



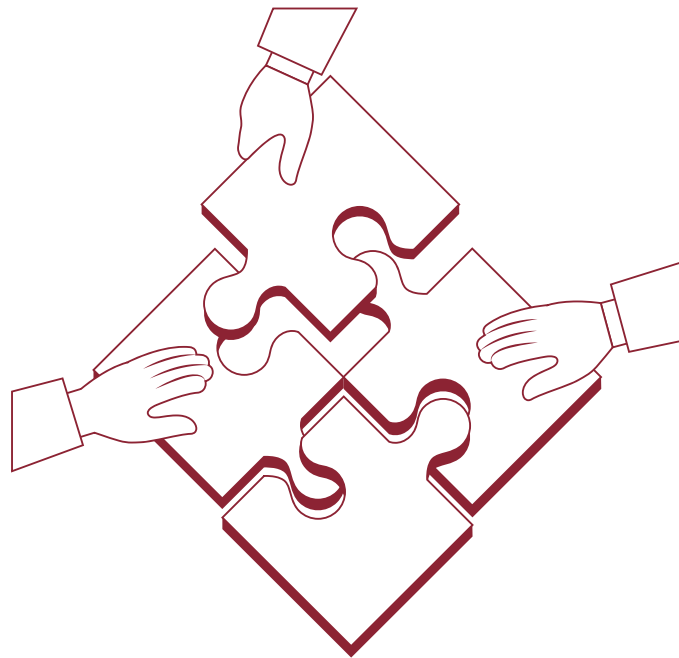
**COLLIERVILLE
SCHOOLS**

SCHOLARSHIP · INTEGRITY · SERVICE

Reopening & Recovery Plan

School Year 2020-2021

(Release Date, July 15th, 2020)



ACHIEVING EXCELLENCE TOGETHER

(THIS PLAN HAS BEEN SUBMITTED TO THE SHELBY COUNTY HEALTH DEPARTMENT FOR REVIEW)

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Parents/Caregivers,

Our District Leadership has been working diligently to prepare for the safe return of students and staff across our district. We also know, however, that we must adjust to new realities created by the pandemic and day-to-day operations in our buildings will look and feel differently. Our reopening and recovery plan is based on guidance from the Shelby County Health Department, the American Academy of Pediatrics, and the Tennessee Department of Education.

Our plan leverages some common themes and elements that will be implemented in all school settings for the 2020-2021 school year, but all schools are unique and thus may adapt procedures to best suit the needs of their students and staff. Please know that we are committed to the continued consistency and transparency in our communication with you. As you know, this work continues to be a fluid process that is reflective of local, state, and federal guidelines, which may change and cause us to modify and/or adjust our plans, policies, and procedures.

Reflective of our survey data, we understand that some of our families may prefer "virtual" instruction, while others want their child(ren) to attend school in-person. Each option is designed to allow for maximum educational opportunities, while honoring parent/caregiver autonomy that best fits their family needs. As we approach the new school year, please know our team is fully committed to providing a safe, inclusive, and academic enriched learning; however, these are unprecedented times in our community and beyond. We ask that our families and students please be patient with us and work alongside us to mitigate the spread of COVID-19 in our schools and community. Thank you for your continued support and help implementing this plan. We look forward to achieving excellence together.

For any questions and/or concerns regarding the Reopening and Recovery Plan 2020-2021, please email us at Covid19@colliervilleschools.org.

Kind regards,



Dr. Gary Lilly, Superintendent

School Reopening

Collierville School District plans to reopen in August 2020, with two options: **Traditional** - in-person/traditional instruction and **Virtual** - an entire digital learning option from-the-comfort-of-home for our students and staff. Our family survey data indicated that many parents/caregivers have concerns for not only their child(ren)'s academic progress, but also their mental and emotional wellness after the closures in March. Our administration strategically formed teams that met continuously throughout this time to formulate a safe and comprehensive plan that highlights many of the elements that are essential functions of a school.

