



Student/Parent Handbook

2020-2021

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ATTENDANCE, DROP OFF, & PICK UP POLICIES

- The school day begins at 8:30 a.m. and ends at 3:30 p.m.
- In the morning, students should be dropped off at the top of the stairs in the parking lot and should enter through the double doors.
- The school opens at 7:30 a.m. Students arriving between 7:30 a.m. and 8:15 a.m. will be supervised in the multipurpose room. Students arriving between 8:15 a.m. and 8:30 a.m. will report directly to their classroom.
- Any student who is tardy should report to the office. A pass from the office is required for admittance to class. Parents should not accompany students to the classroom.
- If a student is absent, a call to the office or email to the teacher from the parent is expected as soon as possible to inform the school of the child's absence. Homework and missed assignments can be picked up in the office by arranging with school personnel.
- Parents should not visit classrooms during the school day to deliver items (such as lunches and homework) to students. These items should be given to the office personnel, who will ensure the student receives the item.
- Parents are required to sign out students who are leaving prior to the end of the school day. Early checkouts must be made prior to 3:15.
- Students are to be picked up promptly after school. They are to wait in front of the building and are not allowed to wait in the parking lot or near the street. Students must be picked up in the car line; students may not walk across the parking lot. If it is necessary for students to remain at school later than the dismissal time, arrangements must be made with school personnel.
- Afterschool care is available for a fee from 3:30-5:00 p.m.
- If a student is to be picked up from school by an individual not previously authorized to do so, the parent must provide authorization in writing by sending a note or email to the school.
- Any individuals who are picking students up may be asked to provide identification.
- If a student becomes ill at school and must be sent home, the school will contact a parent or another individual who is authorized to pick up the student.
- It is recommended that doctor and dentist appointments be made after school hours. If it is necessary to schedule an appointment during the school day, afternoons are better than mornings so that students do not miss language arts remediation in the morning.
- Parents planning family vacations during the school year should notify the school ahead of time. It is expected that make-up work be completed as instructed.
- If parents plan to go out of town and leave their student with a caretaker, please notify the school ahead of time and provide the caretaker's name and phone number.

PARENT PARTNERSHIP POLICY

Bodine School believes that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the School's mission.

Thus, Bodine School reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purposes.

EXPECTATIONS FOR STUDENT CONDUCT

We believe it is important for students to take responsibility for their own actions. We must maintain standards of behavior in order to ensure an environment conducive to learning. All students are expected to adhere to the Bodine Pledge: *As a student of Bodine School, I will give my best effort, keep a positive attitude, and respect myself and others.*

DRESS CODE

Every student is expected to arrive at school each day in dress code and remain in dress code until leaving campus. Every faculty and staff member is responsible for monitoring compliance with the dress code.

Boys are required to wear:

- A tucked in, collared shirt (a long sleeve button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, gray, or navy trousers or shorts of an appropriate fit with a belt or an elastic waistband. Shorts must be knee-length.
- Closed-toe and closed-heel tennis shoes, sneakers, boots, or loafers, with socks.

Girls are required to wear:

- Khaki, black, brown, or navy trousers of an appropriate fit with a belt or an elastic waistband, worn with a tucked in, collared shirt (a button-down or a polo shirt). The shirt must be a solid color.
- Khaki, black, brown, gray, or navy skirts, jumpers, capris, shorts, or skorts that reach past a student's fingertips when standing, worn with a tucked in, collared shirt (a button-down or a polo shirt). The shirt must be a solid color.
- Collared dresses that reach past a student's fingertips when standing. Dresses must be a solid color.
- Jeggings and other skintight pants are not appropriate.
- Leggings/tights paired with a skirt, jumper, or skort of appropriate length are permissible. Leggings/tights must be a solid color.
- Shorts must be worn under skirts/dresses to maintain modesty.
- Closed-toe and closed-heel tennis shoes, sneakers, boots, or loafers, with socks.

Students may wear any outerwear when arriving to school and when departing from school. During the school day, while students are outside, any outerwear is permissible as well. However, if outerwear is worn inside, it must be a solid color.

Hair should be styled and worn so that it does not block a student's vision. Hair should be well-groomed and not dyed an unnatural color. Students are asked not to wear excessive or distracting jewelry.

