



Gleason School

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*Lee Lawrence
Principal*

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July 22nd, 2020

Dear Parents, Students and Community Members,

On Monday night, July 20th, the Weakley County School Board voted to delay the start of the 2020-2021 school year for students to Aug. 17th, 2020. Over the last month, the administration and teachers of Weakley Co. have been tirelessly working to follow all appropriate state and local health guidelines in developing the best plan possible for re-opening. On our website, you will find the overall Weakley Co. School plan, along with the specific detailed plan for Gleason School.

A comprehensive re-opening plan is something none of us have ever experienced, thus there will remain aspects of the plan that need to be constantly examined and reexamined. We are ready and willing to make changes and updates as we receive guidance from the Weakley Co. Board of Education, state and local health officials and the Tennessee Department of Education. At the heart of every decision made will be the best health interests of your child. We obviously care about your child's educational progress, but we care more about the physical, social, emotional and psychological well-being of your children and family.

As you read through our re-opening plan, you will naturally have questions. In the coming days, I will be announcing a link to a Zoom virtual meeting where you will be invited to log on and ask questions. You may also choose to log-on just to listen in on various questions and answers. We will also be happy to answer any questions via phone or email at any time. We can't wait to get all the Gleason Bulldogs back in school and off to a great 2020-2021 school year.

Sincerely,

Lee Lawrence
Principal
Gleason School

**Covid Re-Opening Plan
Gleason School 2020-2021**



Building Entry

* For student car riders in PreK, you will continue to enter via the direct access door on the side of the PreK room. For student car riders in grades K-2, you will utilize the entrance located nearest to College Street, commonly referred to as the kindergarten end doors. If there is an older sibling in the car not in grades K-2, please drop-off at the main entry access point. For all other students, you will continue to utilize our two main entry points via the main front doors of the school and the back bus doors that access the "G" hallway. Student drivers in high school, you will continue to use the "G" hallway entrance once you exit your vehicle in the lower student parking lot. An important note for car riders in grades 3-5, please do not drop off your child at the back of the building as this will congest our morning bus and student driver activity.

*All entry points will have tables with hand sanitizer, masks and a statement about polices during Covid re-opening at Gleason School.

*All students entering the building in the morning are expected to wear a face covering until they reach their homeroom or 1st period class. More explanations on face coverings are provided later in this document.

*Entry via the front doors will be marked for grades 3-7 & 8-12 in two separate lines. Entry through the back doors in the "G" hallway will be monitored as to allow for proper spacing. Buses will dismiss students no more than 2 at a time. Student drivers will enter as normal through the bus (G-Hall) entrance, but will be directed by staff members as to not crowd students entering from the bus.

*In the event of inclement weather and for all early arrivals, temperature check stations will be available via the front entrance at 7:00 A.M. Early arrivals will be directed to the old gym where students will be socially distanced until the 7:25 bell and then will be dismissed to homerooms/1st period classes in an orderly and staggered fashion. We recommend that no student be dropped off earlier than 7:20. 7:55 will remain the time for the final tardy bell.

*Upon arrival, student temperatures will be taken at each of our entry points. If a student has a temperature of 100.4 or greater, staff will notify the office and/or school nurse. The student will be expected to wear a face covering and will be escorted to the triage room. The school nurse will make contact with the parent and arrange for pick-up. **It is important to realize that not all fevers are related to Covid-19; however, we will take all temperatures over 100.4**

