

Sumner County Schools

Beech Elementary 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.

School Name: Beech Elementary

Arrival to School



What changes will be made to the school arrival procedures?

To support social distancing while continuing a student friendly environment, car riders will enter through the two main front doors and bus riders will enter through the gym. Doors will be unlocked and opened at 6:55

- Students in 2,3,4 will be seated in the gym by classroom with spacing between each student.
- Students in K & 5 will be directed to the cafeteria and will sit by classroom with spacing in their designated area.
- Students in 1st grade will be directed to the Library to be spaced.

6:55 - 7:15

Students who choose to eat breakfast will be dropped off and report directly to the cafeteria and will be spaced when seated in a designated location.

6:55-7:15

Bus Riders will enter through the gym entrance in an orderly manner to prevent grouping, and will be directed to breakfast or their grade level seating area.

7:15

Students will be dismissed in a staggered process, by classroom, with a teacher in a controlled pattern of movement to limit the number of students moving at one time.

7:15-7:30

Students will enter and be directed by hall monitors to their classroom. This will ensure hallways are not congested. As students enter, staff will be present to monitor lines and facilitate social distancing.

After 7:30

Students will enter through the main entrance and follow normal procedures. Staff will be present to keep students from stopping and gathering in groups to maintain social distancing.

Car riders are strongly encouraged to drop off after 7:15 to enable students to go directly to the classroom.

If the car rider line is still backed up when the 7:30 bell rings, 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.

BES will allow one parent to walk students to class the first week of school. We do ask that after the first week you only walk students to the entry door, if you must. This enables us to comply with the directive of limiting building access to visitors.

Serving Meals



What changes will we implement during meal services?

- 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.
- Students will be seated and spaced to allow for proper distancing.
- Hand sanitizing stations are located at the entrance to the serving area.
- Only one classroom will be in the serving line at a time.
- Teachers will be given the opportunity to use outside areas when weather permits and classrooms; to minimize the number of students in the cafeteria. Students will rotate eating in the cafeteria on a weekly basis.
- Adequate time will be given for eating areas to be sanitized between classes.
- 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 birthday treats with your child, please send it with them or bring them to the front office. The student will be called to come 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.

Class Transitions

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

Hallways and Transitions

- The master schedule for the school has been revised to lessen hallway traffic throughout the day.



- All staff will monitor the number of students in the hallway before exiting the classroom and will follow a one way path on each side of the hallway to maintain the safest traffic pattern possible for students and staff.
- Water fountains will be turned off with the exception of the touchless water bottle filling stations. We strongly encourage you to send water bottles (plastic) with your child's name prominently displayed on them for use throughout the day and to clean them each night.
- In 4th and 5th grades between rotations, desks, tables, seats, etc., will be cleaned between rotations. Classrooms will exit and wait until the next room has been cleaned and emptied of students before the next group enters.

Recess

- Physical activity is important to a child's overall wellbeing. The playground will be divided into four or five areas with one classroom in each area. Teachers will rotate the use of the playground areas daily.
- Also, at recess, students will not be allowed to play soccer, football, basketball, etc., for now as closer contact and the sharing of equipment would be necessary. Teachers will actively monitor students to ensure spacing out among all available playspaces to utilize as much area as possible. At this time, we ask that this also include not bringing in equipment/balls from home. Again, this will be re-evaluated at least each 9 weeks and adjusted as needed.
- Hand sanitizer will be used before going outside as well as upon the completion of recess.

How will we address student restroom breaks?

- 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.
- Individual students will also be given opportunities throughout the school day to use the restroom as needed.
- Custodial staff will maintain clean restroom facilities and clean frequently throughout the day.

Large Group Gatherings/ Visitors

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

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.

How will we manage visitors in the building?

Visitors to the building are limited and will be restricted to the main office area.

If you need to drop something off 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 concerning IEP and 504 meetings will be coming soon.

No on-site PTO events can be planned nor parent volunteers can be in the building until further notice to minimize the traffic in our building.

Again, this will be re-visited quarterly and revised as necessary. We truly understand part of the BES 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





What is our procedure for preventative cleaning in classrooms?





- Classroom teachers will have disinfectants and cleaners provided by the district and will clean regularly throughout the school day.
- Custodians will use the provided disinfectant to sanitize high touch surfaces in the building at scheduled times and as needed throughout the day.
- Related Arts Classrooms will be sanitized between classes.
- Students may use hand sanitizer stations and are also welcome to bring their own hand sanitizer to use throughout the day.
- In 4th and 5th grades between rotations, desks, tables, seats, etc., will be cleaned between rotations.
- Sharing of supplies will be limited; manipulatives and other shared items will be disinfected daily.

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

Physical Education

- Students will continue to receive a high quality physical education program.