Fridays are casual dress days. On casual dress days, students may wear appropriately fitting jeans or jean shorts without holes or tears. Students may also wear a Bodine t-shirt. Shirts do not have to be tucked in. If students choose not to wear jeans or a Bodine t-shirt, they must follow the usual dress code guidelines.

HARASSMENT POLICY

General Statement of Policy

Bodine School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

It is hereby the policy of Bodine School to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability. Any unlawful harassment of a student by a member of the school community is a violation of this policy. The school shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Definitions

“School community” includes but is not limited to all students, school employees, contractors, unpaid volunteers, and other visitors. “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment.

Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to

- a) unsolicited derogatory remarks
- b) jokes
- c) demeaning comments or behavior
- d) slurs
- e) mimicking
- f) name calling
- g) graffiti
- h) innuendo
- i) gestures
- j) physical contact
- k) stalking
- l) threatening
- m) bullying
- n) extorting or the display or circulation of written materials or pictures.

Reporting

Any student or other person who believes that unlawful harassment of a student has occurred may inform any school employee. Any student who believes that s/he has been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee.

PARENT/TEACHER COMMUNICATION

Parent Information Meetings are held in August in order for teachers to review their classroom procedures and expectations with parents. Individual conferences are scheduled with parents 3 times a year in order to review to review the student's progress.

Parents can schedule additional conferences at any time during the school year to discuss concerns. Parents should contact the student's teacher to schedule a conference rather than initiating an impromptu conference.

Parents can communicate with faculty and staff via email. Time sensitive information should be communicated by calling the school office. All school-related communication should be relayed to staff via school email or school telephone.

Throughout the school year, parents will receive important information through mass emails; these emails will be sent from communications@bodineschool.org. Parents should notify the school of any changes in mailing address, phone number, and email address during the school year. Changes in contact information should be sent to **communications@bodineschool.org**.

STUDENT RECORDS

Parents have the right to full access to information gathered and maintained by Bodine School as part of their student's permanent record. To request copies of records, parents must use the *Request for Student Records Form* found at **www.bodineschool.org/forms** (copies of the form are also available in the school office). If a student leaves Bodine School, the student's records can be sent to the new school upon written request from that school and with parental consent as long as any financial obligations to Bodine School have been paid. Bodine School will release academic records including attendance, immunization records and progress reports. Bodine School will retain a student's permanent record for a period of one year after his/her date of last attendance.

ELECTRONIC DEVICES & STUDENT PHONE CALLS

Electronic devices, with the exception of cell phones, are not to be brought to school unless otherwise permitted by school personnel. Cell phones must remain off during school hours and stored in backpacks. No games, videos, or music can be accessed while on school property. The school reserves the right to confiscate any electronic device for any reason. The school is not responsible for any lost, damaged, or stolen electronic devices. Students may use the phone in the office to call home with permission from school personnel. Calls should be made before or after school or during lunch/break.

PARTY INVITATION POLICY

Students may only hand out party invitations at school if every student of the same gender in the class or grade is invited. Otherwise, invitations are to be mailed and the party is not to be discussed at school.

LUNCH, FOOD, & DRINKS

Students have a daily lunch period. Students may bring their own lunch from home that does not require microwaving or participate in the school's catered lunch program. Any dietary restrictions or allergies should be reported to the school. Students are not permitted to chew gum or drink caffeinated beverages at school.

FIELD TRIPS

Attendance on field trips is considered mandatory for all students. Parents are notified ahead of time about any upcoming field trip, explaining the nature of the trip and any special arrangements that are necessary. A general release for participation in field trips is signed on an annual basis by parents during the enrollment process.

LEARNING MATERIALS, SUPPLIES, & LIBRARY BOOKS

Textbooks, workbooks, and classroom supplies are provided by the school. If materials are lost or damaged by a student, the family is responsible for the replacement or repair costs. Students are expected to treat educational materials appropriately.

All library books are checked out through the librarian. Reference books are to be used in the library only. Families will be billed for the replacement cost of damaged or lost books.

HOMEWORK POLICIES

Homework is assigned for the purposes of reinforcing skills taught in the classroom; developing organizational skills; improving reading, writing, and math abilities; and encouraging independence and self-reliance. Homework is sent home with the student and should be completed and returned as instructed by the teacher. While some portions of homework might require parent participation, most homework should be completed independently by the student. If your child has difficulty with homework, please contact your child's teacher.

