

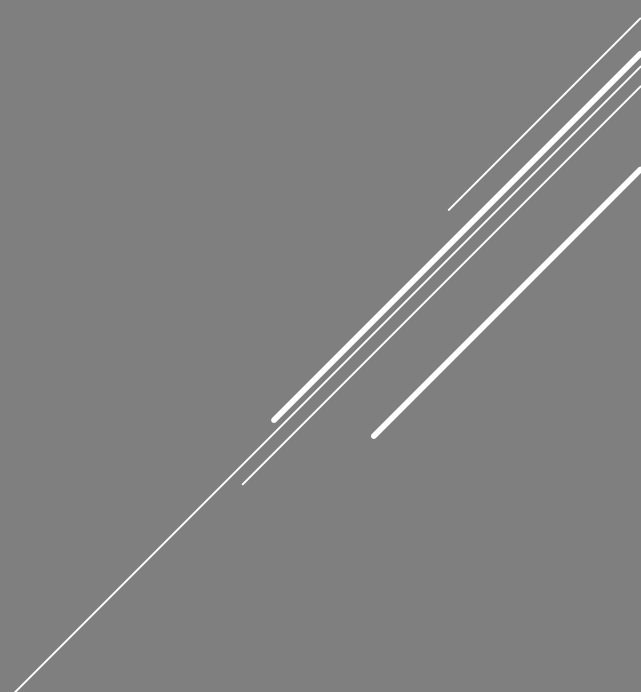
- ▶ Shannon Primary School
- ▶ 2020 – 2021 School Year
 - ▶ Reopening Plan



DUSTY KELLY – PRINCIPAL
ELAINE CLAY – ASSISTANT PRINCIPAL
SHIRLEY WRIGHT – ACADEMIC COACH



EVERY STUDENT MATTERS, EVERY
MOMENT COUNTS



NEW ADDITIONS TO SHANNON PRIMARY



- Taylor Culver – Kindergarten Teacher
- Paige Stanford – Kindergarten Assistant
- Christy Phillips - Speech

REGISTRATION



The following documents will be needed in order to register students:

Legal guardian's driver's license

Two current proofs of residency listed on the LCSD Residency form

Birth certificate and completed immunization record (for new students and K students)

Registration packets can be picked up at the school's office Monday – Thursday from 8 – 12. Packets will also be located outside main office for those parents that can't come by during office hours.

When students register, they will have to determine whether they are an On-Campus Student or a Distance Learning Student. Parents will be required to sign the Distance Learning Agreement and agree to the terms in the agreement each nine-weeks. The decision deadline for Distance Learning is Friday, July 31st. Any student who has not completed a Distance Learning Agreement will be considered an On-Campus Student

OPEN HOUSE

Shannon Primary's Kindergarten Open House will be held on Thursday, July 30th from 3:00 – 6:30. To cut down on time spent in the school, we encourage parents to stop by and pick up a registration packet before your open house date. School Office hours are Monday – Thursday from 8:00 – 12:00. Registration Packets will also be left in front of school, in case parents cannot come to the school during office hours. Please have these filled out before you come to Open House. A maximum of 10 families will be allowed in the school at one time. Parents will only have 10 minutes to meet with their teachers. We also strongly encourage all that attend to wear a mask. All teachers and staff will wear masks while speaking to parents.



OPEN HOUSE



Shannon Primary's First Grade Open House will be held on Tuesday, July 28th from 3:00 – 6:30. To adhere to CDC guidelines, parents will have to schedule an appointment to meet their child's teacher. Parents can make an appointment by calling the school's office during office hours (Monday – Thursday from 8:00 – 12:00) or they can come in person during those times. Appointments will be accepted starting July 13th – July 23rd.

Also to cut down on time spent in the school, we encourage you to stop by and pick up a registration packet before your Open House date. Registration packets will also be left in front of school, in case parents cannot come to the school during office hours. Please have these filled out before you come to Open House. Also we ask that you arrive 10 to 15 minutes before your appointment, so we can get copies of residency papers. Parents will only have 10 minutes to meet with their teachers. We also strongly encourage all that attend to wear a mask. All teachers and staff will wear masks while speaking to parents.

