



5440 ENDVILLE ROAD • BELDEN, MISSISSIPPI 38826
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Tupelo Christian Preparatory School **Reopening Plan Fall 2020**

Our plan consists of 4 major sections including:

1. Academics and Technology
2. Operations
3. Health and Safety
4. Communications

Our goal is to be able to safely return to in-person classes on campus. We utilized several resources in developing this plan including:

1. Mississippi Department of Education's Guidelines for reopening schools in MS
2. The CDC considerations for reopening schools document
3. Collaboration with local school districts
4. Local and state guidelines
5. Guidance from MHSAA (our activities governing body)
6. ACSI recommendations

We also asked 3 medical professionals, 2 teachers, 2 board members, and parents to review our plan and provide feedback. After hearing from this group, the plan was approved by the Board of Trustees. As you know, there are many different viewpoints regarding the pandemic and what constitutes a proper and safe response. Our belief is that the traditional school model is best for students and has many benefits that go beyond just academics. The American Association of Pediatrics recently released their recommendation for the fall semester which was to return to in-person classes. "The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school." Our challenge is to accomplish this return safely with attainable and sustainable precautions in place.

Our plan is based upon the conditions we currently believe we will be facing as classes begin August 5th. We also have contingency plans to loosen or tighten our protocols based on local, state, and national mandates, conditions in our local community, and the amount of cases within our TCPS community. In a three color model (Green, Yellow, Red), we are planning to start the year in the yellow zone.



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However, we will continue to work with our response task force, local government officials, and our families to respond appropriately to changing conditions this fall. In order to limit confusion, we are only releasing this “yellow” model. This plan can be adjusted if the need arises, and our task force, including 3 medical professionals, will help us respond to changing conditions in our community. We will be able to take multiple small steps to respond to changing situations, instead of being tied to pre-set (one-size-fits-all) measures. We will utilize the medical professionals on our task force, local guidelines and orders, and other relevant information in making decisions to modify this plan.

Once again, our goal will be to remain on campus with in-person instruction. We will be ready to shift to a distance model for a temporary closure if it is ordered or needed temporarily, but our goal will be to return to in-person instruction as soon as it is safely possible.

We also ask each family to pray for our school, our community, our state, and our nation as we all seek God’s will in reopening our schools this fall. If you have concerns or questions regarding this plan, please communicate with us. Email any questions or concerns you have to the administration, and we will do our best to answer your questions. We will do a series of videos in the coming weeks to answer your questions and concerns.

Our theme for this school year is **together**. What a fitting theme for Christian Education! We believe in a partnership between the home, the church, and the school in the education of our children. Never has there been a better opportunity to highlight this partnership than in our response to this pandemic. We will need your input, cooperation, and prayers more than ever before. Please contact us directly with concerns or questions!

Communication:

Head of School

acarter@tcpsteachers.com

High school

kroye@tcpsteachers.com

Elementary and Middle School

crussell@tcpsteachers.com

kjohns@tcpsteachers.com



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Academics and Technology

I. Instructional Model-

A. Classes will begin on campus Aug. 5th, 2020 following our previously released calendar. August 5th, 6th, and 7th will be half days and lunch will not be served. At this time, retreats are canceled. We hope to be able to reschedule retreats for later in the year if circumstances allow it.

B. Our instruction will be focused **primarily** on the in-person delivery model. However, we will provide a concurrent distance option for students who cannot attend in-person classes temporarily due to health and safety protocols. (Protocols are addressed under Health and Safety section I, A)

Our distance program is designed primarily as a support to the in-person model. We will not be offering a long term distance-only model for our students. However, we will be as flexible as possible with our families and work with you to develop a plan that works for your family. Parents who are uncomfortable with their children attending in person classes may contact the administration to discuss distance learning options.

Students who are not able to attend temporarily will be able to access instruction through Google Meets (video) and Google Classroom.

C. Google Suite (Google Classroom, Google Drive, Google Meet, etc.) will be utilized by all teachers to assist with assignments, communication, and digital resources for both in-person and temporarily distant learners. Teachers will be trained in Google Classroom prior to classes beginning in August.

D. Grading policy will be the same for both in-person and distance models. Students who are temporarily learning through distance education will be responsible for all assignments and assessments.

E. Students who are temporarily learning through the distance model will be able to access resources, videos, assignments, and other materials online

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through Google Classroom and/or paper packets that can be picked up at the school.

F. Teachers will review curriculum guides to identify foundational and essential standards and will prioritize these standards.

