

# Sumner County Schools

## School Re-entry Plan

### Parent Communication Document

#### Robert E. Ellis Middle School

The following document details the strategies Ellis Middle School will be implementing during the minimal and moderate spread (green and yellow) zones to mitigate circumstances for the safety and well-being of all stakeholders. We strongly encourage all students and staff to wear masks on the bus and while on school premises. The status of the Sumner County mandate on the wearing of face coverings will determine the level of expectation of mask wearing as we reenter this fall.

#### Arrival to School



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

**EMS strongly encourages parents to transport their own student(s) to and from school, if possible.**

##### Bus Riders:

- SCS will train all bus drivers on cleaning and mitigated measures.
- Upon arrival at EMS, students will enter the school one bus at a time to alleviate students congregating.
- Mrs. Whitaker and additional personnel will be in the school building entrance to welcome and direct students in a staggered process while maintaining distancing practices.
- Students will be prompted to use hand sanitizer when they enter the building.

##### Car Riders:



- We encourage you to drop off your student(s) between 7:10 and 7:30
- We are shortening the area of vehicle exit to ensure a staggered approach to students entering the building.
- Mr. Cripps will be outside to facilitate student distancing measures.
- Additional school personnel will be in the hallways guiding students to the gym. Students will be guided to only walk in one direction and through designated doors and to maintain distancing.
- Students will be prompted to use hand sanitizer when they enter the building.
- Students that enter the building after 7:23 will be guided directly to his or her 1st period class.



##### Morning Gym Use:



- All gym seating sections will be open to spread 7th and 8th grade students apart. Students will sit every other row and each row will be limited to 12 students. 6th grade students will be spread out on the gym floor..
- Students will be dismissed to class in a staggered process:
  - One grade-level at a time
  - Dismissed by section and row
  - Exits are strategically designed by first period classroom proximity
- Additional school personnel will be located through the hallways to guide and support distancing and directional movement.

##### Morning Clubs/Activities:

- Distancing practices will occur during morning activities through limited

	<p>capacity. Activities in which overall numbers exceed 15 students will be postponed until appropriate or moved to a larger location if possible.</p>
<p><b>Serving Meals</b></p> 	<p><b>What changes will we implement during meal services?</b></p> <p><b>Breakfast</b></p> <ul style="list-style-type: none"> <li>• Breakfast will be served in the cafeteria with students spread out sitting in every other seat.</li> <li>• Students will remain in the cafeteria until dismissed to class through a designated exit to join the directional flow of students to class.</li> </ul> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>• Students will be escorted to the cafeteria by class through a staggered process.</li> <li>• A designated entrance and exit to the lunchroom will be identified.</li> <li>• Limited numbers of students will be going into the kitchen to receive food.</li> <li>• A reduced number of seats will be in the cafeteria with 6 students at each table.</li> <li>• The gym will be used as a secondary eating location during lunch to spread students out.</li> <li>• Students will be dismissed from lunch through a staggered process to reduce the flow of students from the cafeteria and gym to the next assigned area.</li> </ul> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Students will be prompted to use hand sanitizer before leaving the classroom and on their return. Hand-washing will also be reinforced during the lunch period.</li> </ul> <p><b>Delivery of Meals</b></p> <ul style="list-style-type: none"> <li>• See SCS plan for delivery of meals to include mandatory mask wearing of nutrition staff, pre-packaged items, and eliminating self-serve options.</li> </ul>
<p><b>Class Transitions</b></p> 	<p><b>What changes will we make in the hallway procedures during class changes?</b></p> <p><b>Class Changes:</b></p> <ul style="list-style-type: none"> <li>• Two bells will be used to dismiss students to their next class. 8<sup>th</sup> grade and 6<sup>th</sup> grade will be dismissed on the first bell. 7<sup>th</sup> grade will be dismissed on the second bell.</li> <li>• Directional markers will be used to identify traffic flow moving on the right side and counter-clockwise in the main circles.</li> <li>• School personnel will direct students to report to class immediately this minimizes students congregating to maintain distancing measures.</li> </ul> <p><b>Hand Sanitizer:</b></p> <ul style="list-style-type: none"> <li>• Hand sanitizer will be used on entry and exit to and from each class.</li> </ul> <p><b>How will we address student restroom breaks and use of lockers?</b></p> <p><b>Restrooms</b></p> <ul style="list-style-type: none"> <li>• Restroom use will be restricted to 4 students at a time. Hand washing will be heavily promoted. Students will be encouraged to request restroom use during class (not during delivery of instruction) and during lunch. Restrooms will be monitored during period transitions to monitor capacity and conduct.</li> </ul> <p><b>Lockers</b></p> <ul style="list-style-type: none"> <li>• Students will not be assigned lockers during the first 9 weeks, and will not be used until the appropriate time.</li> </ul>

