to be able to pick up multi-day lunch packets from our cafeteria.

Hallway Procedures

- Every attempt will be made to ensure that a minimum of students are in the hallway at any given time.
- While in the hallway or stairwell, students will be spread a minimum of 8 blocks or 5 steps apart.
- Students should be reminded not to touch the walls or stair rails.
- Stairwells will be designated as One-Way for entrance, throughout the day, and at exit.

Classroom Procedures

Student Cohorts and Teacher Movement

- Per the S.A.F.E. plan (p. 8), students will be grouped into cohorts that will remain together throughout the day. These students will be contained in one room while teachers (grade-level and/or support) will rotate into the class. Exceptions to this

shall be for recess, restroom breaks, lunch, library, and PE (see Support Class Procedures below).

- Students will have limited access to lockers (one at a time).
- Daily Cleaning will take place while students are out of the room.
- Due to health concerns, there will be no sharing of supplies. Ziploc bags with supplies will be kept in seat backs.
- As much as possible, students will sit alone or in pairs at tables. When sitting in pairs, privacy dividers will be used to separate students. We are considering buying or making clear dividers so that students can see each other.
- Students and teachers will wear masks in the classroom.

Instructional Expectations

- As before, students will interact with teachers and peers in as regular a setting as can be allowed.
- Students will complete assignments in class and receive homework to practice at home.
- Students will have access to recorded lessons at home to augment classroom learning.
- Teachers will assign some lessons to be completed online to ensure that students are adept at using the online platform should school be forced to close. In this way, students can continue learning without having a learning hurdle with the technology.

Support Class Procedures

- Music, art, and computer teachers will rotate into classrooms during their scheduled support time. This will allow students to remain within their cohort classroom and minimize movement throughout the hallway as much as possible.

Recess Procedures

- Until further guidance, playground equipment is off limits. Also, other than for entry and exit, the central playground area is not to be used.
- No tag games or games involving touch will be allowed.
- No sharing of toys or games whether students are inside or outside.

Teacher Meeting Procedures

- All parent/teacher and school team meetings will be held virtually when possible.
- When virtual meetings between parents and teachers are not possible, no other children may be accommodated.
- Overnight and suspension clearance must be virtual.

Office Procedures

- All visitors to campus must undergo a health screening upon entry.
- Only SCS visitors may enter areas other than the main office. No other visitors may enter classrooms, the cafeteria, the auditorium, or any other spaces within the school.

Exit Procedures

- We will consider and plan for a staggered exit for our main building walkers.
- Entrances used by various grade levels will be used as the exits for those same students. This may vary due to inclement weather.
- Students will not be allowed reentry into the building.

Virtual Procedures

- Virtual teachers will still enter the building daily.
- If needed, students will have tablets/laptops and internet hot spots provided by the district.
- Students will log into TEAMS and be counted present by 8:15 am daily. Students who have not logged in by 8:30 should expect to receive a phone call from the school to assess why students have not logged in. (Parents should be mindful to help with this daily, especially for younger students.)
- Students who do not log in will be marked absent and students will still be responsible for submitting missed assignments.
- Virtual students will closely followed the district's guideline schedule in grades K-2:
 - **ELA** - 2 hours of Teacher-led instruction, 30 minutes of reflective writing, and 15 minutes of reading daily.
 - **Math** - 1 hour of Teacher-led instruction and student practice daily.
 - **Science** - 30 minutes on Mondays, Wednesdays, and Fridays.

- **Social Studies** - 30 minutes on Tuesdays and Thursdays.
- **Intervention** - 45 minutes of iReady daily.
- **IEPs** and **ILPs** may modify the schedules above.
- Virtual students in grades 3-5 may rotate through their content areas at different times depending upon teacher rotations and schedules within the building. If this is the case, an equal amount of time may be spent on each of the content areas.
- Students are responsible for submitting all assignments by their deadlines.
- Students will receive weekly grades and feedback that parents may access through FLVS.
- Students will have access to recorded lessons at home to augment classroom learning.

Emergency Procedures

- We will expand the number of exits we are using and Annex students will be provided a separate staging area by the Middle School.
- We are awaiting further guidance regarding how we will accomplish other drills that require students to be closer together.

Communication Procedures

- Weekly video addresses will be produced by Mr. Carr and/or staff to address school news and important events.
- Weekly online newsletter for teachers, parents, and students.
- Consistent use of text service and school web site to share information.