G. Teachers will implement a spiral review of the 4th quarter objectives throughout instruction during the 2020-2021 school year. This is an instructional approach that incorporates previous objectives gradually instead of all at once.

H. Specials: Music, chorus, Art, computers, etc. These classes will be modified for the safety of students. (No singing, recorders, etc.)

I. Administrators will be sending more detailed grade-specific information to parents in the coming weeks.

Technology

A. We have purchased an additional 60 Chrome books for middle and elementary students, as well as I-pads to assist teachers in delivering distance education through video conferencing and recorded instruction.

B. We are increasing the bandwidth on our campus to support a high volume of activity and video capability.

C. Teachers will be trained on Google suite. (Including Google Classroom, Google Meet, Google Drive, etc.)

D. Students will also receive instruction in Google suite and will be issued a school email account and Google ID.

E. We are researching several options to enhance the sound and video quality for temporary distance learners.

F. We will be purchasing the Ascend Symptom Tracker App that will be used by families to check symptoms and communicate to the school students



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who are cleared for attendance. Use of this app would require parents to partner with us to help keep our school safe. Parents would use the app to check students each morning, and the app would report to the school. This would be one layer of protection that works together with other procedures conducted on campus.

Operations

I. Cleaning Routines-

A. Maintenance Crew-

1. Schedules-

- a. Schedules for maintenance staff will be staggered to allow for afterschool cleaning and sanitizing.
- b. All teachers will be asked to be out of building each day by 4:00.

2. Responsibilities-

- a. Bathrooms cleaned multiple times each day.
- b. Sanitize and clean lobbies/entry including railing, benches, doors etc. after school each day.
- c. Fogging school buildings at 4:15 each day.
- d. Man the dining hall in shifts to sanitize between groups.
- e. Ensure soap, towels, hand sanitizer, and other items are stocked.
- f. Help coaches with sanitizing athletic facilities as needed.

3. Needs-

- a. Already purchased 3 fogging machines.
- b. Sanitizer and PPE will be available for all Maintenance staff.



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- c. Towel dispensers will be changed to motion sensing units.
- d. Free standing hand sanitizer stations are being purchased.
- e. Cleaning supplies and other equipment will be purchased.

B. Teachers-

1. Schedules-

- a. All teachers will be asked to leave the building by 4:00
- b. Teachers may have to rotate duty for arrival procedures.

2. Responsibilities-

- a. Cleaning and sanitizing desks, door knobs, materials, etc. in room.
- b. Utilizing planning time to communicate with distance students.
- c. Help with arrival and dismissal procedures.

3. Needs-

- a. Personal Protective Equipment
- b. Teachers will be provided with a bottle of sanitizer to clean desks, door knobs, etc. between classes and at predetermined times during the school day. This will be used for sanitizer and must be used multiple times per day to sanitize room.

C. Outside Resources-

- 1. Sanitize and deep cleaning before return.
- 2. Consider (if cost effective) an outside service deep cleaning on weekends



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II. Access to buildings-

- A. Buildings will be closed at 4:00 each day to allow for cleaning and sanitizing.
- B. Parents- Parents will be allowed in the office only. (Except Pre-K and K first days by appointment)
- C. Visitors- Allowed in office only, and all visitors must be approved by administration prior to scheduling.
- D. Tours will be held only after regular school hours and must be coordinated with Maintenance Director.
- E. Checkouts- Parents may enter the office to check out students. If at risk, they may call ahead and the office staff will arrange to walk the student/s to the vehicle and have the parent sign them out from their vehicle.
- F. High school students that check out must leave campus and are not allowed to return during that day without permission from administration.



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III. Food Service-

A. The Head of School will be meeting with Lexington to determine needs and what will be available.

B. Middle and High School students will be able to eat in the dining hall. Students will skip seats and not sit directly across from other students. High school students that bring their lunch will also have a designated area in the high school building to eat lunch. This will help with spacing in the Dining Hall.

C. Elementary students: Pre-K and K classes will eat in the classroom, and others will eat in the dining hall. If numbers exceed capacity to safely eat in the dining hall, other grade levels can be kept in the classroom for lunch.

D. We are getting quotes on a covered area outside between the 5th and 6th grade building and the gym that would give additional space to eat lunch, and utilize for 5th and 6th grade break. This would increase our capacity and provide a safe space outside for students to eat lunch.

E. Cleaning between groups: Maintenance Staff will each have a shift in the dining hall and will sanitize tables and seats between groups.



