



*Established 1865*

**SOULSBYVILLE SCHOOL**

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BOARD OF TRUSTEES

*Patrick Corcoran  
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SUPERINTENDENT

*Jeff Winfield*

August 26, 2020

Dear Soulsbyville Families,

We are very excited to reopen the Soulsbyville physical campus to students in grades TK-3 beginning September 8, 2020 and to students in grades 4-8 beginning September 14.

Return to School Bell Schedule

TK/K 8:10-12:00

1-5 8:10-1:15

6-8 8:10-2:10

Friday Schedule: All Students 8:10-12:40

This Bell Schedule will be in place until at least the end of the first trimester on November 13, 2020.

The pandemic and subsequent school closures have been a trying time for many members of our community, and we would like to express our gratitude for your patience and the support we have received during this time. In order to open our school safely for our students, teachers, and staff, we have created a detailed Reopening Plan, which can be viewed on our website. However, we would like to highlight some policies and procedures we will be following when we welcome students back to our campus.

Drop Off and Pick Up

Students should be dropped off between 8:00 a.m. and 8:15 a.m. The school will not provide supervision prior to 8:00 a.m. Parents who are dropping off/picking up should drive through and release/pick up their students; parents should NOT park or leave their vehicles during drop off or pick up. Upon arrival, students must go directly to their homeroom classes. Students will not be considered tardy unless they arrive after 8:25 a.m.

Face Coverings and Physical Distancing

All adults and students in grades 3-8 are **required** to wear a face covering. A cloth or disposable face mask provide the best results and are the expectation for these age groups. Students in grades TK-2 are **strongly encouraged** to wear a face covering. In limited circumstances a face shield is an appropriate substitute for a mask. The school will provide face coverings as needed. There will be safe procedures in place for students who need to take periodic "mask breaks" as needed. Physical distancing will be explicitly taught and practiced whenever practicable.

Hygiene

Students will be taught hand washing procedures. All classrooms will have hand sanitizer, in addition to their hand washing capabilities. Everyone will be required to wash/sanitize their hands upon entering or leaving a classroom.

### Illness

It is absolutely critical that any student who exhibits any symptoms of being ill **stays at home**. This is not a time to “tough it out” when students have symptoms of illness. Students who must stay home will be able to do single day or temporary Virtual Attendance without enrolling in the full program to avoid absences or missing work.

### Recess/Lunch

Outside time is encouraged by all state and local health guidance. Students will have recess outdoors, weather permitting, and lunch in designated areas. As much as practicable, students will remain with their homeroom classes, with limited interaction outside these groups. Meal times will be staggered.

### Classroom Set Up

Classrooms will be set up to maximize distancing between staff and students. Distancing will also be taught and encouraged between students. As much as possible, students will not share materials, and any shared materials will be cleaned/disinfected on a daily basis or set aside for a period of non-use.

### Virtual Attendance

Information about the Soulsbyville Virtual Attendance Program (SVA), including the enrollment form, can be found on our school website. This program is available to any of our families who do not want their student to return to in-person instruction at this time.

### Bus Protocols

If possible, parents are encouraged to drop off/pick up students themselves. For students riding the bus, face covering rules apply. Students will be visually checked for symptoms, and a log of ridership will be maintained. Students will be spaced as much as practicable on the bus, and family members will be encouraged to ride together.

### Volunteers

We greatly appreciate the outpouring of support for our students and staff. However, until further notice, we are unable to have adult volunteers on our campus.

Our ability to open the campus to students depends on everyone working together to adhere to public health guidelines both on and off campus. We know how important it is for our students to get an in-person education, and we are confident that as a community we will choose to take care of and protect one another. Additional information will be forthcoming in the days leading up to this physical reopening.

Sincerely,

Jeff Winfield, Superintendent  
Mary Lindsley, Principal  
Cindy Roberson, Vice Principal