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| | <p>seriously out of an abundance of caution. Teachers will check temperatures once again at the beginning of 4th period class and the same procedure will follow.</p> |
| Breakfast | <p>*Option 1: We are currently finalizing logistics to have all breakfast items delivered to homerooms and first period classrooms. This option would temporarily eliminate the need for our traditional breakfast carts and would be available to all grade levels.</p> <p>*Option 2: Elementary, Middle School, and High School students will pick-up breakfast items via carts before reporting to homerooms/1st period classes. No one will eat breakfast in the cafeteria during phase 1. Students will obtain breakfast from carts in the following locations:</p> <p>PreK-2 (Cart located at hall transition point between 1st grade classrooms.) 3-5 (Cart located at the entrance to the “G” hallway.) 6-8 (Cart located in front of the Ast. Principal’s office.) 9-12 (Cart located at the middle cafeteria door just past the vending machines.)</p> <p>*Students remain free to bring their own food items for breakfast, break and lunch. We also plan to continue our traditional purchase options, although in a different format. During phase 1, many traditional purchase options may be paused.</p> |
| 2nd Chance Breakfast | <p>*Before the Covid-19 changes, our plan was to begin offering a 2nd chance breakfast to every student. This means that if a student misses the opportunity to eat breakfast between 7:25-7:50, they will have an additional opportunity to take advantage of this free offering. For elementary, this will be strategically placed in their classroom schedule. For junior high and high school, this process will be incorporated with their break. As final decisions are made about break, we will also incorporate the 2nd chance breakfast option.</p> |
| Class Setting | <p>*Each classroom will be equipped with a station that contains face coverings and hand sanitizer to be used as necessary.</p> <p>*Students will be arranged in a format that creates social distancing as close to 6ft. as possible. Information from the American Academy of Pediatrics suggests that 3ft. is as effective as 6ft. in the classroom setting.</p> <p>*To maximize classroom spacing, teachers will evaluate their rooms to temporarily alter or eliminate group areas, communal type centers, etc. No small group interaction will occur within the classroom, unless it is conducted with social distancing in mind. Additionally, instruction time on rugs in lower elementary will not be conducted in the traditional fashion during phase 1. Rug time may be utilized, as long as it is conducted in a socially distanced manner.</p> <p>*Commonly used shared items in classrooms such as communal markers, crayons, pencils, etc. will not be used during phase 1. Classrooms will use bagged or boxed items with individual student names. Your child’s teacher(s)</p> |

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| | <p>may ask for additional assistance in obtaining enough classroom supplies and storage options to make this possible.</p> <p>*Computers/Laptops must be wiped down as they are individually used by students. When possible, students will be assigned the same device for daily/weekly use. An individual student device plan is currently being implemented for grades 6-12 that will greatly reduce the need for cleaning in this area. Within the 1st semester, the plan is for all 6-12 students to have a school-issued laptop.</p> <p>*All classes will use assigned seating. Seating assignments are at the teacher's discretion and will not change during phase 1. As always, we will continue to work with special circumstances that require preferential seating.</p> |
| <p>Class Change/ Face Coverings</p> | <p>*Students in grades PreK-5 will remain in their designated homerooms each day. Students in grades 3-5 who are accustomed to switching classes will remain in their homerooms and teachers will rotate to them.</p> <p>*For the specialized classes of PE and Library, students will rotate under the direction of the classroom teacher. Classroom teachers will escort and pick-up their classes from special area teachers during phase 1 to allow time for cleaning. Since these specialized classrooms will be cleaned more frequently and properly arranged for multiple groups to use the space throughout the day, some aspects of these classes may be paused or altered until phase 2 of re-opening is attained. Should circumstances arise that do not make this rotation feasible, the special area teacher will go to individual classrooms to deliver instruction. For the specialized classes of Guidance, Music/Art and Computer, elementary students will remain in their individual classrooms and teachers will rotate to them. Decisions on which special classes will rotate to homerooms and which will report to the traditional special area classrooms may change, but will only impact the teacher and not the students' experience.</p> <p>*For all students, face coverings are expected in all circumstances where a reasonable expectation of social distancing is not possible. In the school setting, we will expect students to wear a face covering during congested transition points and class scenarios where social distancing is not possible. These include, but are not limited to: building entry, final dismissal, transitions to break/lunch, transitions between classrooms, and any other scenario where social distancing is not possible. This may also include some classroom scenarios. For example, during the 5 min. class transition in grades 6-12, staggered class changes are not always possible due to scheduling conflicts. In doing this, our goal is to maintain a healthy and safe environment while being practical. The alternative for students in grades 6-12 would be to remain in the same classroom for the duration of the day. Three problems exist with this option:</p> <ol style="list-style-type: none"> 1. Older students often become weary and less engaged in the same homeroom setting over a long period of time that spans multiple days. |

2. Many teachers have both junior high, high school, and sometimes elementary throughout the day. Teacher rotations may create scenarios where teachers are not in their own room for the duration of the day.
3. Classes that require specific access to technology or specialized equipment would not be possible in a "homeroom all day" scenario.

