

# Sumner County Schools School Re-entry Plan Parent Communication



## Station Camp Elementary

### Arrival to School



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

##### **Arrival locations:**

- The school building will open at 8:00 a.m. for bus (bus entrance) and car riders (front doors).

##### **Escorting students:**

- Students will walk to class independently starting the first day of school to minimize visitors in the building.
- Kindergarten students may be escorted to class by a parent during the first week only. Parents- please wear a mask.
- All car riders should be dropped off in the arrival line. No parking and walking up unless you need to come to the office area.

##### **Breakfast:**

- Served 8:00-8:40 a.m.
- Prepackaged pick up, spaced student seating
- Cleaning/disinfecting between rotating students

##### **Assigned locations:**

- Students will have assigned locations from 8:00-8:25 a.m.
- Gym, hallways, classrooms and cafe will be used to distance grade levels.
- Supervision will be in each assigned area.
- Students will be in their classrooms at 8:25 instead of 8:30 to decrease the number of students in assigned areas.

### Serving Meals



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

##### **General Information:**

- All surfaces will be disinfected between students.
- Cafeteria staff will enter student ID on keypad for all.
- Students will not self serve.
- All utensils will be prepackaged and trays will be disposable.
- Entrance and exit of the serving area will be one way with social distance markings and hand sanitizing.
- Water fountains in the building will be closed. Our touchless water bottle fill up stations will be open. Cafe assistants will provide a cup of water if needed during breakfast and lunch.

**Breakfast:**

- Breakfast hours will be 8:00-8:40 a.m. Serving will stop at 8:40 a.m.
- Students will sit in designated areas in the cafe and are placed in every other seat as well as table.

**Lunch:**

- Prior to lunch, classrooms will wash hands and have temperatures checked.
- Students will sit with their classroom with additional spacing.
- Students may need to eat in their classrooms occasionally to provide spacing between students in the cafe.
- Classes will arrive and dismiss cafe one at a time.
- Visitors will not be allowed to come and eat lunch with students at this time.

**Class Transitions**



**What changes will we make in the hallway procedures during class changes?**

**Related Arts:**

- Related Arts classes will have 15 minutes between classes to disinfect and prepare for the next group of students.
- Students will dismiss and be back in classrooms before the next group enters the hallway to go to Related Arts.
- Students will bring their own supplies such as pencils, paper, scissors, art box, etc.

**Restrooms:**

- Classes will stagger times for restroom breaks.
- Classes will use assigned restrooms (classroom, grade level hall or Related Arts Hallway).
- A maximum of six students will be allowed in the restroom at one time. Floor marking will be placed for social distancing.
- All students will use hand sanitizer when entering and wash hands with soap and water when exiting.
- Custodial staff will provide additional cleaning of restrooms as well as high traffic areas.

**Interventions/Support:**

- Students will move to interventionists/supports including Special Education, Tier 3, Speech & Language, EL services and individual counseling as usual.
- Disinfecting and sanitizing will occur between groups.
- Students will bring their own supplies needed such as pencils, paper, scissors, etc.

**Large Group Gatherings/Visitors**



**How will we manage large group gatherings, such as assemblies and concerts?**

**Assemblies:**

- Large group assemblies will be avoided and re-evaluated after the first nine weeks.

**Programs:**

- Programs/performances will be suspended to limit congregations of students, staff and visitors. Programs will be re-evaluated after the first month of school.

**Recess:**

- All classes will still have recess/outside activities to encourage and support physical activity.
- Grade levels will have recess at the same time, but split into multiple areas such as basketball court, playground mulch area, track, outdoor classroom, etc. Classes will rotate to the different areas throughout the week to minimize the number of students in any one specific area.
- Hand sanitizing/washing will occur before and after recess.
- No contact activities (touch football, tag, etc.)
- Walking areas around the building will be provided as an option for additional breaks as needed.

**Before/After School Clubs/Practices:**

- All practices or clubs are suspended and will be re-evaluated after the first couple of weeks of school. We will notify groups of status after we evaluate.

**Visitor Access to Buildings:**

- Non-essential visits such as eating lunch with students and parent volunteers are suspended and will be re-evaluated.
- Guest speakers (in-person) are suspended and will be re-evaluated. Virtual speakers are encouraged as an option.