Student Learning Opportunities K-12

OPTION ONE

- **Traditional (in-person)**
 - The student is at school daily for instruction with all district/school specific safety measures in place.
 - **Remote Learning (contingency plan):** In case of any school closure dictated by state and/or local officials, all students in this model will transition to remote learning driven by their current classroom teachers through the district remote learning platforms (SeeSaw for grades K-2, Schoology for grades 3-12 and Microsoft Teams.
 - Learning will continue through the student's current courses during this remote time and grades/attendance will be continued until students are cleared to return to the traditional setting
 - Learning and instruction will be both synchronous (live instruction via video conferencing at a standard time for the course) as well as asynchronous (student will work at their own pace to complete the work). Classroom teachers will also be available for support during school hours.
 - Students, teachers, and parents/caregivers will receive training and will be utilizing these platforms from the opening of the school year to ensure a seamless transition in the event of any school closure.

OPTION TWO

- **Collierville Virtual Academy (honor and AP courses will be offered, IEPs and 504-plans accommodated)**
 - The student is at home with coursework in a digital format provided for grades K-12. Each student will have access to coursework through an online platform, managed by both district and non-district teachers. This learning will require both synchronous (students on a live class lesson at the same time with their instructor) and asynchronous (students working at their own pace) settings. Those choosing to participate in this virtual option will be enrolled as a student in their current school, but will receive all instruction from the first day through the Collierville Virtual Academy teachers and counselors. Families that choose this option must be able to designate a "Learning Coach" who will be responsible for the student's participation and learning each day, and will be present with students in grades K-8 for a minimum of 4-6 hours per day. This will ensure that student supervision is priority and that learning will be supported by both the online instructors and the adult present within the home setting. Students that choose this model will not be present on campus at any time during the school day. Students and parents/caregivers that choose this model will receive training on the learning platforms, expectations, and coursework provided by the Collierville Virtual Academy.
- **DEADLINE**
 - Families desiring option two, the Collierville Virtual Academy must notify us of the decision prior to **July 29, 2020**. Please visit our website under **Reopening and Recovery Plan to complete the digital enrollment form**. Once selected, families are encouraged to remain in the chosen option for the school year. In an effort to protect academic fortitude, however, students may re-enter the traditional school setting (OPTION ONE) in January 2021, after meeting with an administrator and school counselor to discuss an individual plan. **Students in BOTH options will begin the academic year on August 17, 2020.**

Students with Disabilities

Delivery of Services

Decisions related to service delivery will be made on an individual basis as they always have been. IEP Teams will consider the academic, medical, and other unique needs of students with disabilities in order to mitigate the risk of transmitting COVID-19.

Option One: Students with IEPs who attend Traditional (in-person) instruction

- The students will attend school in-person, thus fulfilling the IEP as it is currently written. The parent, along with the child's IEP Team, will make considerations regarding individual needs.
 - Any social distancing requirements, limitations on transitions within the building, changes to the delivery of speciality classes (e.g. library, music, art, STEM), adjustments to meal times, etc. that will be in place district-wide will apply to all students to mitigate the risk of spreading the virus and/or other germs.

All student transitions within the building may be restricted during the COVID-19 pandemic. This restriction may impact all student schedules and their ability to transition to different classrooms throughout the day.

- Remote Instruction (Contingency Plan): In the event of a required school closure in order to comply with state and local guidelines and ordinances, students who are attending in person will shift to a remote instruction format that is facilitated by the case manager and complemented with virtual support from the classroom teacher(s). If the student spends the majority of his/her school day receiving specialized instruction, learning kits, and other resources will be provided as well as virtual meetings with the special education teacher. More information will be provided to families in order to specifically describe how specific education services will be delivered should the district shift to a remote format of instruction for all students.

Option Two: Students with IEPs who choose to participate in Collierville Virtual Academy or virtual instruction

- The student is at home learning with a variety of resources (e.g. digital resources, virtual consultation, and/or learning kits). If the student spends the majority of his/her school day receiving specialized instruction, the student's case manager will work with the student's parents/caregivers to lead the instruction as it aligns with the IEP. In order to fulfill the IEP, services may be delivered through different modes, which will be communicated via email.

