
Small, Independent, Progressive: The Summit's Re-Entry Plan

2020

Updated August 2020

The mission of The Summit Preparatory School is to prepare learners for success by providing a progressive education with a challenging curriculum in a supportive environment.

Our Philosophy: The Summit engages each learner in reaching their highest potential. Summit learners develop curiosity, creativity, and critical-thinking skills, establishing a strong intellectual and social-emotional foundation. Collaboration with others and effective communication of independent thought are modeled and encouraged. Summit learners are partners in the process of discovering and constructing knowledge with educators providing a balance of autonomy and structure, ensuring students feel both challenged and supported. The Summit welcomes parents as active participants in the learning community.



Fall Opening of School Task Force

The Summit is well-poised to provide a safe return to campus due to our small class sizes, ability to physically distance in our generous space, and dedication to continuous and thorough cleanliness and disinfection. The Summit will open campus for the 2020-2021 academic year on August 17th.

Over the summer, The Summit's Administration, Board of Trustees, Strategic Planning Committee, Crisis Response Team, and Leadership Team have all been working in collaboration to examine, evaluate, and execute our safe return to campus this fall.

In the event we must transition to Distance Learning, The Summit faculty is developing an improved educational response plan to include more synchronous learning opportunities, streamlined technological platforms, and increased synchronous Specials instruction. Summit faculty are engaging in professional development opportunities this summer and will continue to do so into the fall to further support a successful transition to Distance Learning.

The Summit has modified and updated its [COVID-19 Response Plan](#), first developed in March 2020. This plan outlines campus expectations and educational delivery responses based on risk level in the Springfield community.

Our successful and safe re-entry to campus relies on the strength of our community. Summit families and employees must model responsibility, compassion, and civic-mindedness for the benefit of all. With each of us doing our part to prevent the spread of COVID-19, we can continue to learn together, safely, on campus. We thank our community for its continued support and cooperation with the policies and procedures outlined in this plan.

Crisis Response Team

Dr. Katie Heet
Head of School

Susan Miranti
Board of Trustees

Dave Bishop
Board of Trustees

Dr. Jessica Birchem Isley
Summit Parent

Sarah Leighninger
Summit Faculty

Whitney Wiese
Summit Administration

The Summit

Re-Entry Plan Overview

The Summit continues to evaluate and plan for our safe re-entry following the guidelines of the CDC, WHO, and local government and health organizations. We are preparing for a return to in-person education with additional health and wellness screenings, policies, and procedures. It is our hope that our students will be able to return to learning in our classrooms, exploring our backyard, and once again engaging (safely) with members of the school community in August.

The Summit will remain flexible as we operate throughout the academic year. Established scenarios include:

- **Scenario 1: On-Campus Learning**

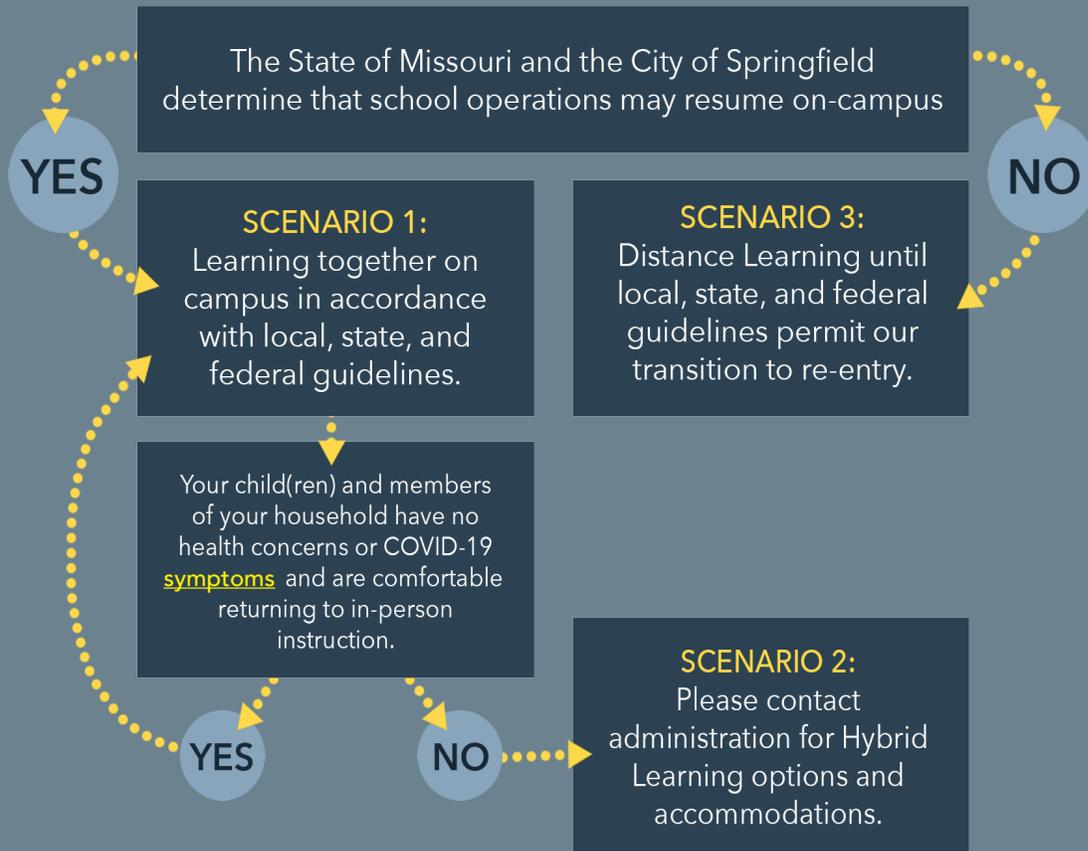
Students return for in-person education with necessary adjustments. This model is active for all students.