For these reasons at this time, we will continue to rotate classes in grades 6-12. It will be imperative that 6-12 students utilize the face coverings during class changes so that we may avoid the "homeroom all day" scenario. If public health concerns or mandates change, it is possible we would have to transition to the homeroom scenario. To maintain a more efficient flow to transitions, hallways will be appropriately labeled with directional traffic markers, visits to lockers will be strategically scheduled, and student groups will be assigned to specific restrooms to avoid overcrowding.

*Students who ride a bus are expected to wear a face covering while on the bus.

*Age-appropriate considerations will be made in regards to face coverings with lower elementary students; however, it will be expected when a reasonable expectation of social distancing is not possible. Your child's teacher will be accommodating, and we will all work together in this effort.

*Students & staff will be permitted to wear a face covering at all times; however, face coverings only expected in scenarios where proper social distancing is not possible. We encourage all students to bring and utilize their own face covering as you see fit, provided it is appropriate and free from written statements, slogans, propaganda, etc. The principal or designee will make the ultimate decision as to if a face covering is appropriate or inappropriate. Utilizing your own face covering will help to ensure the stability of our supply chain. Face coverings do not have to be a particular color or pattern, but must adhere to the expectations defined in school policy. We will offer/provide a face covering for any student who does not have one and will offer/provide replacements when necessary.

*Students and faculty who have specific medical conditions where face coverings are contraindicated will be exempt from using a face covering. We will require a doctor's note indicating the need for this exemption so that we have consistent documentation. This process will be facilitated by the school nurse.

*Floor markings, stanchions, etc. will be used to divide hallways and create directional foot traffic patterns. All hallways will be monitored by teachers during transition points. Students will be encouraged to move from one location to the next as quickly as possible. There will not be opportunities for social gatherings in hallways.

*Plans for junior high and high school break will follow a hybrid model that allows one grade level at a time to experience a traditional break, while the other grades have break in the classroom. We will rotate this experience on a

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| | <p>weekly basis. We are working with the cafeteria to ensure that all students have a 2nd chance breakfast option during break.</p> |
| Lockers | <p>*Lockers in grades 6-12 will be utilized on a rotation basis throughout the day during phase 1. There will not be open/unrestricted access to lockers to begin the school year. Our goal will be to provide a minimum of 3 locker visits per student per day. Teachers will guide students how to cluster materials to keep backpack weight minimal. For the 2020-2021 school year, lockers will be preassigned based on grade level and cohort. All unassigned lockers will be locked.</p> |
| Bathrooms | <p>*Teachers will spend additional time with students covering proper hygiene practices.</p> <p>*Students will be assigned a restroom based on grade band and/or hallway. Grades PreK-2 (Individual room or elementary restrooms) Grades 3-5 (G hallway restrooms) Grades 6-8 (junior high hall restrooms) Grades 9-12 (high school hall restrooms or lobby restrooms)</p> <p>*For grades PreK-5, individual teachers will work together to provide adequate restroom breaks based on our phase 1 guidelines. For grades 6-12, additional restroom times will be scheduled.</p> <p>*Our custodial crew will provide additional restroom cleanings scheduled at regular intervals throughout the day.</p> |
| Lunch | <p>*Cafeteria capacity will be greatly limited during phase 1. It is likely that lunch will follow a hybrid model in phase 1 similar to our junior high/high school break schedule, where limited grade levels eat in the cafeteria, while others eat in the classroom or other designated locations throughout the school.</p> <p>*At minimum during phase 1, students eating in the cafeteria will be spaced at least one stool apart and seated on the same side facing the same direction. No one will sit directly across from a student during phase 1.</p> <p>*Just like the classroom, we are expected to maintain assigned seating at lunch during phase 1.</p> |
| Assemblies | <p>*During phase 1, there will be no student club, class officer, or large group assemblies. Grades 6-12 will report to 1st period class instead of remaining in the gym until the 7:50 bell.</p> <p>*Beginning of the year meetings with the principal will be conducted via the Zoom platform where students will have the opportunity to receive information via a virtual meeting facilitated by their classroom teacher.</p> <p>*A school-wide Open House will be conducted virtually with the school principal. More information will be released as these plans are finalized.</p> |
| Recess/PE | <p>*In PreK-5, only one grade-level at a time will be permitted to use the playground. The playground will be divided in half and shared on a rotation</p> |