<p><b>Large Group Gatherings &amp; Visitors</b></p> 	<p><b>How will we manage large group gatherings, such as assemblies and concerts?</b></p> <p><b>Recess</b></p> <ul style="list-style-type: none"> <li>• Students will transition to recess by class through a staggered approach by exiting the building to the outside.</li> <li>• Recess zones of students will be created on our front field.</li> <li>• Teachers will be strategically spread out.</li> <li>• Indoor recess will be structured in which students will spread out in the gym bleachers with each group walking laps through a structured, staggered approach. Students will maintain the appropriate distance per section by classroom.</li> </ul> <p><b>Assemblies</b></p> <ul style="list-style-type: none"> <li>• Assemblies for students conducted by administrators, teachers, and students will be facilitated through multiple sessions or virtual to reduce the number of individuals in one setting.</li> <li>• In-person assemblies will only occur if students can be spread out in our gym or cafeteria to maintain distancing measures. Students will be escorted to all assemblies through a staggered approach and will sit by class (every other seat).</li> <li>• Assemblies presented by outside professionals will not be scheduled until the appropriate health conditions allow.</li> </ul> <p><b>Pep-Rallies</b></p> <ul style="list-style-type: none"> <li>• Pep-rallies will not be scheduled until the appropriate health conditions allow.</li> </ul> <p><b>Parent Night Events</b></p> <ul style="list-style-type: none"> <li>• The traditional parent night events will be replaced with a virtual option.</li> <li>• We will consider additional options in the spring, if conditions allow.</li> </ul> <p><b>Other Community Gatherings (sports, band/chorus concerts, etc.)</b></p> <ul style="list-style-type: none"> <li>• Other community events will only be scheduled if the appropriate mitigating measures can be achieved according to TSSAA and SCS expectations. These events will only be facilitated in the gym or HHS Memorial Stadium.</li> </ul> <p><b>Field Trips</b></p> <ul style="list-style-type: none"> <li>• Field trips will not be scheduled during the first semester. We will reassess conditions in the spring for possible field trips.</li> </ul>
<p><b>Classrooms</b></p> 	<p><b>What is our procedure for preventative cleaning in classrooms each period?</b></p> <p><b>Classroom Cleaning</b></p> <ul style="list-style-type: none"> <li>• Classroom teachers will be provided the appropriate cleaning products, and will receive training at the beginning of the school year on the process for cleaning between each period. Please see the SCS plan for product information.</li> </ul> <p><b>Classroom Seating and Instruction</b></p> <ul style="list-style-type: none"> <li>• Classroom seating arrangements will be designed to create additional distance between students.</li> <li>• Collaborative learning strategies will be adjusted to reduce the potential of close contact.</li> <li>• The sharing of items will be eliminated, where possible. Hand sanitizer will be used if the sharing of any instructional materials becomes necessary.</li> </ul>

	<p><b>Hand Sanitizer</b></p> <ul style="list-style-type: none"> <li>• Students will be prompted to use hand sanitizer as they enter the classroom and before leaving the classroom. Students are encouraged to bring their own personal hand sanitizer as well. Hand-washing will also be reinforced, when possible.</li> </ul> <p><b>How are “hands-on” classes, such as physical education and fine arts, going to be different?</b></p> <p><b>Band and Orchestra</b></p> <ul style="list-style-type: none"> <li>• Students will not share instruments at any time and will be appropriately spaced.</li> </ul> <p><b>Chorus</b></p> <ul style="list-style-type: none"> <li>• Classes will focus on music theory and appreciation during the first quarter as additional measures are established for group singing.</li> </ul> <p><b>Art, Teen Living, and Diversified Technology</b></p> <ul style="list-style-type: none"> <li>• Classes will avoid group activities that increase sharing and the potential of contamination (cooking, group engineering, etc.).</li> </ul> <p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>• Classes will reduce the use of locker rooms for dressing out and will focus on students having the appropriate shoes.</li> <li>• Any locker room use will be staggered to reduce the number of students present at one time.</li> <li>• Students will be appropriately spaced and activities requiring close contact and sharing of equipment will be avoided as much as possible.</li> </ul>
<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 GSuite 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> <p><b>Students Reporting Symptoms of Illness:</b></p> <ul style="list-style-type: none"> <li>• Students reporting to have symptoms or a fever will go to a designated secondary school clinic area for temperature check and to receive a mask. Parents or guardians will be called.</li> </ul> <p><b>Midday Temperature Checks</b></p> <ul style="list-style-type: none"> <li>• 5th period teachers will facilitate midday temperature checks in each classroom before going to lunch.</li> <li>• Students with a fever will be sent to a secondary school clinic area for further analysis.</li> <li>• If the fever or other concerning symptoms are confirmed, the student will be provided a mask and will wait in the temporary clinic for a parent to pick them up.</li> </ul>
<p><b>Dismissal</b></p>	<p><b>What changes will be made to the dismissal procedures?</b></p>



### **Dismissal to Buses**

- School personnel will be located throughout the hallways to enforce distancing and directional flow.
- Each grade-level will be dismissed separately following the directional pathway designated in each hallway.
- 8th grade students will be directed to move to the back seating area on the bus.
- 7th grade students will be directed to move to the middle seating area on the bus.
- 6th grade students will be directed to sit in the front seating area on the bus.
- Mr. Cripps will be located outside at the bus dismissal area facilitating the proper loading of buses.