- **Scenario 2: Hybrid Learning**

Isolated grade levels or divisions participate in a blend of both in-person and remote learning experiences, as needed based on risk assessment. Please see pages 8-9 of this document for more information about current Hybrid Learning opportunities for individual students in Early Learners through 12th Grade.

- **Scenario 3: Distance Learning**

All students shift to Distance Learning based on risk assessment. This model is not currently active. To learn more about determining factors for risk levels, please review [The Summit's COVID-19 Response Plan](#). Please see page 10 of this document for more information about Distance Learning.



A Safe Return to Campus

The Summit is committed to a safe, full-time return to campus. We are well prepared to make the necessary adjustments for returning our students to campus while prioritizing the health and safety of our community this fall. Preparations include but will not be limited to:



Maintaining small class sizes of 18 or fewer students



Educating students and families on best practices within our campus to prevent spread of germs



Conducting temperature checks and monitoring symptoms of employees, students, and visitors while on campus

Parents/guardians and employees should conduct [self-screening of household members](#) at home prior to coming to school



Modifying traffic patterns to decrease density within our hallways and learning spaces



Utilizing our spacious facilities for optimal physical distancing



Monitoring health conditions of employees, students, and visitors



Enhancing our technology resources to facilitate learning in a safe environment, including extended WiFi capabilities for outdoor learning and additional power sources throughout classrooms



Implementing new procedures for sick students, including dedicated isolation spaces



Expanding professional development for our employees

While specific decisions and plans will be finalized and modified as necessary in the coming weeks as more information and updated public health guidelines are issued, strategies are being implemented to ensure the health, wellness, and safety of community members. Strategies include but will not be limited to:

Disinfecting and Sanitation

- All door handles, railings, and high contact surfaces will be thoroughly cleaned and sanitized before students arrive, throughout the day, and after dismissal
- Classroom spaces will be thoroughly cleaned, with surfaces being disinfected or wiped down between student use by both teachers and the facilities team
- All toys and equipment will be disinfected or wiped down between student use
- Playground equipment will be sanitized between groups
- Increased supplies of EPA-recommended and FDA-approved disinfectants
- Addition of an atomizing backpack fogger for sanitizing learning spaces and equipment
- Installation of new filters with a [higher MERV-rating](#) throughout our [ASHRAE](#) compliant HVAC system
- Daily professional disinfecting services

Personal Hygiene

- Faculty will review proper handwashing techniques and physical distancing measures with students
- Increased student handwashing
- Touchless faucets installed throughout the building
- Disinfecting supplies and hand sanitizing stations will be available on campus
- Additional signage throughout the building emphasizing good hygiene and wellness practices

Physical Distancing and Face Masks

- Classroom and learning spaces have been redesigned using the Rosner Model (a classroom space planning algorithm developed specifically in response to COVID-19) to accommodate six feet of physical distancing between students
- Classrooms are being outfitted with new furniture to support individual learning spaces for each student
- Students and employees will practice physical distancing as appropriate in class and when traveling throughout the building
- Staggered lunch in individual spaces and recess times with designated play spaces to avoid commingling of groups
- The Summit will require the use of face masks for all adults and students (Early Learners through 12th Grade) while on campus
- Students will not be required to wear face masks while eating or when exerting energy (recess, PE, etc.) and will practice appropriate physical distancing during these times

These guidelines are subject to change in accordance with local, state, and federal requirements.

