

# Sumner County Schools School Re-entry Plan Parent Communication



## T.W. Hunter Middle School

### Arrival to School



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

#### General Information

- The school building will open at 7:00am for bus riders and car riders.
- Bus riders will enter through the rear bus entrance. Car riders through front entrance to school.

#### Breakfast (7:00-7:25am)

- Any students eating breakfast proceed to the cafeteria.
- Half of the cafeteria will be reserved for breakfast and students will be spaced in every other seat.
- As students finish breakfast, they will discard their trash and report to their assigned grade level area until 7:25am.

#### 6th Graders

- 6th Graders will report to the cafeteria and will remain seated in every other seat of the cafeteria to encourage social distancing. When half the cafeteria is filled, remaining 6th grade students will be seated on the gym floor.
- Students should keep hands, feet, and objects to self at all times.

#### 7th and 8th Graders

- 7th and 8th graders will report to the gymnasium until 7:25am.
- Students will sit in sections by grade level. Students will sit in every other bleacher seat to encourage social distancing.
- Students should keep hands, feet, and objects to self at all times.

#### Dismissal to First Period

- Teachers will be at classroom doors by 7:25am.
- All students arriving by bus or car at 7:25 or after will report directly to their first period class.
- Students will be released from the cafeteria and gymnasium in groups of 20 to keep hallway traffic at reduced capacity and efficient during transition. Students may report to restrooms and then to their first period classes.
- After dismissal, the bleachers and cafeteria will be sanitized by custodial and coaching staff.

### Serving Meals

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

#### General Information

- All surfaces will be disinfected between student use.
- Students will not use the keypad to prevent multiple contacts. Cashier will enter student name/ID number at register.



### **General Information (continued)**

- Students will not self-serve to prevent sharing of serving utensils. All food will be pre-portioned and “grab and go” style.
- Entry and exits to cafeteria will be open and touchless.
- Trays and utensils will be disposable and thrown away after one use.

### **Breakfast**

- One half of the cafeteria will be reserved for students eating breakfast. Students will be spaced in every other seat.
- When students finish eating, they will report to appropriate grade level section.

### **Lunch**

- Prior to lunch, all students will use the restroom, wash hands thoroughly, and have temperatures checked.
- Students will sit at tables with their class 5/6 period classes.
- Classes will be staggered for lunch arrival and dismissal to reduce capacity in the cafeteria and allow for cleaning between each use.
- Additional spaces in the building may be used to reduce cafeteria capacity as needed.
- We will space arrival/dismissal to cafeteria and serving lines to prevent congregating of students.

### **Class Transitions**




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

- At class dismissal, students will follow one directional flow signs in the hallways to ensure one-way traffic in the hall.
- Students should exit all classrooms and turn right.
- A center line will be placed down the middle of each hallway to ensure students remain in a one directional “loop” in each of the four main hallways.
- Signage will be placed in the hallway to promote social distancing.
- Water fountains will be closed. However, automatic water bottle dispensers will remain open for student use.

### **How will we address student restroom breaks and use of lockers?**

#### **Lockers and Backpacks**

- Students will not be issued lockers at the start of school.
- Students are encouraged to have a backpack for materials.
- Students should limit belongings to the absolute essentials (paper, pencils, books) for school as all materials will be carried with students from class to class every day.
- Backpacks will be permitted in the classroom and placed under the seat or desk to prevent tripping hazards.
- Students may keep a small container of hand sanitizer in their backpack

	<p>for classroom use as needed.</p> <p><b>Restrooms</b></p> <ul style="list-style-type: none"> <li>• Students may use assigned grade level restrooms at the break: <ul style="list-style-type: none"> <li>- 6th grade restrooms in the 6th grade hallway</li> <li>- 7th grade restrooms at the “T”</li> <li>- 8th grade restrooms in the Related Arts hallway</li> </ul> </li> <li>• Restrooms will be monitored by staff at the breaks to reduce capacity.</li> <li>• Restrooms will be disinfected and restocked with sanitation supplies regularly throughout the day.</li> </ul>
<p><b>Large Group Gatherings</b></p> 	<p><b>How will we manage large group gatherings, such as assemblies and concerts?</b></p> <p><b>Assemblies</b></p> <ul style="list-style-type: none"> <li>• No large student assemblies are scheduled at this time. All previous events that were large group (school or grade level) gatherings will occur in small group settings or through a virtual platform.</li> <li>• 6th Grade Summer Voyage Program will not occur in Summer 2020 as originally planned. Teachers will integrate 6th grade middle school transition activities through their classrooms.</li> </ul> <p><b>Concerts</b></p> <ul style="list-style-type: none"> <li>• At this time, band and chorus concerts will be planned for virtual performance only.</li> </ul> <p><b>Recess</b></p> <ul style="list-style-type: none"> <li>• Outdoor recess will occur in small, class-sized groups rather than by grade level.</li> <li>• Physical contact activities (i.e. touch football) will not be permitted.</li> </ul> <p><b>Pep Rallies</b></p> <ul style="list-style-type: none"> <li>• No pep rallies are scheduled until further notice.</li> </ul> <p><b>Extra-curricular Clubs</b></p> <ul style="list-style-type: none"> <li>• Extra-curricular clubs will not meet before or after school to help with cleaning and disinfecting.</li> <li>• Some extra-curricular club sponsors may choose to offer a virtual option. Those opportunities will be communicated through morning announcements and other forms of communication to students.</li> <li>• The resumption of after school clubs will be reevaluated after the first quarter.</li> </ul>

