



Elementary School *Soaring to Excellence*

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# 2021-22

## SAFE RETURN TO SCHOOL PLAN

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## SCHOOL OVERVIEW

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### VISION:

D. M. Smith Elementary School will be the model for educational innovation, academic excellence, and character development through rigorous instruction in a safe, caring environment.

### MISSION

The mission of D. M. Smith Elementary School is to W.I.N.:

- **W**elcome and embrace collaboration among all stakeholders
- **I**mpart a spirit of excellence in every student and staff member through high expectations
- **N**urture creativity, cultural awareness, and integrity

### CORE BELIEFS

- ✓ A safe, warm climate must exist in order to sustain great performance
- ✓ Every student can learn if given the proper tools
- ✓ Each student deserves our best
- ✓ Stakeholder engagement is essential to the school's success

### REOPENING PROTOCOL COMMITTEE

- *Shawandra Burnett-Walker*
- *Ericka Davis*
- *Cristal Holmes*
- *Rasheda Barksdale*

## LEADERSHIP TEAM

Leadership Team Meetings (LTMs) will be held the 2nd Monday of each month from 3:15-4:00. **Focus:** *The progress of our systems/work towards achieving the organizational goals.* The team will be comprised of the following:

Position	Name
Principal	Rasheda Barksdale
Assistant Principal	Crisal Homes
Reading Interventionist	Shawandra Walker
Counselor	LA Robinson
6th Grade Math	Ericka Davis
6th Grade Reading	ShaReda Coleman
5th Grade Math	Yolanda McGee
5th Grade Reading	D'Ashley Cohen
4th Grade Social Studies	Anjelica Shepard
Custodian	Connie Stokes
Math Interventionist	Ashely Brown
Secretary	Tyronica Williams

### Meeting Norms

- Be on time
- Provide meaningful feedback
- Work diligently and meet deadlines

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## CONTEXT AND OVERVIEW

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Data shows that students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority for D. M. Smith Elementary. To support and maintain safety within our school, each classroom teacher will be given hand sanitizer to be routinely used daily within the classroom. Masks will be worn by all students and teachers who are not vaccinated while indoors. When assembling for lunch, students will remove their masks to eat and properly place them back on their faces when dining concludes.

<i>Teachers report:</i>	<i>7:15 a.m.</i>
<i>In-cafeteria Breakfast:</i>	<i>7:15-7:45</i>
<i>Instructional hours:</i>	<i>7:45-2:45</i>
<i>Lunch and recess</i>	<i>10:50-12:00</i>
<i>Student drop-off:</i>	<i>7:30-7:45</i>
<i>Student pick-up:</i>	<i>2:45-3:00</i>

The primary purpose of the return plan is to enable D. M. Smith and schools within the Cleveland School District to effectively prepare for the continuity of instruction amid the current global pandemic and to ensure that cleanliness and safety of the faculty, staff, and students is our top priority.

### **GOALS**

*The safety objectives during this school re-entry phase 1 is as follows:*

1. Reduce transmission of the pandemic virus strain among faculty, staff, students, parents, and other partners.
2. Employ enhanced cleaning protocols that will lessen the likelihood of illness among faculty, staff and students.
3. Maintain critical operations and services in the event of faculty or student illness through.
4. Minimize social disruptions and visitation during the school day.

*The instructional objectives during this school re-entry phase 1 is as follows:*

1. Provide optimal, rigorous instruction in an orderly, safe environment.
2. Maintain an updated teacher webpage to inform parents of what is covered in class and accommodate students who may test positive.
3. Offer paper-based course content for quarantined students without Internet access.
4. Employ planning ahead of time in the event of faculty or student illness.
5. Ensure electronic communication channels between teachers and parents are open and seamless.

# CLEVELAND SCHOOL DISTRICT / 2021-2022 CALENDAR

School Holidays  
  Teacher PD  
  District Registration  
  Progress Reports  
  Report Cards  
  Students Start/End

<p><b>SCHOOL DAY – TEACHERS</b> 92 days – 1<sup>st</sup> semester 95 days – 2<sup>nd</sup> semester</p> <p><b>SCHOOL DAY – STUDENTS</b> 87 days – 1<sup>st</sup> semester 93 days – 2<sup>nd</sup> semester</p> <p>1-23 Online Registration</p>	<b>JULY 2021</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>31</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	31	31	<b>JANUARY 2022</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>3 Teacher PD Day</p> <p>4 Students Return</p> <p>5 Grades Due</p> <p>7 Report Cards</p> <p>17 M.L. King Day</p> <p>Teacher Days 20 Student Days 19</p>
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## **GENERAL SAFETY GUIDELINES**