**Classrooms**



**What is our procedure for preventative cleaning in classrooms?**

**Classrooms:**

- Classes will be disinfected by the teacher between transitions (Related Arts, lunch, recess, etc.) and upon arrival of the students.
- Common materials, manipulatives, class sets and supplies will be limited.
- Classrooms will be provided with extra products to assist with cleaning: sanitizer, district provided spray, wipes, paper towels, etc.
- Door knobs, desks areas, chairs and all other contact areas will be disinfected multiple times throughout the day.

**Students:**

- Hand sanitizer will be provided or students may bring personal sanitizer.
- Students are welcome to wear a mask.
- Students will be asked to take home extra jackets or shirts from the classrooms daily.

- Students will be asked to wash hands with soap and water multiple times throughout the day.

**How are “hands-on” classes, such as physical education and fine arts, going to be different?**

**Physical Education:**

- Limited contact activities during physical education classes.
- Students will be split into two groups during class.
- If needed, outside areas will be used as an option to decrease the number of students.

**Fine Arts:**

- Students will bring individual supplies as much as possible.
- Sharing of materials will be minimized.
- Hand washing and disinfecting of areas and materials will be supervised by visual arts teachers.
- Students will be spaced when singing in music class. The cafeteria or other areas could be used for larger space capacity.

**Technology/STEM labs:**

- Students will bring personal headphones.
- Keyboards and high touch devices will be sanitized between classes.
- Individual kits and materials will be provided for STEM projects when possible.

**Sumner Connect**



**What is Sumner Connect?**

*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.*

**\*Sumner Connect info:** <https://sites.google.com/view/sumner-connect/home>

**Sumner Connect Leads:**

- Our school will have two teachers to support teachers and families in *Google Classroom navigation*.
  - \* Stephanie Williams, 4th grade teacher/Level 1 Google Certified  
Email: [stephanie.williams@sumnerschools.org](mailto:stephanie.williams@sumnerschools.org)
  - \* Ashley Jarratt, 4th grade teacher/Level 1 Google Certified  
Email: [ashley.jarratt@sumnerschools.org](mailto:ashley.jarratt@sumnerschools.org)

## Clinic



### **What will the procedure be for taking midday temperature checks?**

- All students and staff will have a midday temperature check prior to scheduled lunch time.
- Do not send your child to school in the morning if they are symptomatic or have a fever.
- Teachers and support staff will take temperatures. Students who are running a temperature will be sent to the office to be seen by the school nurse.
- If a student has a fever, we will:
  - place the student in a separate area from the clinic, but monitored by an adult.
  - contact parents/guardians for immediate pickup.

## Dismissal



### **What changes will be made to the dismissal procedures?**

#### **General Information:**

- Students will be dismissed from various areas including classroom, hallway, cafe and gym to reduce the number of students in the hallway.
- Dismissal procedures will begin earlier to stagger movement and spacing of students. Dismissal time from the building will remain the same.

#### **Car Riders:**

- Car riders will exit the front entrance as usual and will be spaced out in the K, SpEd and main hallway.
- Car riders will be called in smaller groups to walk out to cars to avoid larger groups.

#### **Bus Riders:**

- Bus riders will be dismissed from grade level hallways as well as cafe to avoid larger groups.
- Bus coaches (teachers) are assigned to all buses. Each coach will assist in loading students and help with the spacing of students (depending on number of students).

#### **YMCA:**

- Students that attend YMCA will sanitize before entering the cafe each afternoon.
- YMCA will disinfectant and sanitize all tables used and follow all health guidelines and recommendations.
- YMCA will communicate health and safety plans to all enrolled.

## Co-Curriculars





### **How will we ensure common areas, such as the library, computers, etc., are routinely cleaned/sanitized?**

#### **Library:**

- All books will be sanitized upon check in and check out.
- Selection process of books will be altered to decrease the amount of contact.