## Classrooms



### What is our procedure for preventative cleaning in classrooms each period?

- Every classroom will be disinfected by the teacher between each period.
- Students will be provided an opportunity to use their own hand sanitizer when entering a room or the teacher will have some available.
- Teachers will limit use of common materials, manipulatives, and class sets whenever possible.
- Whenever possible, student desks will be arranged in rows rather than groups.

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

#### Physical Education

- Students will not be required to dress out for PE. For students who choose to dress out, locker room capacity will be reduced and monitored by the PE teachers.
- Limited contact activities will be promoted during physical education classes.
- When weather permits, physical education classes may move outdoors.
- Students will wash hands in the PE restrooms at the end of class.

#### Visual Art

- 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 hands in the art room at the end of class.

#### Technology/Computer




- Students should bring their own earbuds with 3.5mm jack to prevent sharing.
- High-touch devices will be sanitized by teachers between each class.
- Hand sanitizer will be available for student and staff use.




#### Band

- Prior to school, students may place band instrument in the instrument storage area or individually assigned band locker so that students will not have to carry instruments throughout the day.
- When feasible, students will be spaced within the band room to encourage distancing.
- The school has a limited number of school-owned instruments. School owned instruments will be assigned to individual students beginning with seniority (8th graders first).
- Students will not be permitted to share mouthpieces or student-owned instruments.
- High-touch percussion equipment (drumsticks, mallets, etc.) will be sanitized between each class under supervision of the band director.

#### Chorus

- Student sharing of music and other materials will be limited.
- When available, the chorus will utilize the cafeteria when engaged in singing to support social distancing.

<p><b>Sumner Connect</b></p> 	<p><b>What is Sumner Connect?</b></p> <p><b>Sumner Connect for Parents</b></p> <ul style="list-style-type: none"> <li>Sumner Connect will provide training tutorials for parents as you navigate Google Classroom, Skyward, and the G-Suite tools.</li> </ul> <p><b>Sumner Connect for Students</b></p> <ul style="list-style-type: none"> <li>Instruction during extended absences or closure will be provided by teachers through their Google Classrooms.</li> </ul>
<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>All students and staff will have a midday temperature check prior to entering the cafeteria for lunch.</li> <li>Teachers and support staff will take temperatures of students using thermal thermometers. Students who are running a temperature will be sent to the office to be seen by the school nurse.</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, the staff will: <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 from school.</li> </ul> </li> </ul>
<p><b>Dismissal</b></p> 	<p><b>What changes will be made to the dismissal procedures?</b></p> <p><b>General Information</b></p> <ul style="list-style-type: none"> <li>Student dismissal will begin at 2:40pm and be staggered by grade level groups to reduce hallway congestion.</li> </ul> <p><b>Car Riders</b></p> <ul style="list-style-type: none"> <li>Car riders will exit the front of the building and will be spaced on the front sidewalk to wait for their cars.</li> <li>Car riders must watch for their parents. Some cars may be asked to circle around to the line if student is not loaded at the appropriate time.</li> <li>Car riders should be picked up by 3:05pm.</li> <li>Students should keep hands, feet, and objects to self at all times.</li> </ul> <p><b>Buses</b></p> <ul style="list-style-type: none"> <li>Students who ride early buses will report immediately out the 6th and 7th grade hallway exits.</li> <li>Students who ride late buses will sit by bus number in the gymnasium. Students will be seated every other seat until the bus arrives.</li> <li>Students should keep hands, feet, and objects to self at all times.</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> <p><b>Library</b></p> <ul style="list-style-type: none"> <li>All books and technology equipment will be regularly sanitized by the librarian and custodial staff.</li> </ul> <p><b>Computer Labs</b></p> <ul style="list-style-type: none"> <li>Teachers who use the computer lab will be responsible for disinfecting all high-touch surfaces after use.</li> </ul> <p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>Common areas such as the school lobby, front office, and cafeteria will be regularly cleaned and disinfected by school staff.</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><b>School Closures</b></p> <ul style="list-style-type: none"> <li>Any decision about closing a classroom, school, or the district will be the sole decision of the central office.</li> <li>The district and school will communicate closures through: SchoolMessenger, Social Media, and Remind 101.</li> </ul>
<p><b>Communication</b></p> 	<p><b>What communication platforms will be used this year?</b></p> <p><b>SchoolMessenger</b></p> <ul style="list-style-type: none"> <li>The school will continue to utilize the SchoolMessenger phone and email features to communicate regularly to parents.</li> <li>Parents should keep phone and email information updated regularly in Skyward.</li> </ul> <p><b>Remind101</b></p> <ul style="list-style-type: none"> <li>Teachers and administrators will utilize Remind101 to communicate school announcements and quick reminders.</li> </ul> <p><b>School Website</b></p> <ul style="list-style-type: none"> <li>The school website will continue to serve as a centralized location for general school information. <a href="http://twh.sumnerschools.org">twh.sumnerschools.org</a></li> </ul>