Regression and Recoupment:

- Students will be assessed once in-person school resumes in order to determine if regression occurred, using the quarter 3 progress report from the 2019-2020 school year as a baseline. Qualitative, predictive, and empirical data will be collected in order to determine if the skills can be recouped within a reasonable amount of time.

Technology

- In order to provide for all learning types described, all students will receive a device. Regardless of which learning choice a parent/caregiver makes for their child(ren), it is imperative that both parents/caregivers and any other family support members become familiar with the learning platforms used by classroom teachers.
 - Devices will be distributed to all students during the first two weeks of school, either in-person or by a “drive-thru” service to provide for safety measures
 - Technology and school staff will prepare and set up devices for students
 - Teachers will provide students with QR codes for account log-in information

Prevention Measures

- It is important for all of us to work together to mitigate and prevent the spread of COVID-19 in the school environment and in the community. Multiple considerations have been made in an effort to provide for the safe reopening of our buildings.
- **Training and Awareness**
 - Signage will be posted in classrooms, hallways, and entrances to communicate how to mitigate and stop the spread (COVID-19 symptoms, preventative measures, good hygiene, and any school/district specific protocols)
 - All students and staff will receive training on the following:
 - Good hygiene practices such as hand-washing, covering coughs, use of hand sanitizer, and proper use of any PPE equipment, when appropriate
 - Social distancing procedures in classrooms, restrooms, hallways, during safety drills, and other key places in the school building
 - Mental wellness education and tools/supports to assist with the transition back to school such as loss, stress, and anxiety
 - All bus drivers/assistants will be trained on disinfecting procedures on the school bus
 - All custodial staff will be trained on cleaning and disinfecting buildings, per CDC guidelines
 - All Emergency Operation Plan Coordinators will be trained on safely conducting drills, while mitigating COVID-19
 - All school nurses will be trained in new procedures and protocols for health clinics/waiting rooms and assist with educating faculty and staff
- **Facility Cleaning and Supplies**
 - Schools will provide hand soap, paper towels, hand sanitizer, disinfectant wipes, and adequate garbage disposal in all bathrooms, classrooms, and frequently trafficked areas
 - Students and staff will be allowed to bring approved hand sanitizer and facial coverings
 - Custodial staff will clean/disinfect frequently touched surfaces at least once a day
 - All classrooms and buildings will have an increased daily cleaning protocol
 - Deep cleaning of schools will be conducted prior to students/staff returning after breaks

Prevention Measures (continued)

- **Physical Environment**

- All schools will:
 - Utilize staff lounge areas for work purposes only
 - Eliminate activities that encourage sharing and congregating (especially with food)
 - Ensure HVAC systems are clean and operating properly
 - Encourage the use of outdoor space for classroom instruction, physical education, or outside pathways for traveling to and from locations
 - Use intercom systems, text, etc. to prevent hallway traffic
 - Turn off all water fountains and allow students and staff to bring water bottles from home
 - Install touch free water bottle fillers
 - Minimize use of lockers in most school settings
 - Eliminate community use or sharing of supplies in classrooms

- **Mask/Facial Coverings**

- All students and staff will be provided at least one cloth mask (reusable, the mask can be lightly-washed)
- Currently, all students (grades 3-12) and staff are required to wear a facial covering (for example, mask or shield) when 6-feet of social distancing protocols cannot be maintained
- Any student or staff member may elect to wear a mask/facial covering at any time
- Face coverings/mask follow Collierville Schools Code of Conduct
- Visitors in any Collierville Schools buildings, including Central Office are required to wear masks/facial coverings

The specific guidelines for wearing a mask/facial covering will be adjusted by the district based upon the current Shelby County Health Department and CDC guidelines.