A Safe Return to Campus

Continued

WELCOME BACK TIMELINE FOR CAMPUS RE-ENTRY

AUGUST 4	FACULTY RETURNS TO CAMPUS FOR CLASSROOM AND INSTRUCTIONAL PREPARATIONS
AUGUST 7	6TH GRADE CONFERENCES (VIRTUAL OPTIONS AVAILABLE)
AUGUST 10-11	LOWER SCHOOL PARENT-TEACHER CONFERENCES (VIRTUAL OPTIONS AVAILABLE)
AUGUST 12	MEET YOUR TEACHER 8:00-8:30 AM - EARLY LEARNERS 9:00-9:30 AM - KINDERGARTEN 10:00-10:30 AM - 1ST GRADE 11:00-11:30 AM - 2ND GRADE 12:00-12:30 PM - 3RD GRADE 1:00-1:30 PM - 4TH GRADE 2:00-2:30 PM - 5TH GRADE 3:00-3:30 PM - UPPER SCHOOL *Playground equipment will be sanitized between groups
AUGUST 12-13	UPPER SCHOOL PARENT-TEACHER CONFERENCES (VIRTUAL OPTIONS AVAILABLE)
AUGUST 17	FIRST DAY OF SCHOOL FOR ALL STUDENTS

Drop Off / Pick Up

Please read the [updated carline procedures with COVID-19 modifications](#) prior to the first day of school. Please share these updated procedures with any approved pick-up person(s) on your child(ren)'s list. Students should arrive promptly at 8:30 a.m. Students may not wait in the building unless they are registered for Fun Zone.

Fun Zone

Please read the [updated Fun Zone procedures with COVID-19 modifications](#) prior to registration. Please share these updated procedures with any approved pick-up person(s) on your child(ren)'s list. There will be no drop-in availability for Fun Zone. Please register ahead of time.

[August Fun Zone \(Morning and Afternoon\) Registration Form](#)

Lunch Program

Students will be eating lunch in their classrooms to maintain physical distancing and to prevent commingling of groups. Infused Catering will be providing an individually packaged lunch for students ordering through our lunch program. There will be no visitors on campus during lunch until further notice.

[August Lunch Menu](#)

[August 17-21 Lunch Pre-Order Form](#)

[August 24-28 Lunch Pre-Order Form](#)

[August 31-September 4 Lunch Order Form](#)

Specials Classes

Students will continue to receive Specials instruction in Spanish, art, music, and PE. Specials teachers will rotate between classrooms to limit student travel throughout the building. Exceptions may be made for classes with specific equipment needs. Teachers will be masked and will observe physical distancing requirements. Spaces will be cleaned between instructor use. Students will use individual supplies whenever possible. PE will be held outdoors [whenever weather permits.](#)

Enrichment Clubs

The Summit will be delaying the start of our after school enrichment club sessions until further notice. Information on club offerings and registration links will be shared with the community when clubs resume.

Athletics

Following guidance from the Missouri State High School Activities Association (MSHAAA), The Summit will be participating in our regular fall sports activities. For more information on athletic offerings this fall, please read [Athletic News](#) from Summit Athletic Director, Angie Workman.

Outdoor Learning

The Summit has expanded the WiFi capability in the backyard and installed an outdoor classroom pavilion to facilitate increased outdoor learning opportunities for our students.

Recess

The Summit is increasing the amount of recess time for all classes. Individual Early Learner and Lower School classes will participate in recess twice a day for a minimum of 30 minutes at a time, in addition to PE on Tuesdays and Thursdays. Upper School students will have additional recess time connected with daily advisory, in addition to PE or Yoga on Tuesdays and Thursdays.

Re-Entry

Frequently Asked Questions

1. What do I do if someone in my household tests positive for COVID-19?

The Springfield-Greene County Health Department (SGCHD) will notify The Summit of any potential exposure within our school community. However, for the health, wellness, and safety of our students, employees, and families, we ask that any family with a presumed positive COVID-19 diagnosis within their household notify The Summit administration immediately. This will expedite The Summit's response to any potential exposure and help us limit the spread of COVID-19 on our campus. Your information will be kept strictly confidential consistent with all school communications of other communicable diseases.

2. What if someone in The Summit community tests positive for COVID-19?

If The Summit receives notification from the Springfield-Greene County Health Department (SGCHD) that our school may have been exposed to a positive case of COVID-19, the campus will immediately close for at least one business day for thorough disinfecting. The Summit will follow all SGCHD's recommendations and requirements for closure to prevent the spread of COVID-19. All families will receive notification of campus closure, and teachers will provide instructional guidelines electronically.