SUMMER REQUIREMENTS

All returning Bodine students are expected to attend Bodine School's Summer Reading Program. Information about the program is released each year early in the second semester. In lieu of attending the summer program, returning Bodine students may work with a multisensory, structured language tutor for a specified number of hours over the course of the summer; these arrangements must be approved by Bodine administration.

In addition, all Bodine students are required to complete summer reading assignments. Summer reading requirements are communicated through mass email and posted on the school's website at www.bodineschool.org/forms.

SCHOOL SECURITY, EMERGENCY CONDITIONS, & INCLEMENT WEATHER

Lockers, student desks, computers, and storage areas are considered school property and are subject to search when school personnel have reason to believe that drugs, dangerous weapons, or articles which may be detrimental to the efficient operation of the school are contained therein.

All exterior doors are locked at 8:30 a.m. and remain locked throughout the school day. All visitors must enter through the main office and be checked in.

All school staff are provided a crisis manual which details the school's plan for emergency conditions such as fire and severe weather. The manual is viewable at www.bodineschool.org/forms.

In the event of inclement weather, Bodine School will make an independent decision regarding school closure. Updates will be communicated through local news outlets, at www.bodineschool.org, and at www.facebook.com/bodineschool.

HEALTH RECORDS & MEDICATION POLICIES

A complete, accurate, and current health record must be on file for every student. This information plays a significant part in understanding and educating a student. This record is submitted electronically by the parent each year when completing the enrollment process and must be on file prior to the student's attendance. In addition, the Shelby County Health Department requires that all students be legally immunized. Legal immunizations are those required for a student to attend school. Documentation of immunizations must be received by the school office.

In the event there exists a valid health reason which makes the administration of medication to a student advisable during school hours or the hours in which the student is under the supervision of school personnel, the following procedures shall apply. Medication is defined as all prescription or over-the-counter drugs/medication. The school reserves the right to discontinue the service at any time.

1. The administration of any medication to a student by a school employee must be requested and authorized in writing by the student's parent or legal guardian. Authorization must be provided through the *Administration of Medication Form* available at www.bodineschool.org/forms. Copies of the form are also available in the school office. Such request and authorization will be effective for the current school year only unless a shorter period is specified.
2. Medication must be brought to the school office by a parent or legal guardian.
3. Medication may be administered by designated school employees who have received training in proper medication procedures. Students cannot self-administer any medication.
4. Before administering any medication, the school employee shall determine that the medication is in the original manufacturer's container.
5. All medication, including prescription and non-prescription drugs, shall be kept in a secure place as determined by the school employee. All medications shall be given immediately to school personnel and will not be kept in the possession of the student.
6. Changes in dosage of medication must be submitted to the office in writing.

ADDENDUM I: ON CAMPUS LEARNING DURING COVID-19

In light of the ongoing COVID-19 pandemic, Bodine School has implemented a number of modifications and enhancements to the typical school day in order to foster a safe learning environment for all. However, the changes Bodine School is making to spaces and places on campus to accommodate physical distancing are only one aspect of supporting a healthy campus environment -- keeping our campus healthy is a collective effort, one we are asking everyone in our community to support. With everyone's understanding and cooperation, we have a much better chance of minimizing risk and maintaining a healthy environment for our students, employees, families, and the community.

Before You Arrive

- All families must commit to supporting Bodine School's health, wellness, and safety protocols and must agree to keep children home when they are not feeling well, have COVID-like symptoms, or have potentially been exposed to COVID-19.
- Each family will be required to complete Bodine School's Health & Wellness Pledge.
- Monitor symptoms and potential signs of COVID-19 exposure.
- If a member of your family has tested positive for COVID-19 or has been in close contact with someone who has tested positive for COVID-19, contact the Main Office at (901) 754-1800.
- Ensure your student has a facial covering to wear while in shared spaces on campus.

When You Arrive

- Early drop-off begins at 7:30 a.m., and our school day begins at 8:30 a.m. Because the safe entry procedures below will be conducted in your vehicle, please plan accordingly for potential delays.
- To further support a healthy campus, Bodine School personnel will conduct a short questionnaire and perform daily temperature checks via a temporal scanner of students prior to entering the building. If a student registers a temperature of 100.4 F or higher, they will not be permitted to enter the building.
- When screened students enter the building, Bodine School personnel will direct them to a handwashing station and monitor proper hygiene.

