



FOREST HILLS
ELEMENTARY SCHOOL

Forest Hills Elementary Reentry Plan

Class Lists

- Classroom teacher assignments will go live in iNow on August 10th.
- All class lists are subject to change in an effort to keep classes balanced.

Virtual Orientation

- Sunday, August 16th
 - The FHES orientation video will be aired at 4:00 PM via email and Facebook. It will also be posted on our website.
 - Teachers will host their own virtual orientation at 4:30 PM (login information will be emailed with the video, posted on social media, and also handed out at Meet the Teacher Drive-Thru). These will be recorded and sent out to parents in case parents have multiple children in different grade levels.

Meet the Teacher/Supply Drop Off Drive-Thru (Grades 1-4)

- Families will have the opportunity to drive thru and stop to meet their child's teacher. Families will also be given an informational sheet about how to join their child's virtual orientation. This will all occur in a drive-thru (no one will get out of their car).
- School supplies may be dropped off at this time. Please have supplies in bags labeled with your child's name.
- 5:00-6:00 PM each night
 - 3rd Grade-Monday, August 10th
 - Rising 3rd graders are asked to turn in their FCS iPad and charger at the drive-thru because they will receive a new Chromebook when school begins.
 - 1st Grade-Tuesday, August 11th
 - 2nd Grade-Wednesday, August 12th
 - 4th Grade-Thursday, August 13th

Kindergarten Meet the Teacher/Supply Drop Off

- Saturday, August 15th
- All guests are required to wear masks (adults & students).
- Incoming kindergarten students and their families are invited to meet the teacher and see their classroom.
- School supplies may be dropped off at this time. Please have all supplies in a labeled bag(s) with your child's name.

- Please limit guests to 2 adults per child.
 - 10:00 AM-Last name A-I
 - 11:00 AM-Last name J-P
 - 12:00 PM-Last Q-Z

Isolation Room

- When children are sick or exhibiting sick symptoms, they will be isolated in this room in order to prevent the spread of illness.
- This room will be located in the current nurse's office.
- A well room will be located in the office directly across from the nurse's isolation room. This room will be utilized to administer medications, hand out medical supplies, and other related tasks not related to sickness.

Learning Management System (LMS)

- FHES will use Schoology as the learning management system. All teachers will be required to upload all documents on a weekly basis by the Friday before. Training will be provided by the District to assist teachers in learning this new LMS.
- Students & parents will receive training on the LMS.

Communication

- Communication will be constant and timely. Teachers will send a weekly newsletter with each day's assignments along with homework via Remind and/or email.
- If homework is assigned, examples will be provided by the teacher.
- All school-wide announcements will be in our monthly Smore newsletter that will be shared via email and on social media outlets.

Transitions (time outside of classroom)

- All teachers will move to the students (3rd/4th grade departmentalized teachers, art, music, STEM, guidance, library, and tech). Students will only transition for the following times:
 - PE
 - Outside PE will be utilized whenever possible.
 - When outside PE is not possible, PE will be split between the gym and cafeteria on a scheduled/rotating basis.
 - Equipment may be used, but it must be sanitized before using again.
 - Recess
 - Since students will be in their classrooms for long periods of time this year, they will be allowed to take TWO recess breaks on the playground.
 - Classes will be assigned one set of playground equipment to limit cross-exposure.
 - Lunch
 - Students will go into the cafeteria to get their lunch. CNP staff will serve the food so students do not have to touch servingware.
 - Students will eat in classrooms.
 - Desks will be wiped down after eating.

- End of Day Dismissal
 - Students will be dismissed from classrooms to holding areas to load buses and cars.

Materials

- No school supplies will be shared by students. Students will keep their own school supplies at their desk.
- Each student will be issued a chromebook or iPad that is only for their use. Devices will be kept in classrooms for student use.
- All students (except for rising 3rd graders) who took a device home at the end of last year are asked to return the device on the first day of school. Rising 3rd graders are asked to turn in their FCS iPad and charger at Meet the Teacher/Supply Drop Off Drive-Thru because they will receive a new Chromebook when school begins.

Cleaning

- Custodians will have a detailed list/schedule of areas to be cleaned.
- Custodians will wait to disinfect rooms until students are off campus at the end of the day.
- Bathrooms will be disinfected multiple times a day.
- Disinfectants will be available for all staff members.
- Water fountains will not be in service.
 - Touchless water bottle machines will be available (Students will be allowed to bring personal bottles to keep in classrooms).
- Sanitizing stations will be stationed at high volume traffic areas.
- Desks will be wiped down after eating breakfast and lunch.

