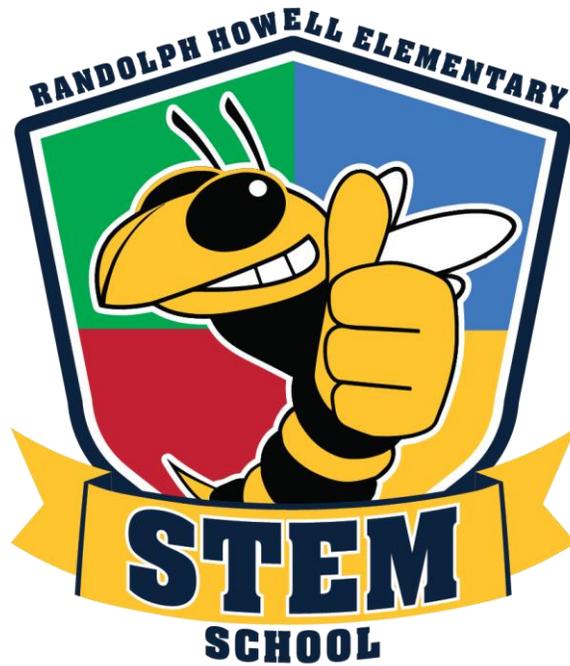


COVID-19 Procedures



Families

Dear Families,

We all know that things have certainly been a whirlwind since March. Our dedication to the safety and wellbeing of your child has always been our primary concern and that continues to be the case. This handbook should answer most questions you have about how school will work as we transition back, however, you can always reach me directly if needed. I have placed the key areas I think you will have concern for at the beginning of this document (these are the same things I worry about as a parent myself) while everything else is listed alphabetically.

Be Safe, Stay Healthy, See You Soon!

Dr. Ford

931-540-1034

mford@mauryk12.org

Twitter: @HowellPrincipal

Social Distancing Procedures

We will do our best to implement social distancing procedures as much as possible. The extent to which these procedures occur are dependent on the type of schedule adopted by MCPS. The following are minimum procedures that will be implemented for all schedules:

1. Daily temperature checks and “well” screenings for staff/ teachers/ visitors.
2. Daily temperature checks for students.
3. Face Masks encouraged in public areas/ group areas.
4. High touch points frequently cleaned in classrooms and around school.
5. Student Personal Space in Classrooms.
6. Distance of 2 feet observed in most public locations. 6 feet as much as possible.
7. Lunch Room seating at 50% capacity at all times.
8. Frequent Handwashing/ Sanitizing encouraged.

Guests

Visitors to our school will be limited:

Parents

1. Parents will not be allowed to enter the building.
2. Parents needing assistance should call the main office number (931)540-1032.
3. Each situation will be treated individually based on parent need.

Deliveries

1. Any deliveries will not be made past the main foyer.
2. Delivery truck drivers will be screened for temperature and logged.

Other

1. Other visitors to the school such as district personnel, Fire Inspection, etc. will be screened for temperature and logged.

Sick Student Hold Location

We will have an empty classroom designated as a Sick Student Hold Location.

1. If a student has a high, ongoing fever, severe cough, or other COVID symptoms, teachers will call the office immediately.
2. The school nurse or designee will accompany the student to the “Isolation” room.
3. Further direction will be given at that time of how to communicate with families, cleaning, etc.

RHES Mission and Vision Statement

Mission:

To provide a high-quality educational experience where tomorrow's leaders are grown through innovative teaching methods, advanced rigor, and a dedicated climate and culture.

Vision:

To be the best school in the Southeast region by demonstrating the balance between innovative practices and rigorous standards-based instruction.

Student Friendly Mission Statement:

At RHES we are learners today and leaders tomorrow.

Our Beliefs:

In Our School We Believe In:

1. Creativity and Innovation
2. Critical Thinking
3. Collaboration
4. Communication
5. Character and Citizenship
6. Celebration

Arrival

Car Riders

1. Parents will follow historical car rider pattern of drop off. Check out the video on our website for a reminder of what this looks like.
2. Students may not exit the car until a temperature check has been completed and logged.
3. Students will only be allowed entry if they have temperature less than 100.4.
4. Students may enter the building, get breakfast if needed, and report to their designated areas.
5. Students should be at school before 8:15

Bus Riders

1. Only one bus may unload at a time.
2. As buses arrive, students exit the bus and line up in designated area.
3. Temperature checks will be completed and logged.
4. If a student has temperature over 100.4 they will be escorted directly to the “isolation” room and parents notified for pick up.

Late Students

1. If a student arrives late, parents should remain in the car with the student and call the main office (931-540-1032).
2. A designated staff member will exit the building and complete a temperature check.
3. Students with temperature less than 100.4 may enter the building, get breakfast if needed, and report to their designated area.

Attendance

Attendance will be taken daily by 8:15.

Traditional Schedule

Teachers will count students physically present and report.

Hybrid Schedule

Teachers will follow these procedures if we are following a “Hybrid” Schedule:

1. Take normal attendance for students physically present.
2. Take normal attendance for students that connect remotely.
3. All students should be present or logged in to “virtual” classroom by 8:15 each morning.

Remote Schedule

Teachers will follow these procedures if we are following a “Remote” Schedule:

1. Students should connect to “virtual” classroom by 8:15 each morning to “check in” with teacher and begin day as outlined on “remote” schedule.

Breakfast

Breakfast will be served daily in a “grab and go” option.

1. Students needing breakfast should enter the cafeteria line as normal.
2. Once students exit the line with their breakfast, they should report to their designated morning locations.
3. Students should clean up after themselves as they leave for class.
4. Breakfast costs \$2.00.