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| | <p>basis by each grade-level so that cohorts of children will remain together at all times.</p> <p>*Students will have assigned playgroups/pods that are monitored by teachers during phase 1.</p> <p>*Additional spaces will be utilized for recess when available. Examples include the gym, front yard of the school, practice field or approved off-campus sites.</p> <p>*Walking outdoors in a non-congested format is highly encouraged.</p> <p>*If any specialized equipment is utilized, it will be properly cleaned before use by a different student or cohort. Playground equipment is not considered “specialized” but frequently touched surfaces/rails will be incorporated into our cleaning plan.</p> <p>*Classroom activities may be needed to take the place of limited outdoor space or in the event of inclement weather/heat index concerns.</p> |
| End of Day | <p>*During phase 1, the following times will be used for a controlled dismissal: 2:00 (PreK) 2:40 (K & 1st) 2:45 (2nd & 3rd) 2:50 (4th-5th, 6th-8th) 2:55 (9th-12th)</p> <p>*The bus bell has been eliminated. Once we are back on a normal schedule, all students in grades 6-12 will dismiss at 2:55. Buses will leave the building at 3:00. To ensure no conflicts with student-driver traffic, buses will now exit via College St. in the afternoons ahead of teacher dismissal at 3:00.</p> <p>*All students will be expected to wear a face covering in the hallway while exiting the building.</p> |
| Special Education | <p>*Each individual IEP will be reviewed to ensure our re-opening plan addresses students with specific learning, occupational, physical, and social-emotional and speech/language therapy needs.</p> <p>*We will alter any plan as necessary to meet the needs of the IEP.</p> |
| Elevated Temps | <p>*Temperatures will be taken upon building entry and once again at the beginning of 4th period during phase 1.</p> <p>*If a student has a temp of 100.4 or greater, staff will notify the office, nurse, or designee to respond to the classroom. The student and staff member will be provided with a face covering and escorted to the triage room for parent/guardian pick-up. All notifications will be made by the school nurse.</p> <p>*Classroom teachers have been instructed not to notify parents regarding an elevated temp. All communication to parents will occur through the school nurse or main office.</p> |

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| | <p>*Remember, not all temps 100.4 or greater mean that someone has Covid. Out of an abundance of caution, we will take all elevated temps seriously and will work with students and parents to seek out the proper diagnosis and treatment.</p> |
| <p>Triage Room <i>*The triage room is a designated room larger than the nurse's station that will allow us to assess students who are not feeling well while maintaining proper social distancing.</i></p> | <p>*The triage room has been designated as Room 41. Room G-7 will also be used in emergency situations and in the event someone becomes ill when entering the building during morning arrival.</p> <p>*The triage room will only be used for individuals who have a temperature reading of 100.4 or greater and if a student exhibits other symptoms that could potentially be Covid related. The room is large enough to maintain proper distancing for multiple individuals should the need arise.</p> <p>*Anyone waiting for pick-up in the triage room will be expected to wear a face covering, unless medically contraindicated.</p> |
| <p>Visitor Protocols</p> | <p>*On-campus visitors and vendors will be limited. We ask all parents to communicate via phone, email, etc. as much as possible to help limit the amount of outside visitors in our building on a daily basis.</p> <p>*All visitors & vendors must have their temperature taken before entering the building. Date, time, temp and purpose of visit will be logged by the office. All visitors will be asked to follow all appropriate PPE guidelines.</p> <p>*All visitors are expected to wear a face covering at all times. Staff will communicate with all visitors regarding any change to this policy.</p> <p>*No visitors will be allowed at lunch with students during phase 1.</p> <p>*No outside guests will be allowed in classrooms during phase 1 unless approved by the principal.</p> |
| <p>Drill Considerations</p> | <p>*Drills will be conducted in grade bands in lieu of school-wide procedures during phase 1. During all drills, teachers will help students follow social distancing protocols as reasonably as possible.</p> |
| <p>Daily Cleaning</p> | <p>*Custodial services will be responsible for new expectations in daily cleaning. The hiring of additional cleaning staff is currently underway.</p> <p>*Faculty, staff, students and parents will have the opportunity to provide information regarding any specific cleaning needs to the office. The needs will be passed on to our custodial service immediately.</p> |
| <p>Sports</p> | <p>*No student athletes in the building or weight room unless being supervised by a coach.</p> <p>*During phase 1, athletes will not be permitted to exit the front of the building after school and then return for practice through the front of the building.</p> |

