

Sumner County Schools School Re-entry Plan Parent Communication Document



As you read through this plan, please know that procedures and plans are subject to review and adjustments based on both needs that arise at the school level as well as any mandates that are received from the district, state, or national level. The district plan will outline the cleaning protocols thoroughly, and these district protocols are referred to in this plan. Also, please know that each aspect outlined below has been designed with student safety at the forefront of the decisions. We ask in advance for your patience and continued understanding as we navigate these new waters together.

Dr. William Burrus Elementary

Arrival to School



What changes will be made to the school arrival procedures?

General:

We will open the doors at 8:00 am instead of 7:50 am. This will allow for more students to report directly to classrooms. Car riders will go to grade level hallways and wait by their classroom. Teachers will rotate supervision duties. Bus riders will go to the gym and be spread out by bus and by grade. They will be dismissed from the gym at 8:10 instead of 8:15 to go to class. Students will leave the gym in small groups by bus and then by grade level, travel in one direction, and be spaced out. Tape will be used to direct student traffic. Posters will be used to remind students of safety procedures.

Bus Procedures:

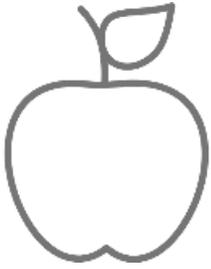
Students will exit busses and walk directly to breakfast (if needed) or to their designated spot in the gym which will be spread out by bus number. This will ensure that they are not crossing with other buses and are only with the students they rode their bus with. The students will walk directly from the bus, through the gym doors, and spread out in the gym staying with their bus line.

Car Rider Procedures:

We will change car time to 8:00 and send students to grade level hallways. They will sit outside their classroom door, spread out, and only sit with students in their class. Students will be supervised by teachers and staff.

- All students arriving after the 8:15 bell will report directly to their classes. **This option may be a good one to consider if you would prefer your child to not have to wait with a group.**
- If the car rider line is still backed up at 8:30 and you are in the car rider line, students will be admitted to class without being counted tardy. Otherwise, parents will need to come into the front lobby and sign their student in if the late arrival is not due to traffic congestion at the school.

Serving Meals



Breakfast and lunch will continue to be offered for those who would like to purchase.

Breakfast:

- Breakfast will have disposable trays and pre-packaged utensils will be used.
- Self service will be eliminated.
- Students will be spread out in the cafeteria, with designated tables by bus number and by grade level if a car rider.
- Breakfast will be extended if needed in order to stagger meal delivery.
- Pre-packaged boxes or bags may be used.

Lunch:

We have included two options for lunch. We will determine prior to the first day of school which option will be used.

Options 1: Classes will alternate eating in the cafeteria and eating in their room. One line will be for the cafeteria and the other line will be for grab and go.

- We will use outdoor picnic areas to reduce crowds when weather permits.
- Tape will be used to space out the serving line.
- Self service will be eliminated.
- Only one class at a time will be allowed in the serving line.
- There will be an extended break between lunches to allow adequate cleaning time.
- Pre-packaged boxes or bags may be used.
- Students will only sit with their class.

Option 2: Start lunch at 10:30 and space students out at tables, end lunch at 12:50. Each class will have 2 tables and there will be longer breaks between grades for sanitation.

- We will use outdoor picnic areas to reduce crowds when weather permits.
- Tape will be used to space out the serving line.
- Self service will be eliminated.
- Only one class at a time will be allowed in the serving line.
- There will be an extended break between lunches to allow adequate cleaning time.
- Pre-packaged boxes or bags may be used.
- Students will only sit with their class.