OPEN HOUSE

Shannon Primary's Second Grade Open House will be held on Monday, July 27th from 3:00 – 6:30. To adhere to CDC guidelines, parents will have to schedule an appointment to meet their child's teacher. Parents can make an appointment by calling the school's office during office hours (Monday – Thursday from 8:00 – 12:00) or they can come in person during those times. Appointments will be accepted starting July 13th – July 23rd.

Also to cut down on time spent in school, we encourage you to stop by and pick up a registration packet before your Open House date. Registration packets will also be left in front of school, in case parents cannot come to the school during office hours. Please have these filled out before you come to Open House. Also we ask that you arrive 10 to 15 minutes before your appointment, so we can get copies of residency papers. Parents will only have 10 minutes to meet with their teachers. We also strongly encourage all that attend to wear a mask. All teachers and staff will wear masks while speaking to parents.



- ▶ • August 3 rd – 5 th: Professional Development
- ▶ • August 6 th: First Day for Students
- ▶ • September 7 th: Labor Day Holiday
- ▶ • October 12th: Columbus Day Holiday
- ▶ • October 13th: Professional Development (No School for Students)
- ▶ • November 23rd – 27th: Thanksgiving Holidays
- ▶ • December 17th – 18th: Fall Exams
- ▶ • December 18th: 60% Day • December 21st , 2020 – January 1 st , 2021: Christmas Holidays
- ▶ • January 4 th: Professional Development (No School for Students)

- ▶ • January 5 th: Spring Semester Begins
- ▶ • January 18th: Martin Luther King, Jr. Holiday
- ▶ • February 15th: President's Day Holiday
- ▶ • March 8 th – 12th: Spring Break
- ▶ • April 2 nd: Good Friday Holiday
- ▶ • April 5 th: Easter Monday
- ▶ • May 20th – 21st: Spring Exams
- ▶ • May 22nd: Graduation
- ▶ • May 24th: Spring Exams—60% Day—Last Day for Students
- ▶ • May 25th – 26th: Professional Development Days—Last Day for Teachers
- ▶ • May 31st: Memorial Day Holiday

2020-2021 SCHOOL CALENDAR



2020-2021 DAILY SCHEDULE

Kindergarten

7:30 – 8:15	Morning Work/Breakfast/Tutoring
8:15 – 9:00	Phonics 1 st
9:00 – 9:30	Pirate Time/ Guided Reading/Centers
9:30 – 9:40	Break
9:40 – 10:30	Reading/LA/Writing
10:30 – 10:55	Lunch
10:55 – 12:00	Math
12:00 – 12:15	Break
12:15 – 12:55	Activity
12:55 – 2:00	Science/SS/Guided Reading/ Centers
2:00 – 2:15	Car Riders Dismissed
2:20 – 2:30	Bus Riders Dismissed
2:30 – 3:30	Virtual Learning/Planning



2020-2021 DAILY SCHEDULE

1st Grade

7:30 – 8:15

Morning Work/Breakfast/Tutoring

8:15 – 9:00

Phonics 1st

9:00 – 9:10

Break

9:10 – 9:40

Pirate Time/Guided Reading/Centers

9:40 – 10:45

Reading/LA/SS/Writing

10:45 – 11:10

Lunch

11:10 – 12:15

Math/Science

12:15 – 12:30

Break

12:30 – 1:00

Guided Reading/Centers

1:00 – 1:40

Activity

1:40 – 2:00

Guided Reading/ Centers (Continued)

2:00 – 2:15

Car Riders Dismissed

2:15 – 2:30

Bus Riders Dismissed

2:30 – 3:30

Virtual Learning/Planning



2020-2021 DAILY SCHEDULE

2nd Grade

7:30 – 8:15	Morning Work/Breakfast/Tutoring
8:15 – 8:45	Phonics 1 st
8:45 – 9:15	Pirate Time/Guided Reading/Centers
9:15 – 9:25	Break
9:25 – 10:15	Reading/LA/SS/Writing
10:15 – 11:00	Math
11:00 – 11:25	Lunch
11:25 – 12:05	Activity
12:05 – 12:55	Math/Science
12:55 – 1:10	Break
1:10 – 2:00	Guided Reading/ Centers
2:00 – 2:15	Car Riders Dismissed
2:15 – 2:30	Bus Riders Dismissed
2:30 – 3:30	Virtual Learning/Planning



2020-2021 DAILY SCHEDULE

Teacher Arrival 7:25 (Must be in room by 7:30)

Teacher dismissal 3:30 except Mondays 4:00 when a faculty meeting is called.