	<ul style="list-style-type: none"> • Limited contact activities will be promoted during physical education classes. • When weather permits, physical education classes may move outdoors. <p><u>Fine Arts</u></p> <ul style="list-style-type: none"> • Students will continue to receive high quality instruction in the arts. Classrooms will be disinfected between each use. • Sharing of art materials (paint brushes, pencils, etc.) will be minimized. • The art teacher will supervise the sanitation of materials between classes. • Students will wash/sanitize hands prior to the start of class.
<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>
<p>Clinic</p> 	<p>What will the procedure be for taking midday temperature checks?</p> <ul style="list-style-type: none"> • Midday temperature checks will occur before lunch using touchless thermometers. • Students will be checked by either the nurse, classroom teacher, or a staff member before entering the cafeteria. • 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. • If a student has a fever, we will: <ul style="list-style-type: none"> ○ Place the student in an area separate from all other students but in sight of an adult. ○ Contact parents/guardians for immediate pickup. • As a reminder, students need to be fever free for 24 hours without fever reducing medication prior to returning to school. • Please check your student’s temperature at home prior to sending to school.
<p>Dismissal</p>	<p>What changes will be made to the dismissal procedures?</p> <p>In order to maintain an orderly environment, students will walk with an assigned grade level teacher or staff member to their proper dismissal area.</p> <ul style="list-style-type: none"> • Students will remain in their classroom until their grade level is called. • A staggered schedule will be used and hall traffic will be monitored to minimize the number of students in the hallways at one time.

	<ul style="list-style-type: none"> • Car riders will be dismissed from the cafeteria and students will be spaced while waiting to be dismissed. • Bus riders will be dismissed by bus number from classrooms to buses or the gym and will be spaced while waiting for buses to arrive. • Walkers will line-up in designated areas when called. • This will be re-evaluated at least each 9 weeks and adjusted as needed.
<p>Co-Curriculars</p> 	<p>How will we ensure common areas, such as the library, computers, etc., are routinely cleaned/sanitized?</p> <ul style="list-style-type: none"> • After each area is used, all high-touch surface areas will be wiped down using the district provided sanitizing products. • Computer keyboards, tables, and mice will be wiped down after each use and breaks will be scheduled between lab times. • Library books will be sanitized upon the return. • Custodial staff will clean computer labs according to the daily cleaning schedule. • Students have devices available for classroom use. The devices will be sanitized daily. • No outside club/groups or BES Club or group will be meeting at least throughout the first 9 weeks. This will allow our custodians to clean the building each evening and morning more thoroughly.
<p>School Closure</p> 	<p>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</p> <p>Any school closures deemed necessary will be communicated through the following methods:</p> <ul style="list-style-type: none"> • School Messenger • Remind messaging app • Local News Stations <p>This is why it is extremely important to have your primary phone number and email address updated in Skyward, since School Messenger pulls information from Skyward.</p>
<p>Communication</p> 	<p>What communication platforms will be used this year?</p> <p>Our main communication platforms:</p> <ul style="list-style-type: none"> • School Messenger • Remind App • BES PTO Facebook Page • School Website • School Twitter: @BESTEAM_Sumner • Google Classroom, teachers will share specific class codes at the beginning of the school year.
<p>Registration</p>	<p>What is the plan for registration nights?</p>



Masks are required to be worn by all adults entering the building.

Our school registration nights will be July 27, 28th, & 29th from 4:00-6:00.

- Parents are strongly encouraged to complete the online student registration prior to arrival.
- This year, parents will receive a phone call from their child's teacher with a date and time to come to registration.
 - July 27th: Last name begins with A-I
 - July 28th: Last name begins with J-R
 - July 29th: Last name begins with S-Z
- Parents will enter through the patio cafeteria doors and are encouraged to go directly to the classroom with their child to meet the teacher and complete the registration process in the classroom.
- Please provide a copy of 2 proofs of residency that can be left with the teacher in the classroom.
- After completing the registration process in the classroom, parents will go to the cafeteria to meet our new cafeteria manager, meet our PTO, purchase spirit wear, sign up for after-care and complete/turn-in the school health form. Social distancing is encouraged.
- Parents are then encouraged to exit the building from the cafeteria to minimize the number of parents and students in the hallway at one time.
- Kindergarten parents are encouraged to arrive on the designated day and time scheduled during K registration.

New Students who have not pre-registered:

- New Student Registration will be held July 22 from 8:30 - 12.
- Please bring 2 proofs of residency for students who have been enrolled in another school.
- 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 come register new students on the nights of July 27- 29 from 4:00-6:00.

Virtual learning registration:

Parents of students that have chosen the virtual learning path will enter through the back gym door to drop off registration paperwork.