- With the directive to limit access to the building, there can be no visitors during lunch. We know that is something very different for our school, but we do hope you understand we must make efforts to limit exposures and be able to focus on the children's safety and support.
- If you wish to send in a birthday treat with your child for birthday celebration, please send it in with them or bring it to the front office. The

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| | <p>student will be called to come and pick it up. Birthday treats are not required, but if you do choose to send them, please only send pre-packaged, individual treats while being mindful of allergies.</p> <ul style="list-style-type: none"> ➤ Like all aspects of this plan, we will monitor these routines at least every 9 weeks and adjust accordingly. |
| <p>Class Transitions</p>  | <p>What changes will we make in the hallway procedures during class changes?</p> <ul style="list-style-type: none"> ➤ Water fountains will be turned off with the exception of the touchless water bottle filling stations. We strongly encourage you to send water bottles with your child’s name prominently displayed on them for use throughout the day and to clean them each night. ➤ Additionally, between each rotation of Related Arts, all chairs, tables, etc., will be cleaned before the next group enters. ➤ We will implement strategic movement of students when feasible. Tape could be used to direct student traffic. Posters will be used to remind students of safety procedures. ➤ Students will move to interventions as usual. Teachers will disinfect and clean between groups of students. <p>What does recess look like?</p> <p>By grade level teaching social distancing and sanitizing hands before and after. Various areas of campus could be used to facilitate groups of students for physical activity.</p> <ul style="list-style-type: none"> ➤ At recess, students will not be allowed to play soccer, football, basketball, ect., for now as closer contact and sharing of equipment would be necessary. ➤ Teachers will actively monitor students to ensure spacing and utilize different areas of the playground and campus. This will be re-evaluated each 9 weeks and adjusted as needed. <p>What does student walking time look like?</p> <p>Students will walk with class, leaving space between each student. Students will travel in the same direction so no class will pass heading in different directions. The flow of traffic will be clearly marked on the floor. Transitions will be timed to eliminate heavy traffic.</p> <p>How will we address student restroom breaks?</p> <p>Restroom breaks should be scheduled to reduce the number of students from different classes using the restroom at any one time. Additional cleaning will be necessary throughout the day. Students will be encouraged and reminded to use safe prevention practices.</p> |
| <p>Large Group Gatherings</p> | <p>How will we manage large group gatherings, such as assemblies and concerts?</p> |



Limit non-essential visits such as eating with students, parent volunteers, PTO activities, and recommend all visitors wear face coverings. Assemblies will be limited or done in small groups by grade level. Programs and large group gatherings will be postponed at this time.

- If you need to drop off items for your child, they will come to the lobby to collect it.
- Conferences with teachers should be scheduled individually and encouraged to be done by phone, Zoom, or other methods not requiring direct entry into the building.
- Guidance on IEP and 504 meetings will be coming soon.
- As we monitor the first nine weeks, we will not be hosting any before or after school clubs. This includes both school-sponsored and outside sources. The YMCA Fun Company will be operational before and after school unless their guidelines change.
- At this time, school wide assemblies will not be planned. Any necessary assembly will be done by grade level and allow for spacing or done virtually.
- No on-site PTO events can be planned nor parent volunteers can be in the building during the school day until further notice to minimize the traffic in our building.
- Again, this will be re-visited at least quarterly and revised as necessary. We truly understand part of the WBE Culture encompasses so much parent involvement, and we want to continue that dynamic. However, for now, we are following the district/State guidelines about building access and exposures.
- Please remember this includes no visitors at lunch.

Classrooms



- All classrooms and spaces will be cleaned daily according to the cleaning protocols outlined in the district plan using the cleaners they provide.
- If students switch classes, they will take their own supplies with them. Students' hands will be sanitized upon arrival and at dismissal from the classroom. Desks will be cleaned between each rotation and there will be no shared equipment unless it can be properly sanitized between students. Carpet time will be limited and flexible seating will be assigned so students do not share items.
- PE classes will have guidance from the district on activities that do not involve contact or sharing of equipment while still providing plenty of opportunities for exercise, learning, and fun.
- At recess, students will not be allowed to play soccer, football, basketball, ect., for now as closer contact and sharing of equipment would be necessary.
- Teachers will actively monitor students to ensure spacing and utilize different areas of the playground and campus. This will be re-evaluated each nine weeks and adjusted as needed.
- There will be 5 minutes at the end of each class dedicated to clean up