While On Campus

- We view the use of cloth face coverings as an important way that we as a community can slow/stop the spread of the virus and protect each other. Bodine School personnel, students, and essential visitors are required to wear facial coverings where practical while on campus, particularly in situations where physical distancing is not possible.
- To support physical distancing, Bodine School is making adaptations to campus which include and are not limited to: spacing of desks in classrooms, spacing of seating during lunchtime, playground use, materials use, healthy hygiene practices, restroom use, and restricting gathering sizes and occupancy in meeting spaces and places.
- To promote hygienic safety throughout the day, Bodine School has installed and encourages the continuous use of handwashing stations and hand sanitizers as well as touchless sinks, commodes, and dispensers, and the use of hospital-grade disinfectants for scheduled cleanings.
- If a student is feeling unwell, they will not be allowed to return to class. A parent or guardian will be contacted and asked to pick up the student.

Confirmed Cases

We believe our prudent safety practices will mitigate spread. However, if we learn of a positive COVID-19 test within our community, it will be handled as specified below:

- Immediate clear and concise school-wide communication via email
- Isolation/quarantine where needed
- Rapid and effective decontamination
- Continuous evaluation of CDC guidelines

Returning to Campus

If a member of the Bodine School community fails the morning screening, they will not be permitted in the building that day. They may attempt entry the next school day. If a member of the Bodine School community has been diagnosed with an illness including COVID-19, they may safely return to school once fever free for a minimum of 24 hours and with a healthcare provider's note to do so.

ADDENDUM 2: HYBRID LEARNING DURING COVID-19

Among Bodine School's many capabilities is our ability to serve and engage our community in ways that are flexible and accommodating while still delivering on our mission. During the COVID-19 pandemic, Bodine will offer a hybrid learning program for students who are not participating in the day school program on campus. Our approach to the hybrid learning model does not change our mission to lead the Mid-South in teaching students with dyslexia to read and succeed. Rather, we are expanding our capabilities so that everyone in our community is able to benefit from a Bodine education and experience continuity. Bodine has made significant investments in technology in order to continue delivering a high-quality educational experience regardless of the location in which teaching and learning take place.

What is Hybrid Learning?

Bodine provides a place-based education with teaching and learning experiences on campus. While we understand the on-campus experience is the most suitable approach for the majority of our students, we also recognize that some families may not be able to have their children return to campus for reasons related to the virus. In order to support all of our students, Bodine will use technology to extend the reach of the classroom beyond the physical space on campus providing real-time access to students who are at home. Students will be able to access the classroom remotely and maintain their daily learning schedule.

What is a Hybrid Classroom?

Every classroom will be equipped with technology designed to create a more immersive experience for those students learning remotely. When students are absent due to reasons related to COVID-19, they are still able to actively participate in their classes, learn, ask questions, and receive feedback in real time.

How Does Hybrid Learning Begin?

The decision to personally switch to a hybrid learning program may be made at any time. Parents will need to notify the school by emailing communications@bodineschool.org or by calling (901) 754-1800. To help the school prepare, please notify the school three (3) school days prior to an anticipated hybrid learning start date.

How Will a Student in the Hybrid Learning Program be Assessed?

Academic progress in the hybrid program will be informally assessed by school staff through observation of the student and discussions with the student during daily live lessons and 1:1 check-ins. The student will also submit assignments as instructed by the teacher to provide additional evidence of the student's mastery of the curriculum. However, students in the hybrid program will also be invited to come to campus for any formal assessments (including but not limited to weekly tests, end of chapter tests, progress monitoring assessments given at midyear) provided that they pass the school's standard screening for daily entry. If a student does not participate in formal, graded assessments on campus, his/her quarterly progress report will not include numerical grades.

What Is the Daily Schedule for a Student in the Hybrid Program?

A student in the hybrid program will be able to access his/her teacher's core instruction (Language Fundamentals, Math, Reading, and Writing) by attending each lesson remotely through Microsoft Teams. The student must attend each lesson at the regularly scheduled time—missed lessons will not be made up. A student in the hybrid program will also have a daily, 1:1 check-in with a Bodine staff member at a

scheduled time. The purpose of the 1:1 check-in is to provide individualized support to the student as indicated by his/her demonstrated mastery of the classroom teacher's core curriculum.