Bullying

RHES follows MCPS Board Policy 6.300 and TN State Law for bullying situations.

Classroom Website

Each teacher has a classroom website. The teacher website contains the following information and can be linked to on our school website.

1. Daily assignments, links to recorded lessons, contact information, and other necessary information for families to be successful in your class.
2. Classroom/ Grade Level Newsletters.
3. Weekly Updates.

Communication

All teachers can be reached through phone, school email, class dojo, or other means established by individual teachers. Teachers will set up the best way to communicate with you by the end of the first week of school. Teachers should return phone calls or emails within 24 hours.

Daily Schedules

Teachers or the school will let you know what the daily schedule for your child looks like. This will be dependent on MCPS decisions to follow a “Traditional”, “Hybrid” or “Remote” schedule.

Dismissal

Dismissal will begin at 3:15 each day.

1. Bus Riders will typically be home by 4:30 at the latest. For specific arrival times please contact MCPS Transportation at (931) 388-2432
2. Car Riders dismiss from the front of the building.
3. You must have your car rider tag visible for dismissal.
4. Check out the video on our website for a reminder of what this looks like.
5. We do our best to finish dismissal by 3:30 daily but please be patient as some days take longer than others.

Family Support

Counseling

We have a full time school counselor that is available to help students with anything from anger to determining strategies to make friends. We also have multiple levels of support from other groups to support students including Centerstone, Mental Health Cooperative, and STARS. You can contact your child’s teacher or our office for more information if you need help.

Food Help

We offer weekend food bags to help make it to Monday. Please contact your child’s teacher for more information to receive help if you need it.

Field Trips (No Field Trips until further notice.)

Grading and Report Cards

1. All teachers will provide at least one grade per subject each week.
2. Kindergarten, First, and Second Grade teachers will provide communication on how students are progressing academically weekly.
3. Third and Fourth grade teachers will provide number grades as well as any communication needed about student progress.
4. Report Cards are issued following the MCPS School Calendar.

Guests

Visitors to our school will be limited:

Parents

4. Parents will not be allowed to enter the building.
5. Parents needing assistance should call the main office number (931)540-1032.
6. Each situation will be treated individually based on parent need.

Deliveries

3. Any deliveries will not be made past the main foyer.
4. Delivery truck drivers will be screened for temperature and logged.

Other

2. Other visitors to the school such as district personnel, Fire Inspection, etc. will be screened for temperature and logged.

Head Lice

RHES follows Board Policy 6.4031 as below:

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the Principal or School Nurse to notify the parents in the event a child has pediculosis (head lice). Parents will be contacted to pick up the child and a copy of MCPS Board Policy will accompany the child to explain the conditions and requirements for readmission.

Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but may not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo); and
- (2) satisfactory examination by a school official.

Treatment and prevention procedures will be developed by the Director of Schools/designee/school nurse and made available to all school principals. A student will be expected to have met all requirements for treatment.

Homework

Homework is only to be assigned for math practice, reading with parents, or working on STEM projects. Homework should take no longer than 15 minutes for math practice, 30 minutes for reading practice, and 15-30 minutes for STEM work or writing.

IEP/504/ S-Team Meetings

All meetings will be held virtually. Assigned teachers will organize these meetings and communicate invitations, procedures, etc. as appropriate.

Lunch

Lunch will be served daily.

1. No Visitors will be allowed for lunch.
2. Students may bring their own lunch.
3. Students have a 30 minute lunch time.
4. Students should clean up after themselves as they leave to return to class.
5. Lunch costs \$2.50

Materials Distribution (school supplies)

We will be providing all school supplies this year for students other than a backpack or lunchbox. Teachers will keep classrooms fully stocked for what students need all year.

Students in grades 2nd, 3rd, and 4th will also be issued a school provided device. These devices will remain at school unless we implement a “Hybrid” or “Remote” schedule.

Medication

1. Randolph Howell’s school staff can give over-the-counter medication as long as a new bottle is provided by the parent with a note.
2. Students who need medication, such as antibiotics for colds, earaches, and sore throats, are to take these medications at home, if possible. However, if any medication must be given at school, (over the counter or prescription) it must be personally delivered by the parent and be in the original prescription bottle or container. Written permission to administer the medication must also be submitted (for over- the- counter or short-term prescriptions). Long-term prescription medications require a Medication Request Form (can be picked up in the office) be on file from the prescribing doctor. (Maury County Board of Education Policy 6.405)

PTA

1. Randolph Howell Elementary has an active PTA.
2. You can follow them on our PTA Facebook Page or request a sign up form from our office.

Recess

1. Students have 30 minutes of recess daily.
2. Indoor activities are planned during inclement weather.
3. We do not go outside under the following weather conditions:

Weather Conditions:

Below 30 Degrees—Indoor Recess

Above 95 Degrees—Indoor Recess

Rain, Snow, Lightning, etc.—Indoor Recess

Sick Student Hold Location

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2. The school nurse or designee will accompany the student to the “Isolation” room.
3. Further direction will be given at that time of how to communicate with families, cleaning, etc.

Smoke Free

No smoking is allowed in any part of the building or campus. We are a smoke free campus.

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8. Frequent Handwashing/ Sanitizing encouraged.

Student Belongings

Students may bring items appropriate for school. This includes bookbag, lunchbox, personal device, earbuds, etc. Coats and hats are allowed under MCPS Dress Code policy.

Virtual Open House/ Conferences

We will host a Virtual Open House for families where we will introduce them to the school, staff, and teachers. This Virtual Open House will be available digitally by 7/31/2020.

Teachers will hold Virtual Conferences on District designated days. Additional “office hours” will be established by teachers to work with families.