Mental Wellness Support

- We know that after this prolonged closure, many of our students and staff will require support to help them reengage and reenter work and school. School counselors and administrators will be equipped with tools and information on how to support students and maintain our whole child commitment.
- **School Counselors**
 - Counselors will develop on-line student surveys for grades 3-12 and paper/pencil for grades K-2 to gain feedback from students about any concerns, support, or needs
 - Counselors will conduct lessons on safety, loss, transition, and other social emotional issues for students during the first 9-weeks of school
 - Counselors will meet with students for individual counseling, small group counseling and large group educational sessions (permissible with distancing) to accommodate survey data needs
 - Counselors will use mindfulness strategies, various grief models, and self-regulation strategies with students
- **Community Support**
 - All mental health community resources supporting students, staff, and families will be updated and referenced in the Parent Resource Opportunity Guide
 - Employees will have access and information to the Employment Assistance Program for free counseling services
- **District Level Support**
 - District Team for Threat Assessment will update new procedures including more focus on loss and grief
 - Specific training module from Safe Schools Supervisor for all counselors and staff on signs and symptoms of anxiety, complicated grief, loss and diversity

Athletics, Before-and-After School Programs and Events

We understand that students need socialization and interaction to assist in their mental well-being. District administration will seek guidance from various agencies such as the Tennessee Secondary School Athletic Association (TSSAA), National Federation of State High School Associations (NFHS), and the Shelby County Health Department Administration to make recommendations for resuming athletics and other activities. Based on these directives, we will continue to monitor and update Collierville Schools' plan as needed. All information concerning athletic programs and any adjustments, guidance, and documents with regard to COVID-19 can be found at <http://GoDragonsGo.com/>.

Concerning other after-school events, we are on a “pause” for the time being. As soon as we know what we can accommodate safely for our students and staff, we will share more information.

Health and Safety Protocols

- As partners together, we expect all parents/caregivers to assist us in health and safety procedures to provide for all of our students and staff.
- **Student and Staff Wellness**
 - All Collierville Schools employees are expected to conduct a daily wellness check prior to reporting to work
 - All parents/caregivers are expected to conduct a daily wellness check for their child(ren) by using the [Collierville Schools Wellness Check Form \(page 13\)](#)
 - Classroom schedules will allow for specific designated times to perform student hand-washing
 - Trained school nurses in every school building will have required PPE supplies including no-touch thermometers, masks, gloves to protect themselves and others, and appropriate cleaning supplies for sanitation purposes
 - Nurses may perform student or staff temperature screenings and/or evaluations at any time throughout the school day
 - Each Collierville school will have a designated health clinic and a separate waiting room location apart from the clinic to allow students showing any symptoms relative to COVID-19 to wait until a parent/caregiver can pick them up
 - Students who participate in after-school athletics or other activities shall be administered an additional Wellness Check prior to participation in any event or practice
- **Visitors to Collierville Schools Facilities**

To maintain the utmost safety of our students and staff, entrance to all facilities will be at the discretion of the building level administrator and will be limited to only those individuals who are essential for operations and student support.

 - Nonessential visitors will not be permitted in the buildings, including the classrooms, the hallways, or at lunch
 - Those visitors that have essential business must wear a facial covering at all times in the building, and will be denied access if not in compliance. It is the responsibility of the visitor to provide the facial covering
 - All essential visitors must enter buildings through a designated entrance, as determined by the specific school and sign-in/sign-out, so that there is a record of attendance
 - Pre-K and Kindergarten parents/caregivers may walk their child(ren) to the classrooms on their [assigned staggered day](#) of school but will be required to wear a mask and will not be allowed to congregate or stay, due to appropriate spacing requirements
 - Parents/caregivers needing to come to campus for any reason should first contact the school office for instructions

Health and Safety Protocols (continued)