As an example, the schedule for a student in the hybrid program might look as follows:

8:30-11:00	Log on via Microsoft Teams for live feed of classroom (Morning Routines, Handwriting, Language Fundamentals, and Math)
11:00-11:50	Log off to enjoy lunch and a recess
11:50-12:40	Log on via Microsoft Teams for live feed of classroom (Writing)
12:40-1:30	Log off to complete a recommended activity from a cocurricular class (Art, Innovation Lab, Library, Music, or P.E.)
1:30-2:20	Long on via Microsoft Teams for live feed of classroom (Reading)
2:20-2:40	Log on for a 1:1 check-in with Bodine staff
2:40-3:10	Log off to work independently
3:10-3:30	Long on via Microsoft Teams for live feed of classroom (Afternoon Routines)

Will a Student in the Hybrid Program Still Receive a Weekly 1:1 Session for BIRDS Instruction?

Yes. A student in the hybrid program will continue to receive a weekly 1:1 session for BIRDS instruction. The session will be conducted through Microsoft Teams at a scheduled time.

ADDENDUM 3: REMOTE LEARNING DURING COVID-19

Based on CDC predictions, Bodine School anticipates possible outbreaks of COVID-19 in the future that could possibly impact on-campus programming. In the event we are notified by government officials of the need to close the campus, school will continue remotely. Bodine reserves the right to transition to Remote Learning if/when in the best interest and safety of the Bodine community. In the event we are required to limit or restrict access to campus, Bodine will transition to teaching virtually. During any period of temporary virtual learning, we remain committed to:

- Delivering on our mission
- Providing students with a high-quality, student-centered learning experience
- Communicating clearly and consistently

ADDENDUM 4: COVID-19 REOPENING PLAN FREQUENTLY ASKED QUESTIONS

Will Bodine provide face masks for students?

Parents are expected to provide masks for their students. Masks may be any color or print but must be school appropriate. Should a student's mask be soiled during the day, we have both fabric and disposable face masks as backups. Bodine will also provide individual paper bags for students to store their masks during times of the day when they must be removed (eating and physical play). There will also be opportunities throughout the day for "mask breaks." On the first day of school, we will discuss how important it is to help stop the spread of the virus.

All staff will be required to wear a mask or facial covering. Staff will also be provided face shields to wear during instructional time where clarity in articulation is needed.

Will the school practice social distancing?

During common times such as morning dropoff, snack break, lunchtime, recess, afternoon dismissal, and aftercare, we will practice social distancing. In spaces where social distancing is not possible, masks will be required.

What if there is another Shelter at Home Order?

In the event that the Bodine School building must close, we will move to remote learning to provide instruction.

What if I decide that I want to keep my child at home for hybrid learning?

The decision to personally switch to a hybrid learning program may be made at any time. Parents will need to notify the school by emailing communications@bodineschool.org or by calling (901) 754-1800. To help the school prepare, please notify the school three (3) school days prior to an anticipated hybrid learning start date. Your student will be issued a school laptop, and your student's hybrid learning will be immersive through a monitor in the classroom. A student in the hybrid program will be able to communicate with his/her teacher in real-time during instruction.

How will a student in the hybrid learning program be assessed?

Academic progress in the hybrid program will be informally assessed by school staff through observation of the student and discussions with the student during daily live lessons and 1:1 check-ins. The student will also submit assignments as instructed by the teacher to provide additional evidence of the student's mastery of the curriculum. However, students in the hybrid program will also be invited to come to campus for any formal assessments (including but not limited to weekly tests, end of chapter tests, progress monitoring assessments given at midyear) provided that they pass the school's standard screening for daily entry. If a student does not participate in formal, graded assessments on campus, his/her quarterly progress report will not include numerical grades.

What is the daily schedule for a student in the hybrid program?

A student in the hybrid program will be able to access his/her teacher's core instruction (Language Fundamentals, Math, Reading, and Writing) by attending each lesson remotely through Microsoft Teams. The student must attend each lesson at the regularly scheduled time—missed lessons will not be made up. A student in the hybrid program will also have a daily, 1:1 check-in with a Bodine staff member at a scheduled time. The purpose of the 1:1 check-in is to provide individualized support to the student as indicated by his/her demonstrated mastery of the classroom teacher's core curriculum.