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| | <p>*All sports practices, games, etc. will follow guidelines established by Weakley Co. Schools and the TSSAA.</p> <p>*Golf season will begin as scheduled. At this time, football season is delayed. We do not foresee any football being played during the month of August, but will provide updates as we receive new information.</p> |
| <p>Other Considerations</p> | <p>*Students with underlying medical conditions or temps at 100.4 or greater will be encouraged to stay at home.</p> <p>*Flexibility with notes will be provided at the principal's discretion during phase 1.</p> <p>*Water fountains will not be used in phase 1. Students may carry personal water bottles for use at the teacher's discretion in the classroom. Bottles must be appropriately labeled, as well as, have a marking that includes the student's name. The principal will make the final determination as to if a water container is appropriate or inappropriate. We are in the process of requesting refillable hydration stations in the school to supplement the use of water fountains. During phase 1, no water fountains are able to be used.</p> <p>*At this time, RTI group rotations will occur following all appropriate protocols and procedures.</p> <p>*While we are confident in our supplies and quantities to begin the school year, concerns do exist about the supply chain for items such as face coverings, clearing wipes, hand sanitizer, etc. Any donations from parents, community members and business are most appreciated and will be used.</p> <p>*We will once again offer online registration; however, many will prefer an in-person experience. Online registration for the 2020-2021 school year will open the morning of July 20th. An official registration day at Gleason School will take place on Wednesday, July 29th, with expanded hours from 8:00-5:00. We will be releasing a schedule with staggered times throughout the day for registration by last name. We ask that everyone adhere to this schedule as much as possible, but will work with you to accommodate any conflicts.</p> <p>*Grades 6-12 will be transitioning to an 8-period school day during the 2020-2021 school year. This will allow us to incorporate remediation missed due to no summer school in late May and early June. This schedule will also allow us to remediate by six-weeks instead of at the end of the year. We still plan to offer some type of summer remediation in 2021.</p> |

Frequently Asked Questions

1. What if my child tests positive for Covid?

**Please notify the school immediately and do not send your child to school. The school would require a doctor's note/statement confirming the diagnosis. At the present time, the student with the positive diagnosis would require a minimum 14-day quarantine from school and school activities. Clearance from a doctor would need to be received before returning to school or school activities. We will not reveal the identity of the student with the positive test; however, we will notify all families in the same grade level section so that additional precautionary measures may be implemented. This step may also require a defined amount of time out of school for the cohort or section. Nationally, you have heard this referred to as a possible "exposure quarantine." Exposure, quarantine and isolation are complicated and complex issues. Should the need arise, we will work with each student and family on an individual basis.*

2. What if my child has a temperature of 100.4 or greater before school?

**If your child has a temperature of 100.4 or greater, please do not bring your child to school or put your child on a bus. Please call the school at 731-648-5351 to notify us. Communication will be key in providing consistency with your child's school experience.*