• Reporting and Tracking

- Schools are not expected to screen students or staff to identify cases of COVID-19. Contact tracing and exposure information will be gathered by the Shelby County Health Department and communicated to the appropriate individuals and administrators, as required.
 - Each school will use a District Response Plan to respond to a potential COVID-19 case established by the Coordinated School Health Supervisor for consistency in all school settings
 - Schools shall utilize a referral and tracking system for sick students and staff
 - Clear expectations shall be communicated to all stakeholders (i.e., parents, teachers, administrators) as to when a safe return to school will be permitted
 - District Central Office staff and schools will work with the local health department to report suspected and/or confirmed cases of COVID-19 and assist with contact tracing upon request

• Social Distancing

- Social Distancing will be utilized in all Collierville Schools buildings, to the extent feasible.
 - Each school will designate specific entrance and exit points for arrival and dismissal of bus riders, car riders, walkers, student drivers, and staff
 - Each school will designate specific entry points for essential visitors and student check-in/check-out
 - All students and staff will practice “Stay to the right” to maintain distance between themselves and others whom they may encounter in the hallway
 - Each school will use colored flooring tiles, painter’s tape, and other floor markings to illustrate social/physical distancing, foot traffic pathways, one-way traffic areas, elevator capacity, etc.
 - Staircases will be designated as one-way in order to limit face-to-face encounters
 - Secondary schools will employ a staggered bell system to decrease the number of students in hallways during transition times
 - School staff will “declutter” classrooms and other learning areas to allow for more space in which to distance students
 - There will be no community supplies, books, or sharing of objects
 - Student desks will be spaced at least 3 feet apart and more, as feasible
 - Schools will eliminate the use of bean bags, couches, rugs, and other personal items that encourage gatherings

• Recess

- Recess schedules will vary by school to provide for social distancing
- No equipment will be shared by students
- Schools will provide individually focused student activities
- Playgrounds in the elementary setting are on “pause” until further notice
- All schools are encouraged to utilize outdoor time for fresh air, weather permitting

Transportation

- It is not possible to ensure social distancing on buses. For that reason, we request that parents transport their child(ren) to-and-from school. However, we recognize that this may not be possible for some families. We will continue to offer bus services for those students who need them. Be aware that there may be up to two students per seat.

- **Bus Transportation**

(Durham Employees, Drivers and assistants)

- Durham employees will be screened before starting their morning and afternoon routes
- Durham staff will wear facial coverings while students are present
- Durham staff will clean frequently touched hard surfaces after every bus route and the entire bus will be disinfected daily between morning and afternoon routes
- Hand sanitizer will be available on each bus

- **Students**

- Parents/caregivers should complete the Collierville Schools Wellness Check Form (see page 12) for each child riding the bus prior to leaving for the bus stop
- Students will wash hands with soap and water before riding a bus
- All students riding a bus are required to wear a facial covering
- Students will be loaded back to front to minimize contact on the bus both in the morning and in the afternoon
- Students must sit in their assigned seats
- Siblings will be expected to sit together, and bus drivers will place no more than two students in each seat
- To improve air circulation on the bus, specific windows will be lowered, weather permitting
- Students will not be allowed to open or close windows on the bus
- Preschool and all students assigned to a specialized transportation bus should not encounter any changes this year

- **Arrival and Dismissal**

- Due to the large number of students and staff that are involved in both arrival and dismissal, numerous safety measures will be implemented in the coming year.
- Parents/caregivers will not be permitted to walk any student to the classroom
- Students may choose to walk to school, but should use social distancing measures with peers
- With more potential car riders, schools may consider different procedures. Your child's specific school will notify you with more details
- Adult drivers are to remain in their vehicles at all times in the car rider lines
- Make sure that all of your child's emergency contacts understand new arrival and dismissal procedures
- Student drivers are not permitted to congregate in the high school parking lots

School Nutrition Services

- Collierville Schools will continue to provide both breakfast and lunch for students. As some school locations differ in size capacity, utilization of the cafeteria may be more feasible in some locations than others. Breakfast and lunch procedures will vary by campus; however, any or all of the following may be employed in schools.
- **School Meals**
 - Grab and Go meals
 - Limited days to purchase snacks
 - Lunch in an alternate setting, such as the classroom or outside
- **Cafeteria Staff**
 - Temperatures of all cafeteria staff will be taken on site and each employee will complete a Collierville Schools Wellness Check Form (page 12) prior to their shift
 - All cafeteria staff will wear the appropriate PPE to include gloves, facial coverings, etc.
 - Any changes in food service due to school closings will be communicated through the Collierville Schools social media accounts, website, and local media outlets as necessary.