As an example, the schedule for a student in the hybrid program might look as follows:

8:30-11:00	Log on via Microsoft Teams for live feed of classroom (Morning Routines, Handwriting, Language Fundamentals, and Math)
11:00-11:50	Log off to enjoy lunch and a recess
11:50-12:40	Log on via Microsoft Teams for live feed of classroom (Writing)
12:40-1:30	Log off to complete a recommended activity from a cocurricular class (Art, Innovation Lab, Library, Music, or P.E.)
1:30-2:20	Long on via Microsoft Teams for live feed of classroom (Reading)
2:20-2:40	Log on for a 1:1 check-in with Bodine staff
2:40-3:10	Log off to work independently
3:10-3:30	Log on via Microsoft Teams for live feed of classroom (Afternoon Routines)

Will a student in the hybrid program still receive a weekly 1:1 session for BIRDS instruction?

Yes. A student in the hybrid program will continue to receive a weekly 1:1 session for BIRDS instruction. The session will be conducted through Microsoft Teams at a scheduled time.

The Reopening Plan says to monitor for symptoms of COVID-19 before coming to school. What should I look for?

Anyone can have mild to severe symptoms, and some may be asymptomatic. The CDC currently recognizes the following as symptoms: fever (100.4 or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

What happens if a member of the Bodine community tests positive for COVID-19?

In all cases of either suspected or confirmed cases of COVID-19, FERPA and HIPPA protection laws will be followed by all staff. Due to the privacy issues governed by law, the identity of the person cannot be shared. If your student tests positive for COVID-19, do not send him/her to school. It is, however, important that parents immediately report confirmed COVID-19 cases to the Main Office at (901) 754-1800 so that proper protocols can be enacted. All parents will be notified via email of a confirmed case. On a case by case basis, situations may occur in which an entire class or the school building will transition into remote learning to allow for quarantine. These decisions will be made in partnership with Shelby County Health Department (SCHD).

How will lunches and snacks be handled on campus?

To enable social distancing, Bodine will have four (4) lunch periods, staggered restroom breaks, and staggered snack breaks. Lunch and snack breaks will take place in the Multipurpose Room to allow for social distancing. Snacks must be provided by parents, preferably in packaging that a student can open independently. Students will be instructed not to share lunch or snacks as part of their healthy habits student pledge.

Where will students go after their temperatures are scanned and they wash their hands in the Paw Washing Station monitored by a staff member?

Students who have completed entry procedures will practice social distancing in the Multipurpose Room and will continue to be monitored while they wait in their designated classroom spaces around the room. While students wait, they will not be permitted to play games or engage in physical activity with other students. Students will also not be permitted to access communal books, toys, and art supplies while they wait.

How will healthy habits amongst students be taught?

Student pledge posters will be displayed in every classroom and in communal areas with rhyming phrases and icons that will reinforce: hand washing/use of hand sanitizer, social distancing, wearing a mask, sneezing into a sleeve or elbow, and not sharing items.

What additional hygiene and cleaning procedures has Bodine adopted?

To foster healthy hygiene, Bodine School has installed touchless bathroom fixtures and dispensers, and students are being provided individual sets of classroom supplies so that communal supplies are not used. Increased cleaning efforts have been outlined with our CINTAS partnership, including hospital-grade disinfectants. Each classroom will be sanitized routinely. High traffic areas will be disinfected on a regular basis. Additional cleaning kits will be available for teachers to keep in their classrooms. Staff will be trained to implement routine sanitization methods multiple times throughout the day such as the wiping of high touch surfaces and objects.

Will parent and guest access to the building be restricted?

Yes. Forgotten student items may be placed in the plastic bin near the Main Office door. Delivered packages will also be placed outside. Parents or delivery services will not be allowed to deliver outside food or birthday treats until guidelines become relaxed. Important meetings such as parent teacher conferences will take place when students are not on campus, entry procedures will be followed, and meetings may be virtual at the request of the parent. Any visitors who are deemed essential must complete the same screening protocols as students and staff in order to enter the building.