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Health and Safety

I. Absentee Policy-

A. Student absentee policy-

1. Students will be required to stay home if their temperature exceeds 100 degrees. The student will not be allowed to return to school until their temperature remains below 100 for 48 hours without fever reducing medicine.

2. Positive tests and exposure-

a. If a student tests positive for COVID19, the student will not be able to return to school or participate in school functions until:

Symptomatic:

- 3 days with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared

Asymptomatic:

- 14 days since positive test

b. If a student is in contact with a known COVID 19 positive person 2 days before that contact's diagnosis and was:

- Within 6 feet of the known positive for more than 15 minutes and
- The student was not wearing a mask or face shield

The student will not be allowed back to school until the student:



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- Completes a 14 day quarantine
- 3. If there is a confirmed COVID-19 case, parents of all the students in that class will be notified.
- 4. Students that are away due to health and safety protocols will be considered as distance learners and will not be penalized for their absence from campus.

B. Teacher absentee policy-

1. **Positive tests and exposure**

a. If a teacher tests positive for COVID19, the teacher will not be able to return to school or participate in school functions until:

Symptomatic:

- 3 days with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared

Asymptomatic:

- 14 days since positive test

b. If a Teacher is in contact with a known COVID 19 positive person 2 days before that contact's diagnosis and was:

- Within 6 feet of the known positive for more than 15 minutes and
- The teacher was not wearing a mask or face shield

The teacher will not be allowed back to school until the teacher:

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- Completes a 14 day quarantine
- 2. Teachers who are required to stay home to quarantine will not be charged days of leave, but will remain connected through Google Meets and Google classroom with their students at TCPS.
- 3. TCPS will need to identify more substitute teachers for this fall.

C. Grace will be the overarching theme of our absentee policies.

II. Screening Protocols-

- A. Phone App for parents/faculty to check symptoms each morning.
- B. Temperature Checks will also be conducted in classrooms.
- C. Each building will have an isolation room for students to wait for parents to pick them up. (Students will wear a mask until picked up)
- D. Teachers that have students in the classroom that become or appear to be symptomatic should ensure the student wears a mask and is moved to the isolation room. The nurse or school office will be notified.
- E. All faculty and staff will check their temperature daily and log.

III. Social Distancing-

- A. Classrooms are being rearranged to maximize available space, and allow for distancing between desks.
- B. Desks will be spaced apart as much as possible and students will not be facing each other.



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- C. We will limit gatherings/assemblies to those that can be done safely with proper social distancing/attendee limits. Chapel will be accomplished through technology in the regular classroom.
- D. No handshaking/personal contact allowed.
- E. Instruct students on social distancing practices and respect for the personal space of others.
- F. Instruct students on proper hand-washing/hygiene procedures.
- G. Classrooms are being cleared of cloth seating, carpets, bean bags, and *students will not share supplies.*

IV. Masks

- A. Masks will not be required all day for students, but will be strongly encouraged where feasible. However, there will be times during the day where the student will need to use a mask. Masks will be needed during arrival, departure, and transition times involving large groups.
- B. Masks will be used by staff when social distancing is not feasible.
- C. Inevitably, there will be a COVID positive exposure at school. If students/teachers/staff faithfully choose to wear masks, the risk of contracting COVID19 is reduced. This will also reduce the likelihood that they would have to self-quarantine for 14 days and/or be tested. If masked, the student/teacher/staff would just need to monitor for symptoms for 14 days, but could still attend school/events.



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V. **Student and Staff Confidentiality-**

A. Train all staff and faculty on confidentiality for students and staff.

VI. **Supplies-**

A. Plan to have masks, gloves, hand sanitizer, and other needed supplies available for faculty, staff, and students.

B. Thermometers will be purchased for each office and classroom.

C. Phone APP for parents to check symptoms before being cleared to attend school.

D. Sanitizing machines will be used to fog buildings after hours. Three machines have been ordered. (High/Middle School, Elementary School, Athletics).



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Communication

- A. Our online school calendar is updated weekly and is an important resource for our students, parents, and staff.
- B. Parents please be sure to check your email for updates from the school. Please be sure your email address is current and notify the school of any changes.
- C. We will send an email newsletter each Friday containing the latest information and updates from your administration regarding academics and athletics at each level.
- D. We will also utilize the text alert feature through Renweb for important announcements that need immediate attention.
- E. We are redesigning our website to make it more user friendly and will also have parent and student resources available through the website. This website will be a Renweb-connected product, which should provide a seamless experience for our students, parents, and staff.
- F. The administration is monitoring local, state, and national guidelines and will communicate changes in the plan to families.