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| | <p>and sanitization. Students hands will be sanitized upon arrival and at dismissal. Classes will have 10 minutes between, so they do not cross in the hallway and the room will be wiped down by the teacher.</p> <ul style="list-style-type: none"> ➤ Hand sanitizer will be used before going outside as well as upon the completion of recess. ➤ Teachers will stagger restroom breaks and still allow students to use the restrooms for emergencies as necessary. Restrooms will be cleaned per district guidelines daily and touched up for cleaning as often as possible throughout the day. ➤ Students may bring and use their own hand sanitizer for usage at school. |
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| <p>Sumner Connect</p>  | <p>What is Sumner Connect?</p> <p><i>For parents, Sumner Connect will provide training tutorials as they navigate Google Classroom, Skyward, and the GSuite tools. Sumner Connect will support teachers in their delivery of online instruction through Google Classroom and the integration of additional GSuite tools. Instruction during extended absences or closure will be provided by teachers through their Google Classrooms.</i></p> |
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| <p>Clinic</p>  | <ul style="list-style-type: none"> ➤ Non symptomatic students who are visiting the clinic for routine medicine or other needs will still have access to the clinic. ➤ The clinic will be cleaned multiple times per day and will be available for regular daily procedures and typical trips to the nurse that a student makes during the day. The nurse will follow the protocols and guidelines provided to them by their supervisor. ➤ Temperatures of all students will be checked every day at midday. This will occur in the class the students are in around lunchtime. <p>If a student becomes symptomatic, we will:</p> <ul style="list-style-type: none"> ● Place the students in an area separate from all other students but in sight of an adult. ● Immediately call parents for pickup. <ul style="list-style-type: none"> ➤ As per the district plan, please help us by screening your child’s temperature each morning before sending them to school and keeping them home if they have a fever. |
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| <p>Dismissal</p>  | <p>What changes will be made to the dismissal procedures?</p> <p>How will we dismiss bus riders?</p> <p>Bus riders will stay in their grade level hallway by class in 2nd-5th grade. K and 1st grade will go to the gym and sit, spread out, with their bus. Buses will be called over the intercom and students will walk, spaced out and follow the tape directions, directly to their bus. The students will sit in the hallway by bus number. We will have signs for each bus in each hallway.</p> |
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| | <p>How will we dismiss car riders?</p> <p>Kindergarten and 1st grade will line up by class, spaced out in the main hallway and the K/1 hallway. 2nd grade will be in the guidance hall, spread out. 3rd and 4th grade will be in the related arts hallway and 5th will be in the music room. Tape will be used to space students out in all locations. Fun company will be in the library until picked up.</p> <p>How will we prevent large groups of students from congregating?</p> <p>Teachers and staff will do training with students and staff will help monitor and remind students about best practices.</p> |
| <p>Co-Curriculars</p>  | <ul style="list-style-type: none"> ➤ All classrooms and spaces will be cleaned daily according to the cleaning protocols outlined by the district plan using the cleaners provided by the district. ➤ Water filling stations, door knobs, and other high-traffic areas will be wiped down multiple times per day. ➤ Restrooms will be cleaned at various points during and after school. <p>Time will be built into the schedule to ensure there is time between classes entering to properly sanitize all equipment. Students will bring their own supplies to each class, so they are not sharing. Shared devices will be limited and sanitized between classes. Students' hands will be sanitized before and after class, and as needed.</p> |
| <p>School Closure</p>  | <ul style="list-style-type: none"> ➤ If the situation arises where a classroom, school, or the district must close for a period of time, that decision will be made at the central office level and will be communicated by them using School Messenger. ➤ Please be sure to have your phone number and email address correct in Skyward. School Messenger pulls from there so it is extremely important that your primary email address and phone number be accurate. |
| <p>Communication</p>  | <ul style="list-style-type: none"> ➤ Sumner County Schools will use the following methods of communication: <ul style="list-style-type: none"> ○ Facebook ○ Sumnerschools.org ○ School Messenger ○ Sumner Connect ➤ WBE will use: <ul style="list-style-type: none"> ○ Remind ○ School Messenger ○ Facebook ○ School App ➤ WBE teachers will use: |

- Remind
- Google Classroom

Registration



What is the plan for registration nights?