### **Dismissal to Cars**

- School personnel will be located throughout the hallways to enforce distancing and directional flow.
- Students will be dismissed to the car rider area following the directional pathway designated in each hallway.
- 8th grade students will be directed to line up in the front under the awning at designated cones.
- 7th grade students will be directed to line up in the middle under the awning at designated cones.
- 6th grade students will be directed to line up in the back under the awning at designated cones.
- Mrs. Whitaker will be located outside with teachers to facilitate the loading of vehicles.

### **Co-Curriculars**



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

#### **Cleaning of Library**

- Multiple mitigating measures will be implemented in our library to reduce the number of students through capacity limits and controlling the flow of students through designating an entrance and exit.
- The librarian will use a similar cleaning process as classroom teachers at scheduled times per day. In addition to the daily cleaning by the librarian, the custodian team will complete a routine process at the end of each school day to deep clean surfaces and the carpet.

#### **Common Computer Labs**




- Shared computer labs will be cleaned using a similar procedure for classroom cleaning after each class. The sanitizing and cleaning process will be a built in routine as a part of the exit procedures of each class.
- In addition to the standard classroom cleaning process, keyboards and mice will be specifically wiped down with the appropriate product at the end of each class.
- Students will need their own headphones/earbuds as shared peripherals will be prevented.

#### **Gym Bleachers**

- The gym bleachers will be cleaned/sanitized daily using the designated product by SCS for surfaces.

#### **Cafeteria Tables**

- Cafeteria tables will be cleaned between each lunch period using the designated product by SCS by teacher monitors.
- The custodian team will deep clean the cafeteria at the end of each day

	immediately after school use.
<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>District-Wide Closure and Targeted Ellis Middle School Closure</b></p> <ul style="list-style-type: none"> <li>SchoolMessenger, Social Media, and Remind will be used to announce district-wide and targeted school closures.</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>Principal weekly highlights and school-wide messages will be sent through SchoolMessenger. Email will be the primary format of communication through messenger. Phone and text will be targeted for specific reasons.</li> </ul> <p><b>Remind</b></p> <ul style="list-style-type: none"> <li>Remind will be used by administration and teachers for quick reminders and school-wide updates.</li> </ul> <p><b>Grade Level Newsletters</b></p> <ul style="list-style-type: none"> <li>Each grade-level will communicate grade-level specific information through a weekly newsletter.</li> </ul> <p><b>Teacher Email</b></p> <ul style="list-style-type: none"> <li>Teacher email will be used to communicate on an individual basis for specific students plans.</li> </ul> <p><b>School and Teacher Websites</b></p> <ul style="list-style-type: none"> <li><a href="http://ems.sumnerschools.org">http://ems.sumnerschools.org</a> will be used to provide flexible, up-to-date information, resources, and events for parent use.</li> <li>Teacher websites will be used to provide flexible, up-to-date resources, notes, and lesson plan information.</li> </ul> <p><b>Google Classroom</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>Registration</b></p> 	<p><b>What is the plan for registration nights?</b></p> <p><b>Online Pre-Registration</b></p> <ul style="list-style-type: none"> <li>Registration in Skyward will open on July 15 - please complete online verification and components ahead of time.</li> <li>The following documents are not in Skyward and will need to be printed off ahead of time and brought in by parents/guardians: <i>McKinney-Vento and Student Health Information Form</i></li> </ul> <p><b>Cougar Cruise Registration Nights (come and go event)</b></p> <ul style="list-style-type: none"> <li><b>Format</b> - Cougar Cruise will be a structured come and go event for each student and 1 parent to support the appropriate mitigating measures due to Covid-19.</li> <li><b>Process</b> - Stations have been minimized and spread out to reduce crowding and delays. Only essential activities will be facilitated.</li> <li><b>Pre-Preparation</b> - Please complete all available paperwork/online options</li> </ul>

before arrival.

- **Personal Face Coverings** - Masks will be required according to the Executive Order on registration nights.
- **Assigned Nights/Times** - The assigned night and times are not flexible due to the necessity to control crowd size. A flexible night will be used to support special situations.
- **6th Grade - July 27th 5:00 - 8:00 P.M.** (see alphabetical assignments below)
  - 4:30 - 5:45 - A-H
  - 5:45 - 7:00 - I-Q
  - 7:00 - 8:15 - R-Z
- **7th and 8th Grade - July 28th 11:00 A.M. - 7:00 P.M.**
  - 11:00 A.M. - 7:00 P.M. - 7th and 8th grade students may come and go throughout the day. Extended hours have been provided in place of an alphabetical breakdown.
- **Pattern Flow** - An entrance and exit will be identified and a directional flow will be established to limit 2-way traffic. Congregating will not be allowed and families will be politely reminded to continue through each required activity.
- **New Students and Tech Support** - Computers will only be accessible for new students and those needing support with Skyward