	<p><b>Computers/Chromebooks:</b></p> <ul style="list-style-type: none"> <li>• All technology will be sanitized between use.</li> <li>• Chromebooks will be numbered and assigned to students for classroom use during the school day.</li> </ul> <p><b>Office/Main Lobby:</b></p> <ul style="list-style-type: none"> <li>• Office area will limit visitors and drop-offs to the office area.</li> <li>• A “drop-off” box will be placed by the outside front doors to decrease office visitors.</li> <li>• Office and main lobby areas will be cleaned frequently throughout the day.</li> </ul>
--	--

<p><b>School Closure</b></p> 	<p><b><u>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</u></b></p> <ul style="list-style-type: none"> <li>• All <b>classroom</b> closures will be communicated by Remind, classroom email and School Messenger.</li> <li>• All <b>school and district</b> closures will be communicated by Remind, email, School Messenger, SCE App and social media platforms.</li> </ul>
--	--

<p><b>Communication</b></p> 	<p><b><u>What communication platforms will be used this year?</u></b></p> <p><b>REMIND:</b></p> <ul style="list-style-type: none"> <li>• Our school and district will communicate announcements through REMIND regarding closures, time changes and updates.</li> <li>• Teachers will use REMIND to communicate with parents about class information and school events.</li> </ul> <p><b>School Messenger:</b></p> <ul style="list-style-type: none"> <li>• Phone messages will be conducted through School Messenger from the school and district.</li> <li>• All COVID exposure information will be sent directly to individuals (in close contact) through School Messenger.</li> <li>• School Messenger pulls from SKYWARD. It is imperative to have contact information updated in SKYWARD!</li> </ul> <p><b>School Website/App/Facebook:</b></p> <ul style="list-style-type: none"> <li>• Calendar events, announcements and updates will be posted.</li> <li>• Paperwork will be on our School Website to print and complete prior to in-person registrations.</li> </ul> <p style="text-align: center;"><b>School website: <a href="https://sce.sumnerschools.org">https://sce.sumnerschools.org</a></b></p>
---	--

## Registration



### **What is the plan for registration nights?**

#### **Registrations details:**

- Online registration on SKYWARD for new and returning students **July 15-26**. See our school website homepage for links and details.
- **July 22nd (8:00-1:00 p.m.)- NEW student registration.** Any Kindergarten student that has not registered will need to attend as well. Entrance at front doors. Documentation needed and details listed on our homepage.  
***\*Masks are required for 13 years and older.***

#### **Please report on your designated registration night to complete registration documents and meet your teacher.**

- **July 27th** (3:00-6:00 p.m.) - Last name A-K. Enter at gym doors.
- **July 28th** (3:00-6:00 p.m.) - Last name L-Z. Enter at gym doors.  
***\*Masks are required for 13 years and older.***
- Registration will begin in the gym (use gym doors to enter).
- **One parent/guardian per student to decrease larger crowds.** This should be a primary/residential parent of the student.
- Residency will be confirmed and nurse forms checked in the gym.
- *If online registration has been completed,* the student will proceed to their homeroom teacher and all other documents for registration will be completed in the classrooms.
- *If online registration is not complete,* the parent/guardian will be asked to complete on Chromebooks in the cafeteria. Chromebooks will be sanitized between uses.
- Documents can be printed from our website to minimize paperwork at registration.

#### **Virtual Academy Registration Information:**

##### **STEP 1: REGISTER ONLINE**

- If you choose this option, you will need to **register online in SKYWARD by July 22nd.**
- If you are a Kindergarten student that registered online earlier in the summer and would like to select the Virtual Academy, please email our attendance clerk.

##### **STEP 2: COMPLETE SCE PAPERWORK**

- Parents will also need to complete SCE paperwork found on our school website as well as provide official documents (two proofs of residency, custody, driver's license, TN shot record, birth certificate).

##### **STEP 3: SUBMIT PAPERWORK TO SCE**

- Email documents to [brittany.obrien@sumnerschools.org](mailto:brittany.obrien@sumnerschools.org) by **July 24th.**
- **OR**
- Bring documents to SCE on **July 24th** from 10:00-12:00 p.m. Paperwork will be available if unable to complete at home.

***\*Masks are required for 13 years and older.***

***\*If you are having a problem logging in to SKYWARD, please email:***

[sarah.brann@sumnerschools.org](mailto:sarah.brann@sumnerschools.org) or [brittany.obrien@sumnerschools.org](mailto:brittany.obrien@sumnerschools.org)