3. Does my child get more than 5 parent notes for the 2020-2021 school year?

**For the 2020-2021 school year during phase 1, we will be very flexible with notes. While it is important to have a note on file for every absence, we will review all situations on a case-by-case basis. Distance learning options are available by request and application; however, nothing can adequately take the place of face-to-face instruction with a teacher. In the event of a Covid confirmed related illness, only 1 note will be applied to the child's record to cover the duration of the time missed. Remember, if a child is sent home during the day for any reason by the school nurse, the absentee for that day is automatically excused.*

4. Will my child be made to wear a face covering/mask all day at school?

**As long as nothing changes with local, state or federal mandates, face coverings will be expected during phase 1 in situations where a reasonable expectation of proper social distancing is not possible. In the event of a legal mandate, all schools would be required to comply. The most common occurrence for this at Gleason School will be during hallway transitions. It is possible that certain classroom scenarios would require students to "mask up" for the duration of an activity or to provide compliance with social distancing. In all circumstances, we will make adjustments for individuals where a mask is medically contraindicated. All students and teachers will be allowed to wear a face covering at all times if they so choose, provided that the face covering meets the expectations described earlier in this document.*

5. Can I donate additional cleaning supplies and school supplies?

**Yes! We would be extremely grateful for any donations, specifically, face coverings, hand sanitizer, cleaning wipes, crayons, makers, pencils, individual crayon/marker boxes, etc. Feel free to communicate with our teachers regarding specific classroom needs.*

6. What if I need to visit the school office or my child's teacher?

**Please communicate via email and phone when possible. If you need to visit us, please ring the bell at the main entrance. A staff member will greet you and check your temperature. Face coverings and hand sanitizer will be provided as necessary. If at all possible, please schedule your visits with the appropriate staff ahead of time. Outside visitors to the classroom will not be allowed during phase 1.*

7. As a parent, if I visit the school, will I be required to wear a mask or face covering?

**Yes, all outside visitors are required to have a temperature check before entering and must wear a mask or face covering for the duration of the visit in accordance with our re-opening guidelines. We encourage all parents to make specific arrangements to see office staff or teachers after school hours and to communicate via phone or email as much as possible.*

8. How long will these new procedures last?

**Our goal is to obviously transition back to normal as quickly as possible; however, we are subject to local and state mandates and regulations. There is no certain way to predict how long phase 1 will last. Our goal at Gleason School will be to use a sliding phased scale that includes the following:*

Phase 0: No students are at school. (We hope to always avoid this option.)

Phase 1: This is the starting point you just read about above.

Phase 2: Drastically scaled back version of what you just read above.

Phase 3: Everything is back to normal!

If/when we move to phase 2 and a need arises for us to move back to phase 1, we will do so. We want to use this sliding scale to keep our students and teachers safe.

9. Why are the plans for phase 2 not already listed above?

**Because the situation continues to change rapidly, we do not want to release a plan that may become inaccurate, thus spreading misleading or confusing information. The plan will basically be a much scaled back version of what you read in this document. Due to all the input we receive from multiple sources, there is no accurate way to determine when phase 2 will begin.*

10. Are learning plans being developed in the event of another school closure?

**Yes, plans are well underway to continue learning in the unfortunate event of another closure. For grades 6-12, this will occur digitally via Google classroom. Grades 6-12 students will receive a school-issued laptop during the first six weeks of instructions. For grades K-5, instruction will continue via teacher-developed kits designed to be utilized at*

home. Online feedback during scheduled hours via the Zoom platform would be made available for both students and parents. Parents seeking to have their child enrolled in school via monitored distance education from the beginning of the school year will be enrolled in online courses that run independently, but parallel to instruction delivered by our teachers. While research shows that nothing can ever adequately take the place of face-to-face instruction with a classroom teacher, we are more than willing to work with you on an individual basis and will be happy to provide the details you need to make the most informed decision. Parents/students requesting this option must meet with the school principal, be approved through an application process, and would not have the choice to re-enter a normal schedule until the 2nd semester. Additionally, students who participate in this option will not be able to participate in extracurricular activities or sports.