The secretary's desk in the front office—the area with the heaviest traffic—will be equipped with a plexiglass covering as protection against disease transmission from faculty, staff, students, and parents. Through partnership with Shaw Family Medical, we have access to registered nurses and nurse practitioners, and also a full-time school nurse to aid in ensuring the safety and well-being of the staff and students of D. M. Smith. The school is equipped with a holding area that is adjoined to the nurses' station where students who may show symptoms will be held until they are removed from the school. Parents are responsible for making sure their child(ren) wear a mask **each** day. Each staff member will be assigned a duty post and the full staff must be at work by 7:15 and at his/her duty post by 7:20 to man their assigned location each day. Students will not be admitted into the building until 7:30, with the exception of the students who ride the early bus. Teachers, along with help from students, will routinely and consistently clean door knobs, handles, electronic devices, tables, and seating in an effort to maintain supreme cleanliness. Students are allowed to bring water bottles that will be used as opposed to water fountains to minimize the spread of germs. Students and staff are asked to wear masks as we continue to monitor the state of health of our school, town, and state.

## **ATTENDANCE**

Student attendance will be checked during homeroom each morning. Attendance guidelines set by state and board policy will guide attendance reporting. Teachers will also check attendance for each learning block.

## **VISITATION**

Visitors will not be allowed in the building beyond the front office. Concerns that can be managed without entry will be handled accordingly. All stakeholders are encouraged to utilize electronic means of communication to help mitigate unnecessary traffic throughout the building.

## **TRAVEL**

Teacher and student travel is permissible according to district guidelines. Teachers will be allowed to travel for professional development and undergo appropriate, approved virtual and in-district training. Field trips must follow the protocol for approval. Guidelines will be evaluated and adjusted as needed according to relevant health data.

## **COMMUNICATION**

School-wide changes such as student drop-off time, restricted visitation, new entry and exit routes, and important updates, will be communicated using Class DoJo, Facebook, and the school's website. Communications will be posted on every social media and news outlet permitted.

## **CUSTODIAN CLEANING REQUIREMENTS**

The custodian staff will clean the entrances/exits, all restrooms, office areas, knobs, water fountains, and general areas multiple times each day. A checklist of cleaning expectations will be provided and inspected. The division of labor will be equally distributed and both administrators will monitor for full compliance of cleaning expectations.

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# **LOGISTICS**

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## **ENTERING THE BUILDING**

### **Teachers, Custodians, and Administrators**

Teachers, custodians, and administrators will clock in using the new time system. After clocking in, each staff member will sanitize the time clock to ensure it will be ready for the next user.

### **Walkers**

All walkers will enter the building through the gym entrance.

### **Car Riders and Walkers:**

Car riders will enter through the first outside gymnasium door. The space will have teachers stationed to guide the entry and exit. They will then exit the gym using the back door to report to their respective area.

### **Bus Riders:**

Bus Riders will enter the school through the second entry door of DMS Elementary gymnasium (east door). Lines will be formed and two staff members will man the door to guide the flow of traffic as they enter the building.

## **MOVEMENT OF STUDENTS WITHIN THE SCHOOL**

**Changing of class:** During the designated time to change class, students move quietly to their scheduled classroom.

**Breakfast:** Students will eat breakfast inside of the cafeteria, beginning with the early arrival students at 7:15. Breakfast will end promptly at 7:45.

**Lunch:** Students will eat lunch within the cafeteria setting by grade level. The cafeteria staff will sanitize the eating area before student entry and between each rotation.

**Recess:** Each grade will be assigned a designated area for recess. Combining of grades will not be permitted. The physical education teacher will aid in providing recess activities. In the event of inclement weather and/or administrative discretion, recess will be done within the classroom.

### **TESTING AND HOLDING PROTOCOL**

If running a fever, the student/staff member will be held in the room located next to the nurse office. If a staff member or student receives a positive test, CDC guidelines for quarantining will be followed. Neither the student nor personnel will be allowed to return to the premises until the days of quarantine have been completed/and or updated guidelines have been followed.

### **LOCATION FOR PHYSICAL EDUCATION**

Physical Education: Physical Education will be done within the gym. The instructor will be obligated to create lessons and activities that allow for some individual play as best possible until restrictions are lifted.

## **DISMISSAL**

**Walkers:** Walkers will be dismissed first. Teachers on duty will monitor the walkers to get them off the premises as quickly and safely as possible. Walkers will be dismissed through Cypress Parks.

**Car Riders:** Car Riders will be dismissed and escorted to Cypress for pick up. They will be seated in desks spaced apart and called as their parents pull up to pick them up. No parent will exit their vehicle at no point during dismissal. **PLEASE NOTE:** *Morning drop-off location is the north end (main entrance area) and afternoon pickup location is the south end (Cypress Parks).*

**Bus Riders:** Bus Riders will report to the gymnasium and sit according to their bus number. Students will leave as the bus number is called.