- Links for both NEW and RETURNING students to complete the online registration part of Skyward go live on July 15. Please make every effort to complete this portion prior to the on-site registrations.
- Wednesday, July 22nd, from 9 AM to 1 PM will be NEW Student Registration on-site at WBE. Attendees will be required to wear masks (*guardians and students 13 years and older, due to the current Sumner County Executive Order that is in effect*). Please come into the main front lobby and walk to the gym, and present your Driver's License for identification and your two proofs of residency. You will then be directed to a table to complete some paper forms and given a chance to get support with online registration in Skyward if you were unable to do so prior to coming to the school.
- Monday, July 27, from 4 to 8 PM will be On-Site Registration for ALL students (even if you attended Kindergarten and/or New Student Registration) for last names beginning with **A-M**. Attendees will be required to wear masks (*guardians and students 13 years and older, due to the current Sumner County Executive Order that is in effect*).
- Tuesday, July 28, from 4 to 8 PM will be On-Site Registration for ALL students (even if you attended Kindergarten and/or New Student Registration) for last names beginning with **N-Z**. Attendees will be required to wear masks (*guardians and students 13 years and older, due to the current Sumner County Executive Order that is in effect*).
- Upon arrival on the 27 or 28, please use the main entrance. There will be the following stations:
 - 1. Address verification - parents unless they registered at new student or K registration must bring two copies for residency verification
 - 2. PTO - PTO will give out information about their organization as well as upcoming events. All families are part of the PTO, there is no fee. Any family that would like to contribute to the STEM/Technology teacher salary, the PTO will be collecting a \$50 contribution for those who would like to assist in funding this position. This position is funded by the PTO and is critical to our school success.
 - 3. Car tags- car tags can be pre ordered and picked up at this time or they will be issued during registration
 - 4. Health Form- parents will be able to print and complete their health form ahead of time and bring it to registration. All students with health needs will speak to the nurse on this night. All others will be collected and verified as not having any health care needs. Everyone is required to complete and turn in the health form for each child before leaving.
 - 5. Skyward- prior to moving to the classroom we will verify that all online registration is complete in Skyward. Once the online portion has been confirmed students will go meet their teacher.

Registration stations will be spread out as much as possible. Parents will be encouraged to fill out the online portion at home and forms will be on the

website for families to fill out and bring to registration night.

Other considerations:

- We ask that you limit attendance to **one parent** and only your WBE student/s if possible to reduce the amount of traffic.
- Masks are required (*guardians and students 13 years and older, due to the current Sumner County Executive Order that is in effect*) and social distancing guidelines will be observed.
- Please present required documentation. It is encouraged that you have a copy ready to give to school, so that copies do not have to be made on registration night. All families with the exception of new students and Kindergarten students that have recently registered will be required to bring 2 proofs of residency. Bringing your own copies will save time but you will be able to have copies made, if needed. These proofs will be turned in during the first station. If you do not have them you may be asked to go home and get them.
- Online registration opens on July 15th and it is recommended that it is completed before arriving on registration nights. If that is not possible, Chromebooks or Desktop computers will be available.
- Please refer to our website for full information:
 - <https://wbe.sumnerschools.org/>
- Virtual Registration will be Tuesday, July 28th from 10-12.
- Kindergarten Phase in will follow the regular Hybrid schedule and K students will stay all day and dismiss at 3:30. We ask that you arrive at 8:45, so you can walk your child in.