Once The Summit has consulted with SGCHD and the Crisis Response Team, additional timely communication will be sent. Families will be notified if further campus closure is needed or whether certain grades, divisions, or the entire school will move to Distance Learning for the necessary quarantine period as recommended by the SGCHD.

3. What if someone in my household has been exposed to someone with COVID-19?

If the Springfield-Greene County Health Department notifies your household of a possible COVID-19 exposure, the contact tracer will provide recommendations for you and your household. If your household makes the decision to self-isolate due to potential COVID-19 exposure, please reach out to administration and your classroom teacher for accommodations and plans for Hybrid Learning.

4. What if someone in my household is considered high risk?

If you have a high risk individual in your household, and you have concerns about your child(ren) returning to campus, please reach out to administration and your classroom teacher for accommodations and plans for Hybrid Learning.

5. How do I support health and wellness at home?

Encourage [proper handwashing techniques](#) at home.

Conduct self-screenings of household members prior to coming to school each morning (check for temperature of 100.4°F or higher and other [COVID-19 symptoms](#)).

Talk with your child(ren) about the changes they may encounter at school (temperature screenings at carline, physically distancing on campus, [wearing a face mask](#)). Teachers will be talking with students about the changes in order to encourage a positive attitude and to acknowledge any apprehension students may have, but the home-school partnership will be essential in helping ease students' transition to new policies and procedures while at school.

If you would like to start a conversation with your child about any fears or anxieties they may be experiencing about returning to school, the United Nations International Children's Fund's (UNICEF) article on [Supporting Your Child's Mental Health as They Return to School During COVID-19](#) is an excellent resource on how to approach this discussion in a gentle, affirming way. Please contact Summit Guidance Counselor, Becky Breckner, LPC, for additional questions or guidance.

Frequently Asked Questions

continued

6. What if my child becomes sick at school?

Students experiencing illness while at school will be removed from the classroom and receive another temperature check in the quarantine space (former classroom off main lobby). If a fever of 100.4°F or above is present, the student will remain quarantined with supervision, and parents will be notified. Parents will need to arrange pick up for their student immediately.

If fever is not present, parents will be notified about the student's condition and may authorize the school to provide over-the-counter medication (acetaminophen, ibuprofen, or diphenhydramine) or arrange for early pick up. The school reserves the right to require early pick up for any student presenting [COVID-19 symptoms](#) with or without a fever present.

Students may return to school once they are no longer symptomatic and have been free of an elevated fever (100.4°F or higher) without the use of fever-reducing medication for at least 72 hours (3 full days).

We strongly encourage all parents/guardians to perform a temperature and [COVID-19 symptom](#) screening at home prior to coming to school. If your child or anyone in your household is not feeling well, [please stay home](#). Contact your classroom teacher and the front desk as soon as possible. Arrangements and accommodations for school work will be provided.

7. What if my child becomes sick at home?

If your child has an elevated fever of 100.4°F or higher or is exhibiting any [COVID-19 symptoms](#) during the home screening, they should remain at home, even if COVID-19 is not suspected and your primary care provider does not recommend COVID-19 testing.

Students may return to school once they are no longer symptomatic and have been free of an elevated fever (100.4°F or higher) without the use of fever-reducing medication for at least 72 hours (3 full days).

If COVID-19 testing is recommended, then students may not return to school until they have received a negative test result, are no longer symptomatic, and have been free of an elevated fever without the use of fever-reducing medication for at least 72 hours (3 full days).

Contact your classroom teacher and the front desk as soon as possible. Arrangements and accommodations for school work will be provided.

8. What if my student(s) will be arriving late or leaving early (for appointments, etc.)?

Notify the front desk in writing (by email) as soon as possible if your student will be arriving late or leaving early (no later than 9:00 a.m. the day of the appointment). Please include the expected time of arrival or departure and the name of the person authorized to pick up your child(ren).

For late arrivals, please call the front desk at 417-869-8077 when you arrive, and a staff member will meet you outside for a temperature screening and to escort your child(ren) to class.

For early departures, please call the front desk at 417-869-8077 once you arrive, and a staff member will escort your child(ren) from the building to your car.

9. What should I do if my family is planning to travel during the school year?

Families should be advised of the [Travel Considerations](#) and recommendations set forth by the Centers for Disease Control and Prevention (CDC). Families choosing to travel with their student(s) during the school year should notify their classroom teacher and administration of their travel plans so we can prepare the appropriate assignment materials and/or learning accommodations upon return. The Summit reserves the right to ask any family that has traveled to a CDC-identified hot spot to quarantine for 14 days prior to returning to school.