All visitors and distance learners will only be allowed on campus with an appointment starting at 2:30 pm.



2020-2021 DAILY SCHEDULE

Recess has been revised to allow fewer students in designated areas as recommended by the CDC.

Activity (PE, Library, Art, Music, and Computer) classes have been revised to meet Social Distance guidelines. Each activity classroom will be sanitized before allowing other students in the classroom. Supplies will not be shared in activity classes.



ARRIVAL AND DEPARTURE TIMES

- Arrival – Students will not be allowed in the building until 7:30. Car Riders and Day Care riders will enter the main entrance, while bus riders will enter the West Entrance. There **must** be a staff member on duty before students depart from cars and buses.
- Departure – Car and Daycare Riders will be dismissed at 2:00. Car Riders will dismiss from the main entrance, while day care riders will dismiss from the west side of the building. Bus riders will be dismissed from the west side of the building around 2:20.



CAFETERIA CHANGES.

Breakfast will be open from 7:30 – 8:10. Breakfast will be grab and go, meaning the students will get their breakfast and report to their homeroom class. August 6, 7, and 8, Kindergarten students will report directly to their homeroom. At 8:20 Kindergarten teachers will escort their students to the cafeteria to teach them how to go through the cafeteria line. August 9th, all students will report directly to the cafeteria for “Grab and Go” if they wish to eat breakfast.

This year our campus qualifies for the Community Eligibility Provision (CEP) of the Federal School Lunch Program. Because of this, all students will eat breakfast and lunch for free this school year. Extra food and drink items will still cost money, and students and teachers will not be allowed to charge. Parents are encouraged to create and utilize a My School Bucks account for each child if a student wishes to purchase items in the cafeteria.



CAFETERIA CHANGES

- Lunch – 10:30 – 11:30. Kindergarten students will be allowed to eat in the dining area. 1st and 2nd grade students will pick up their trays in the cafeteria and report back to their classroom.
- Snacks will be available to purchase in the mornings and will be delivered to their classrooms.
- Per CDC and LCSD guidelines, water fountains will be turned off during the day.
 - Students are strongly encouraged to bring water bottles from home to keep with them.



VISITORS ON CAMPUS

- Visitors (parents and distance learners) will only be allowed on campus from 2:30-3:30 pm with an appointment.
- All visitors will access campus through the Main Office. All visitors will be subject to a temperature check upon arrival. Any visitor with a temperature of 100.4 or higher will not be allowed down the hallways.
- Visitors will be asked to wear a mask before entering the building.



FACE MASKS

- Face Masks are encouraged but not required at all times. SPS will continue to monitor and follow guidelines and recommendations set forth by the district, the CDC, and MSDH.
- • Face masks will be required for teachers during one on one instruction and small groups. Students must wear a mask while riding buses, in common areas, and while entering and exiting the building.
- • Staff and students will be strongly encouraged to wear face masks when social-distancing is not possible
- • Students are welcome to wear face masks or face shields from home, but any designs, logos, or phrasing that appears on those face masks would have to be appropriate for school.
- • Disposable face masks will be available as needed.



CLEANING AND SANITIZING PROTOCOLS

- High-traffic or high-touch areas on campus will be cleaned through-out the day.
- Sanitation products being used have been deemed as appropriate products for combatting the COVID-19 virus.
- Teachers will have cleaning supplies in their classrooms at their disposal to use as needed.
- Teachers will limit the sharing of classroom materials as much as possible, but will also have sanitation and disinfecting supplies available to sanitize those materials as often as necessary.
- Buses will be sanitized daily



DISTANCE LEARNERS AND ON-CAMPUS STUDENTS

- Parents will indicate whether they intend for their child to be a Distance Learner or an On-Campus Student at Registration. This is their “Enrollment Status”. Their Enrollment Status has to remain the same for a Nine Weeks Grading Period, meaning that if a student chooses to be a Distance Learner for 1st Nine Weeks, they cannot attend On-Campus classes, functions, or meetings during the school day for the 1st Nine Weeks.
- Distance Learners will access all assignments and lessons for the classes on their schedule through each teacher’s Google Classroom for the nine weeks grading period.
- If a Distance Learner needs to meet with a teacher, they have the option of meeting with that teacher either using Google Meet or in-person at a scheduled time between 2:30-3:30.