Morning Drop Off

- Doors will open at 7:00 A.M.
- We encourage parents to wait and drop off closer to 7:20 so students can go straight to classrooms.
- Siblings may sit together at morning drop off.
- If a student arrives between 7:00-7:20, he/she will sit in the following areas:
 - Gym-4th Graders
 - Unload from cars at the front of the gym.
 - Cafeteria-Kindergarten
 - Unload from cars at the cafeteria crosswalk.
 - 4th Grade Hall-2nd Graders
 - Unload from cars at the side of the 4th grade building or West entry to 4th grade building (nearest to the main parking lot).
 - Library-bus riders
 - Unload from North entrance.
 - Hallways-1st Graders & 3rd Graders
 - Unload from cars at the crosswalk to the 1st/3rd hallway.
- Teachers will be on duty from 7:00-7:20 to supervise students in holding areas.
- Holding areas will practice social distancing to the best ability possible.
- At 7:20, teachers will be in classrooms to receive students.
- Students will be dismissed from the holding areas via intercom at 7:20.

- At 7:20, breakfasts will be delivered to classrooms by all staff not responsible for homerooms.
- Students will eat breakfast in classrooms from 7:20-7:40.
- The tardy bell will ring at 7:35.
- Attendance will be taken at 7:40.

Dismissal

- No walk-ups will be allowed. Parents must use the car rider line and will not be allowed to come to the building or gym to pick up students.
- Siblings may sit together at dismissal. Teachers will coordinate this for families.
- Students will be dismissed from homeroom classrooms and into hallways. All teachers are on duty and monitoring students until 2:45.
 - Kindergarten-sit in cafeteria
 - Any older sibling will come to sit with their Kindergarten sibling in the cafeteria for dismissal.
 - 3rd Grade-sit in classrooms
 - 1st Grade-sit in 3rd Grade hallway & classrooms
 - 2nd Grade-sit in 4th Grade hallway
 - 4th Grade-sit in gym
- Bus riders will be released by bus numbers and loaded before car riders are released.
 - Bus riders will line up in the hallway, and a hallway monitor will escort bus riders to the North Entrance, 3rd Grade & Kindergarten hallways.
 - Buses will be supervised by bus monitors.

Library

- The librarian will visit homerooms to do library lessons.
- The librarian will provide a set of books for each class weekly. Books will be collected at the end of the week. The returned books will be removed from circulation for a period of one week for safety purposes.
- Teachers will work with the librarian for special projects.
- Open check out for students will be suspended until further notice. The librarian will instead utilize this time to deliver books to students in classrooms.
- Students (3rd and 4th Grade) will request books through the library program, Destiny. The librarian will deliver these requested books to the students.
- K-2 students may check out books from their classroom teacher.

Traditional School

- Traditional school instruction will take place in a face-to-face setting.

Absentee Learning

- Students who are absent for a period of time due to illness or quarantine will remain on their teacher's classroom roll and be instructed through Schoology, the Learning Management System.

Virtual School

- It is our desire that students who want to participate in Elementary Virtual School will complete the application by August 7.
- If a parent makes a request to move their student from a traditional option to the virtual option, the parent will need to follow these steps:
 - Notify the counselor.
 - Make a request for the switch.
 - The student will be enrolled and able to participate in the Elementary Virtual School within 24 hours.
- Requests to switch from Elementary Virtual School to traditional school will be honored at the end of each nine weeks.
- If a student begins at Forest Hills and opts into Virtual School, they may not opt back into Forest Hills until the end of a nine week grading period. The student is not guaranteed placement back into the same homeroom should they opt back into the traditional school.
- Parents need to send an email to the one of the counselors requesting the change.
 - Ben Bradford: bbradford@florencek12.org
 - Jennifer Todd: jtodd@florencek12.org

ADPH Guidelines

- Following the guidance of Governor Ivey's amended State Health Order released on July 29, 2020, any adult or child in 2nd grade or above, shall wear a face covering. FCS stakeholders should expect the 2020-2021 school year to begin with a face-covering requirement for all students and staff unless an exception is made due to a medical condition or disability that prevents him or her from wearing a facial covering.
- Families should plan to provide a face covering for their children to use on a daily basis and meets the FCS dress code requirements.
- For students in Kindergarten and 1st grade, masks will also be a requirement during times of transition such as leaving a classroom, morning drop-off, and afternoon pick-up.
- All adults in the building shall wear a mask and/or face-shield at all times when within 6 feet of another person.
- We will adhere to social distancing guidelines as much as possible.

Extracurricular

- Each of the following after school groups will develop a plan for meeting frequency, time, and location that adheres to our safety and wellness guidelines. More information about these after school groups will be sent home with students when school begins.
 - Forest Hills Paid After School Program
 - Student Council
 - Show Choir
 - Robotics Team
 - Peer Helpers

Assemblies

- There will be no assemblies unless by grade level so that social distancing can be practiced.
- Visitors will not be allowed to attend assemblies. Student assemblies will be recorded for parents to view.

Visitors

- Guests will be limited to essential meetings. Any guest will be required to wear a mask.
- Parents will not be allowed to eat breakfast or lunch with students.
- Parents will not be allowed to walk up at dismissal.
- Lunch deliveries/birthday cakes/cupcakes will not be allowed.

COVID-19 Training

- All staff members will complete a 360 Covid training prior to students starting school.