## Registration



### What is the plan for registration?

#### Online Registration

- All New and Returning students must complete online registration through Skyward which will go live on July 15. You may access Skyward at [twh.sumnerschools.org](http://twh.sumnerschools.org). Click on “Parents” and then Skyward. **Please make every effort to complete this portion prior to the on-site registrations.**
- In order to speed up the process for everyone, forms will be available to download, print, and complete prior to the registration dates on July 27th and July 28th at [twh.sumnerschools.org](http://twh.sumnerschools.org).

#### New Student On-Site Registration at T.W. Hunter

**Wednesday, July 22nd**, from 8:00 AM to 2:00 PM

- New students include students formerly home-schooled, students formerly outside the T.W. Hunter school cluster, and/or students moving in from another district or state.
- Per current state/local mandates, masks will be required for anyone present ages 12 & up and optional for children younger than 12.
- Please come into the main front lobby and walk to the library.
- Please bring the following documentation for efficient registration:
  - **Driver’s License** for identification
  - **Two Proofs of Residency** (lease agreement, property tax, water, electric, natural gas, etc.)
  - **Updated Immunization Record** on a TN Form (may be obtained from the health department)
  - **Birth Certificate**
  - **Child Custody/Guardianship Paperwork** (if applicable)
- 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.
- We also ask that you return on either July 27th or July 28th to receive your child’s schedule and school supplies.

#### On-Site Registration Required for ALL Students: “Buc-N-Roll”

**Monday, July 27th** from 4:00p.m. – 7:00p.m. (*Last Names: A-G*)

**Tuesday, July 28th** from 2:00p.m. – 7:00p.m. (*Last Names: H-Z*)

- Per current state/local mandates, masks will be required for anyone present ages 12 & up and optional for children younger than 12.
- Please enter through the main school entrance and exit through the gymnasiums once all steps are complete.

### **On-Site Registration (Continued): “Buc-N-Roll”**

- For efficient registration, please bring the following:
  - **Skyward Online Verification:** Please provide verification that you completed online registration through Skyward prior to on-site registration.
  - **Two Proofs of Residency** (Current lease agreement, property tax, water, electric, natural gas, etc.)
  - **7th Graders: Updated Immunization Record** on a TN Form (TDAP Booster)
  - **Health Forms:** Parents will be able to print and complete health forms. All students with health needs will speak to the nurse during on-site registration. 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.
- Students will receive their school supplies as purchased by the district. Students are welcome to bring a bag or backpack to hold their materials.
- After all other steps are complete, students will receive their class schedules.

### **Social Distancing at On-Site Registration: “Buc-N-Roll”**

- Parents are strongly encouraged to complete online registration through Skyward beginning July 15th. If not possible, computers will be available for parents on registration.
- Please print off forms from the website to fill out at home and bring on registration night.
- Bring copies of proofs of residence and TN Health form (7th grade) to speed up the process.
- Registration stations will be spread out as much as possible.
- When possible, we ask that you limit attendance to **one parent** and only your TWH student(s) if possible to reduce traffic.
- Masks are required for everyone 12 and older and you should observe social distancing guidelines.
- Refer to [twh.sumnerschools.org](http://twh.sumnerschools.org) for information related to registration.