DISTANCE LEARNERS AND ON-CAMPUS STUDENTS

- On-Campus Students will attend classes in-person 5 days a week from 8:15-1:55 with modifications to follow CDC guidelines and MSDH recommendations.
- If a student wishes to change their “Enrollment Status”, they cannot do so until the end of the current grading period.



HEALTH AND SAFETY PROTOCOLS FOR STAFF AND STUDENTS

- Thermometers have been purchased and donated to SPS. Thanks to Sonshine Pharmacy for the donation.
- Thermometers will be placed at the Main Office with Mrs. Jana and Joanna, and with the Nurse.
- SPS will be conducting periodic temperature checks of staff and students.
- We ask parents to check their child's temperature prior to sending students to school. If a student has a temperature of 100.4 or higher, they must be kept at home until they are fever free for 72 hours without fever reducing medications.
- Prior to arriving at work each day, we are asking all staff members to take their temperature. If a staff member has a temperature of 100.4 or higher, they must stay home until they are fever free for 72 hours without fever reducing medications.
- A student or employee who tests positive for COVID-19 shall be quarantined at home for 14 days.
- There will be no large gatherings or events held where social-distancing cannot be practiced.
- SPS will provide an isolation area for sick students awaiting parent pick-up.



FREQUENTLY ASKED QUESTIONS

- Will attendance be taken? – SPS will take attendance for all students participating in traditional and distance learning.
- Is distance learning an option for students? – Parents will have the options of enrolling their student in distance learning/home-based instruction (Distance Learner) or traditional instruction (On-Campus Learner). Parents who chose distance learning must enroll their child for a Nine Week Grading Period. The decision deadline for Distance Learning is Friday, July 31st .
- What about grading? – Assignments will be graded for On-Campus and Distance Learning students using the traditional grading scale established in policy IHE.



FREQUENTLY ASKED QUESTIONS

- What if school closes due to COVID-related illness? – If the superintendent is required to close schools, all students will be provided instruction through virtual learning activities and/or printed packets.
- Will students be required to wear a mask? – Face masks are while riding buses, and while entering and exiting buildings. Students and staff are strongly encouraged to wear face masks in situations where social-distancing cannot be practiced. Teachers will be required to wear a mask during one-on-one instruction and small groups.
- Will there be large group assemblies? – There will be no large group assemblies where social distancing cannot be practiced.



FREQUENTLY ASKED QUESTIONS

- Will SPS allow visitors and volunteers? – SPS has established the following protocol for visitors entering the building:
 - Call the school and schedule an appointment between 2:30-3:30 pm.
 - Temperature screening will be performed at the front office for all visitors.
 - Face masks and coverings will be required when entering the building.
 - NON-ESSENTIAL VISITORS WILL BE LIMITED!
- What is the plan for Breakfast and Lunch? – Breakfast will be Grab and Go and students will eat in their Homeroom class. Students will eat lunch in their classroom with the exception of Kindergarten.



FREQUENTLY ASKED QUESTIONS

- Will students be able to use the water fountains? –Parents are asked to send their child to school with a water bottle daily. Water fountains will be turned off.
- Will students with IEPs/504 Plans continue to receive accommodations? – Student services will be managed by the IEP committee or the 504 Plan due to the highly individualized nature of these accommodations. SPS teachers will begin contacting parents and students as needed.
- What about the first day of school? – The first day of school will be a regular school day. Students will follow their schedule and report to breakfast and/or homeroom beginning at 7:30.



FREQUENTLY ASKED QUESTIONS

- Will SPS continue to provide bus transportation? – Yes, the use of face coverings is required for anyone using school transportation. Buses will be disinfected after each route. We will require family members to sit with one another to maintain CDC guidelines.
- What will classrooms look like? – Classrooms will be structured to support social-distancing and routinely sanitized throughout the school day. Each teacher will have their own set of classroom sanitizing and disinfecting supplies.



- Due to the dynamic nature of this situation, all information in this document is subject to change. We at SPS are committed to providing your child with a quality education while exhausting every effort to keep them safe and healthy.

- Shannon Primary School

