

# Sumner County Schools

## School Re-entry Plan

### Parent Communication Document

School Name: Vena Stuart Elementary

#### Arrival to School



#### What changes will be made to the school arrival procedures?

To support social distancing while continuing a student friendly environment, students eating breakfast will go directly to the cafeteria. Students who are not eating breakfast will go to their designated areas.

- 1st, 4th, and 5th grade students will be seated in the gym by classroom with spacing between each student.
- 2nd grade students will be seated in the Media Center by classroom with spacing between each student.
- 3rd grade students will be seated in the Art room by classroom with spacing between each student.
- Kindergarten students will be seated in the Music room by classroom with spacing between each student.

#### 6:45 - 7:29

Car Riders will enter through the front doors. Bus riders will enter through the back doors. Students needing breakfast will enter the cafeteria. Students not eating breakfast will report to their designated area.

#### 7:15 - 7:30

Students will be dismissed in a staggered process, by classroom, in a controlled pattern of movement to limit the number of students moving at one time. Students entering the cafeteria for breakfast after 7:15 will be provided with a to-go breakfast and asked to report to class.

#### After 7:30

Parents will be required to enter the front office and sign their student in.


#### Serving Meals




#### What changes will we implement during meal services?




- We will have no lunch guests for at least the first semester.
- Meals will be served with disposable containers and pre-packaged eating utensils. Cafeteria staff will serve students using proper protocols.
- The lunch schedule has been restructured and staggered to lower the total number of students in the cafeteria at one time to allow proper distancing.
- Only one classroom will be in the serving line at a time.
- Teachers will be given the opportunity to use outside areas when