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## **LEARNING ENVIRONMENT**

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Information is available on the website: [www.cleveland.k12.ms.us/Domain/8](http://www.cleveland.k12.ms.us/Domain/8)

### **GRADING AND FEEDBACK**

Grades will continue to be uploaded in SAMS. Teachers must update their gradebook through SAMS by providing two grades per week and parents and students can view their grades using ActiveParent/Student.

### **Additional Academic Support**

D. M. Smith will offer after school remediation for the 2021-2022 school year to help provide the foundational skills needed for academic success. This will be done using both face-to-face and online platforms

### **Parent Conferences and Visitation**

School Visitation is not permitted. Parent conferences will be conducted using one of the following mediums: 1. Virtually using Google Meet; 2. Via phone conferencing; or 3. Face-to-face with adherence to CDC spacing regulations. Masks will be required for face-to-face conferences. Conferences may be scheduled by contacting Mrs. Williams in the front office by calling 662-843-4355. All conferences require 24 hour notice unless an emergency arises. This must be cleared through the principal. The principal reserves the right to determine the urgency of the situation and allow for needed parent-to-teacher conferences.

### **Class Layout/Setup**

Classrooms will be arranged in a manner that optimizes cleanliness and spacing according to their student capacity.

### **If a Student tests positive for COVID-19**

Protocol for Possible COVID-19 Concerns- Students

Identifying as early as possible sick or at-risk students and removing from contact with other students

The following protocols are in place for students with fever or exhibiting COVID-19 symptoms:

1. Isolate the student in the clinic or another space, close doors, allow NO visitors.
2. Follow standard illness protocol.
  - a. Notify parent and classroom teacher
  - b. Dismiss
    - i. If a child has a fever, they will be sent home for a minimum of 24 hours. If they visit their medical provider and are diagnosed with a fever-causing condition other than COVID19, they cannot return to school before 24 hours. They must be fever-free for 24 hours with documentation from a medical provider or parent certification.
    - ii. A child can return to school with a negative COVID test with documentation from a medical provider stating they were tested negative.
    - iii. In the case of a positive test, the child should isolate for ten (10) days away from school. To return to the classroom, they must complete this ten (10) day period and have been symptom-free for the last 72 hours.
    - iv. Siblings and close contact quarantine will be decided at the discretion of the school nurse.

### **If a Teacher tests positive for COVID-19**

#### Protocol for Possible COVID-19 Concerns- Employees

Employees with clear signs of COVID 19 infection (Fever, Cough, Shortness of Breath) or any upper respiratory infection symptom (sinus drainage, sore throat, loss of taste, or smell) with known exposure via close contact, family members or others.

1. Leave work immediately
2. Notify supervisor
  - a. Supervisor should notify human resources immediately
3. See a Medical Provider
4. Contact Human Resources after seeing a medical provider
5. The next steps will be determined on a case-by-case basis according to applicable law & policies.

If the school is notified of a positive case, please note the following:

- *Only the person in close contact has to quarantine*
- *Quarantine is for 10 days as long as no symptoms have been exhibited the entire 10 days*
- *Close contacts of close contact do not have to quarantine*
- *People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again.*
- *A household member of a confirmed positive case MUST quarantine unless they choose to be tested every other day for a week showing negative results.*
- *If you have been fully vaccinated for COVID-19, you are not required to quarantine if it has been two weeks past the final dose and you have been asymptomatic since exposure.*

### **Learning for Quarantined Students**

Students will use Google Classroom and the teacher's website to stay abreast to the happenings within the classroom. Students with Internet access can continue to work on iReady, STEM Scopes, Pearson, and other approved programs as directed by the teacher. Teacher feedback will be timely to ensure students and parents are aware of the student's progress.

### **Parent Responsibilities**

Parents should provide students with masks. In the event that a student is ill, please do not send him/her to school. Parent Responsibilities:

- *Practice and reinforce good prevention habits with your family.*
- *We encourage parents to take their children's temperature and check for symptoms before leaving home.*
- *Avoid close contact with people who are sick.*

- *Cover your cough or sneeze with a tissue, then throw the tissue in the trash.*
- *Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use hand sanitizer.*
- *Ensure student does not have a fever or is displaying any signs of COVID 19 before sending your child to school.*
- *Be prepared if your child's school is temporarily dismissed.*
- *Read or watch local media sources that report school dismissals or stay in touch with your child's school.*

*Keep your child at home if sick with any illness. If your child is sick, keep them at home and contact your healthcare provider. Students must be free of fever, vomiting, diarrhea, etc., for at least 24 hours without medication before returning to school. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.*