10. What is the plan if The Summit moves to Distance Learning?

Should The Summit move to Distance Learning at any point during the school year, families will be notified immediately by text and email. Students will participate in a blend of synchronous (students are engaged in learning at the same time) and asynchronous (students are learning the same material on separate schedules) learning opportunities. Please see page 10 of this document for more information on The Summit's Distance Learning Plan.

Hybrid Learning Plan

Lower School

The Summit is committed to providing seated, in-person instruction five days a week. For families who are uncomfortable returning to seated instruction due to COVID-19, The Summit will be offering two options for Hybrid Learning for individual students in Early Learners through 5th grade: part-time or full-time.

On Campus	Seated In-Person Instruction	
	Students will attend seated, in-person instruction at The Summit five days a week.	
Part-Time Hybrid	Seated In-Person Instruction	Asynchronous Learning
	Students will attend seated, in-person instruction at The Summit the first two days of the week	The remaining days of the week will follow an asynchronous format.
Full-Time Hybrid	Asynchronous Learning	
	Students will participate in Summit education in a fully asynchronous format.	

Lower School students and families (Early Learners through 5th grade) may request full-time Hybrid Learning or part-time Hybrid Learning (2 days in-person, 3 days at home).

Lower School students opting to participate in Hybrid Learning will be able to access lesson plans and activities through an online portal managed by the Lower School Hybrid Learning Coordinator in conjunction with the classroom teacher and Specials teachers.

The Lower School Hybrid Learning Coordinator will be Ms. Casey Haskins. Ms. Haskins will facilitate the delivery of materials to students through the online portal, track assignment completion, and be available as tech support and point-of-contact for families during Hybrid Learning.

Please contact administration for more information about Hybrid Learning for your student.

Hybrid Learning Plan

Upper School

The Summit is committed to providing seated, in-person instruction five days a week. For families who are uncomfortable returning to seated instruction due to COVID-19, The Summit will be offering two options for Hybrid Learning for individual students in 6th grade through 12th grade: part-time or full-time.

On Campus	Seated In-Person Instruction	
	Students will attend seated, in-person instruction at The Summit five days a week.	
Part-Time Hybrid	Seated In-Person Instruction	Synchronous Learning
	Students will attend seated, in-person instruction at The Summit the first two days of the week	The remaining days of the week will follow a synchronous format with students participating via video conferencing through Swivl webcams in the classroom.
Full-Time Hybrid	Synchronous Learning	
	Students will participate in Summit education in a fully synchronous format via video conferencing through Swivl webcams in the classroom.	

Upper School students and families (6th grade through 12th grade) may request full-time Hybrid Learning or part-time Hybrid Learning (2 days in-person, 3 days at home).

Upper School students opting to participate in Hybrid Learning will participate in classes synchronously through Swivl webcams in classrooms and video conferencing via Zoom and/or Google Hangouts. Students will have access to assignments and activities through Google Classroom.

High School students may choose Hybrid Learning on a course-by-course basis in accordance with their schedule and graduation requirements

The Upper School Hybrid Learning Coordinator will be Mrs. Emma Smith. Mrs. Smith will serve as the point-of-contact for students and families and be available as a mentor for Upper School students participating in Hybrid Learning.

Please contact administration for more information about Hybrid Learning for your student.

Distance Learning Plan

In the event The Summit moves to Distance Learning (either a specific grade, grade division, or the entire school), faculty and administration are prepared for a successful transition. The Summit Faculty Leadership Team has spent the summer engaged in planning and preparations for improving our Distance Learning Plan implemented in Spring 2020 based on parent, student, and faculty feedback. Faculty have been involved in a variety of professional development opportunities, including participating in additional technology training, exploring online learning and communication platforms, and continuing social-emotional support for students.

While our Distance Learning Plan is subject to additional adaptation, highlights include:

- Expanded synchronous learning opportunities for all grade levels with their teacher(s)
- Addition of small group learning opportunities with classroom teachers
- Extended Specials instruction (synchronous and asynchronous)
- Streamlined platforms for sharing classroom communications, assignments, and activities
- Supplementary parent resources on facilitating learning at home with suggested times for lessons and activities
- Increased focus on social-emotional well-being during class meetings and advisory
- Continued tech support for students, families, and faculty via tech@thesummitprep.org

More specific information on curriculum and learning schedules will be shared with families based on their child(ren)'s grade level should The Summit move to Distance Learning.

**In the event of Distance Learning, the Hybrid Learning model will become inactive. Hybrid Learning students will integrate with their grade level's Distance Learning Plan.*



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