	<p>weather permits to minimize the number of students in the cafeteria.</p> <ul style="list-style-type: none"> <li>• Adequate time will be given for eating areas to be sanitized between classes.</li> <li>• Students will be encouraged to follow social distancing guidelines while waiting in line.</li> </ul>
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<p><b>Class Transitions</b></p> 	<p><b>What changes will we make in the hallway procedures during class changes?</b></p> <p><u>Hallways and Transitions</u></p> <ul style="list-style-type: none"> <li>• The master schedule for the school has been revised to lessen hallway traffic throughout the day.</li> <li>• All staff will monitor the number of students in the hallway before exiting the classroom and will follow a one way path to maintain the safest traffic pattern possible for students and staff.</li> </ul> <p><u>Recess</u></p> <ul style="list-style-type: none"> <li>• Physical activity is important to a child’s overall wellbeing. Recess will be organized to minimize the number of classes congregating in any given area. Teachers will rotate the use of the playground, track, and field daily.</li> </ul> <p><b>How will we address student restroom breaks and use of lockers?</b></p> <ul style="list-style-type: none"> <li>• Teachers will follow the scheduled times for restroom breaks which will minimize the times that groups of students are in the hallway and minimize the number of students in the restroom at one time.</li> <li>• Individual students will also be given opportunities throughout the school day to use the restroom as needed.</li> <li>• Custodial staff will maintain clean restroom facilities and clean frequently throughout the day.</li> </ul>
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<p><b>Large Group Gatherings &amp; Visitor Access</b></p> 	<p><b>How will we manage large group gatherings, such as assemblies and concerts?</b></p> <p>We will not have whole-group assemblies scheduled at this time. All previous large group gatherings will occur in small group settings or through a virtual platform.</p> <p><b>How will we approach visitor access to buildings?</b></p> <ul style="list-style-type: none"> <li>• Visitor access to the building will be limited</li> <li>• No visitors will be permitted to eat lunch with students.</li> <li>• IEP/504 meetings will be conducted virtually via Google Meets or Zoom when possible</li> </ul>
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<p><b>Classrooms</b></p>	<p><b>What is our procedure for preventive cleaning in classrooms each</b></p>
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	<p><b>period?</b></p> <ul style="list-style-type: none"> <li>• Classroom teachers will have disinfectants and cleaners provided by the district and will clean regularly throughout the school day.</li> <li>• Custodians will use the provided disinfectant to sanitize high touch surfaces in the building at scheduled times and as needed throughout the day.</li> <li>• Related Arts Classrooms will be sanitized between classes.</li> <li>• Students may use hand sanitizer stations and are also welcome to bring their own hand sanitizer to use throughout the day.</li> </ul> <p>How are “hands-on” classes, such as physical education and fine arts, going to be different?</p> <p><u>Physical Education</u></p> <ul style="list-style-type: none"> <li>• Students will continue to receive a high quality physical education program.</li> <li>• Limited contact activities will be promoted during physical education classes.</li> <li>• When weather permits, physical education classes may move outdoors.</li> </ul> <p><u>Fine Arts</u></p> <ul style="list-style-type: none"> <li>• Students will continue to receive high quality instruction in the arts.</li> <li>• Classrooms will be disinfected between each use.</li> <li>• Sharing of art materials (paint brushes, pencils, etc.) will be minimized.</li> <li>• The art teacher will supervise the sanitation of materials between classes.</li> </ul>
<p><b>Sumner Connect</b></p> 	<p><b>What is Sumner Connect?</b></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>
<p><b>Clinic</b></p> 	<p><b>What will the procedure be for taking midday temperature checks?</b></p> <ul style="list-style-type: none"> <li>• Midday temperature checks will occur before lunch using touchless thermometers.</li> <li>• Students will be checked by either the nurse, classroom teacher, or an office staff member after exiting the cafeteria.</li> <li>• All non-symptomatic students who are visiting the clinic for routine medicine or other needs will still have access to the clinic and school nurse.</li> <li>• If a student has a fever, we will:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Place the student in an area separate from all other students but in sight of an adult.</li> <li>○ Contact parents/guardians for immediate pickup.</li> </ul>
<p><b>Dismissal</b></p> 	<p><b>What changes will be made to the dismissal procedures?</b></p> <p>In order to maintain an orderly environment, students will be dismissed by grade level following bus and car rider procedures.</p> <ul style="list-style-type: none"> <li>● Students will remain in their classroom until their grade level is called.</li> <li>● A staggered schedule will be used and hall traffic will be monitored to minimize the number of students in the hallways at one time.</li> <li>● Each bus will be called individually to load with a designee walking students to the bus</li> <li>● Car riders will be dismissed by grade level and will report to their designated waiting area</li> </ul>
<p><b>Co-Curriculars</b></p> 	<p><b>How will we ensure common areas, such as the library, computers, etc., are routinely cleaned/sanitized?</b></p> <ul style="list-style-type: none"> <li>● After each area is used, all high touch surface areas will be wiped down using the district provided sanitizing products.</li> <li>● Computer keyboards, tables, and mice will be wiped down after each use and breaks will be scheduled between lab times.</li> <li>● Custodial staff will clean common areas according to the daily cleaning schedule.</li> <li>● Grades 2-5 have a device assigned specifically to each student for classroom use. The devices will be sanitized daily.</li> </ul>
<p><b>School Closure</b></p> 	<p><b>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</b></p> <p>Any school closures deemed necessary will be communicated through the following methods:</p> <ul style="list-style-type: none"> <li>● School Messenger</li> <li>● Remind messaging app</li> <li>● Local News Stations</li> </ul>
<p><b>Communication</b></p> 	<p><b>What communication platforms will be used this year?</b></p> <p>Our main communication platforms:</p> <ul style="list-style-type: none"> <li>● School Messenger</li> <li>● Remind App</li> <li>● VSE Facebook Page</li> <li>● School Website</li> </ul>

## Registration



### What is the plan for registration nights?

Attendees of registration nights 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*).

In order to maintain social distancing, we ask that only one parent attend registration and that no non-school age children attend.

#### Registration will take place following the schedule below:

- K-2 July 27th 4:00-7:00
- 3-5 July 28th 4:00-7:00

#### Registration procedures:

- Parents will enter the building through the front doors to show two proofs of residency. Please bring a copy for the school to keep.
- Parents are strongly encouraged to complete the online registration process prior to registration night. However, those needing assistance will proceed to the gym to complete registration forms and online registration process.
- Parents will then report to the cafeteria to submit forms to the school nurse, school nutrition, and address transportation needs.
- Parents will end the registration process in the cafeteria exiting through the cafeteria doors to maintain social distancing.

#### New Students who have not pre-registered:

- New Student Registration will be held July 22 from 9:00-1:00.
- Please bring 2 proofs of residency. If you are registering a new kindergarten student please bring a copy of the birth certificate, immunization records, 2 proofs of residence, and custody papers if applicable.
- Parents are also welcome to register new students according to their grade level assigned time on the nights of July 27 and 28 from 4:00-7:00.