Follow-up and Feedback

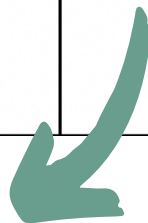
- To ensure that we are meeting the safety, emotional, transition, and academic needs of all stakeholders, we will implement the following check assurances.
 - Building walk-throughs
 - Staff surveys
 - Parent/caregiver input

Student interim assessment data plans and procedures may be updated to accommodate our students, staff, and families at any point throughout the 2020-2021 school year. Individual school plans will include specifics that are age and space appropriate and may vary for each school site. District guidance should drive all school plans, as we will continue to work with our community partners, the Shelby County Health Department, and the Tennessee Department of Education. We would like to thank all parents/caregivers for your input, patience and flexibility throughout this process.

Collierville Schools Wellness Check Form

All employees and parents/caregivers are expected to use this check form **DAILY** in an effort to mitigate and prevent the spread of the COVID-19 virus. Please use this at home as a recommendation prior to entering the school building.

Are you currently experiencing any of the following symptoms?			Notes
	Yes	No	
Fever (write temp if yes)			If you have a temp of 100.4 - STAY HOME
Fever in past 48 hours			
Cough			
Shortness of breath/Difficulty breathing			
Fatigue			
Muscle or body aches			
Headache			
New loss of taste or smell			
Sore throat			
Congestion or runny nose			
Nausea or vomiting			
Diarrhea			
Have you been in close contact (within 6 feet for 15+ minutes) with someone who has a confirmed case of Covid-19 or has exhibited symptoms of Covid-19?			STAY HOME and call the local health department.



If you have one or more symptoms and DON'T have a TEMP of a 100.4 or above, you may want to contact your health provider for assistance.

If all answers are NO, you may enter the school building.

Special Thanks!

We would like to acknowledge the work of our district staff who served on our Essential Function Teams as Leads and our school principals who have been instrumental in shaping our plans to begin the Reopening and Recovery process for our students, families, and our community.

Principals

Mrs. Deanna Jones, Bailey Station Elementary

Mr. Tyler Salyer, Collierville Elementary

Mrs. Anita Swindle, Collierville Middle

Mr. Roger Jones, III, Collierville High

Mrs. Kristie Murin, Crosswind Elementary

Dr. Georgette Cleaves, Schilling Farms Elementary

Ms. Julie Reagan, Sycamore Elementary

Ms. Tricia Marshall, Tara Oaks Elementary

Mrs. Beth Robbins, West Collierville Middle

Dr. Gary Lilly, Director of Schools
ESF: Social Distancing and Logistics

ESF: Personnel
Ms. Cecelia Booker, Chief of Human Resources

ESF: Facility Cleaning and Supplies
Mr. Thomas Dougherty, Director of Operations

ESF: Mental Health and Safety
Dr. Nancy Kelley, Safe Schools Supervisor

ESF: Curriculum and Remote Learning
Mrs. Leigh Anne Rainey, Chief Academic Officer

ESF: Feeding Operations
Ms. Cassandra Dobbs, Director of School Nutrition

ESF: Special Education
Ms. Joyce Keohane, Chief of Special Education

ESF: Communications and Policy
Mr. Jeff Jones, Assistant Superintendent

ESF: Transportation
Ms. Debbie Rike, Transportation Supervisor

ESF: Extra-Curricular Activities and Athletics
Mr. Jeff Curtis, District Athletic Director

ESF: Monitoring and Assessment
Mrs. Meghan Seay, School Coord. Health Supervisor