

Sumner County Schools

School Re-entry Plan

Parent Communication Document

Jack Anderson Elementary

Special Note:

These plans will be reviewed often and updated as necessary.

Arrival to School



What changes will be made to the school arrival procedures?

Car Riders:

In order for students to be adequately supervised as we space them in various areas throughout the building, we are asking parents to wait until **8:10 a.m.** to drop off car riders. Our front doors will open at **8:10 am** each morning to welcome car riders. These students must be dropped off in the car rider line. Parents will not be permitted to get out of vehicles to walk students to the crosswalk.

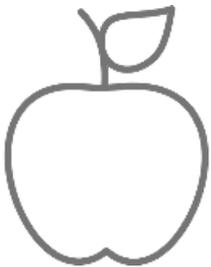
For Kindergarten Phase-In days only: On your child's specified phase-in day, please arrive at 9:00 if you wish to walk your child to class. Kindergarten parents will enter Door #2 (to the right of our front door) to walk students to class on their Phase-In day. This will reduce foot traffic through the building during arrival time. Phase-in will be the only time parents will be able to escort Kindergarten students to class.

Bus Riders: Bus riders will enter the back doors of the building as they arrive. 8:00-8:20 Bus riders will go to the gym and will be grouped by bus number.

General: In order to allow for social distancing, students will be directed to various areas of the building upon arrival. (Ex: gym, cafeteria, hallways) Students will be spaced appropriately until classrooms are open. Please note that students will also go to classrooms at **8:20**, which is earlier than in years past, to further allow for distancing.

At this time, we will not hold meetings for any clubs or activities before or after school.

Serving Meals



What changes will we implement during meal services?

General: Our cafeteria staff will be serving all meals in disposable containers with pre-packaged utensils. Self-service options will be eliminated.

Breakfast: Only students that are eating breakfast will be allowed in the cafeteria in the mornings. Students will be spaced out in the cafeteria.

Lunch: Students will eat lunch in the cafeteria on a rotating schedule to allow us to significantly decrease the number of students in the room at one time. Students will be seated farther apart to allow for appropriate distancing. Students will eat in classrooms on alternating days.

	<p>Special Note: As we begin the year, we will not allow lunch visits.</p>
<p>Class Transitions</p> 	<p>1. What changes will we make in the hallway procedures during class changes?</p> <p>We have designed our master schedule to limit the number of groups needing to transition at the same time. Walkways will be marked with clear paths to direct traffic. When weather permits, some groups may utilize outdoor walkways to get from point A to point B. Students will be encouraged to maintain distance while in line.</p> <p>2. How will we address student restroom breaks and use of lockers?</p> <p>Classrooms in the A (K/1) Hallway have their own restrooms. Classrooms in B (2/3) and C (4/5) hallways will schedule restroom breaks in order to reduce the number of students in an area at one time.</p> <p>Teachers will designate specific times and procedures for students to visit lockers in classrooms so that appropriate distancing can be followed.</p> <p>3. What will recess look like?</p> <p>We will limit the number of students on the playground and equipment at one time and utilize various areas of campus. We will offer indoor recess options as well.</p>
<p>Large Group Gatherings</p> 	<p>How will we manage large group gatherings, such as assemblies and concerts?</p> <p>As we begin the year, we will avoid large group gatherings or assemblies. We will adjust this policy if needed as the year progresses. We are fortunate enough to have the ability to broadcast news and other announcements into each classroom, and we will utilize that technology to share programs as we are able.</p> <p>At this time, we will not hold meetings for any clubs or activities before or after school.</p> <p>Special Note:</p> <p>In order to protect our students as much as possible from exposure, visitors will not be allowed to enter the building beyond the front office. We ask that visits to the front office be limited when possible.</p>
<p>Classrooms</p> 	<p>1. What is our procedure for preventative cleaning in classrooms each period?</p> <p>Each classroom will have cleaning supplies on hand and will wipe down surfaces (especially desks, doorknobs, etc.) frequently throughout the day. Students will be allowed to have individual containers of hand sanitizer. When possible, students switching classes will take their own materials with them to reduce the need to use shared materials. Any shared materials will be sanitized between uses.</p> <p>2. How are “hands-on” classes, such as physical education and fine</p>

	<p align="center">arts, going to be different?</p> <p>All of our Related Arts classes and our STEM Lab will sanitize materials between classes. Special attention will be paid to designing lessons in these classes that allow us to follow social distancing protocols. We want our students to have as many opportunities as possible, while keeping safety a priority.</p>
<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> <p>Teachers will check students' temperatures before lunch as students are lined up in the classroom. If a student has a temperature of 100.4 degrees or higher, the student will be taken to the office, and a parent will be notified.</p>
<p>Dismissal</p> 	<p>What changes will be made to the dismissal procedures?</p> <p>Many students will be dismissed straight from their classrooms rather than gathering together in one location. The number of students gathered will be greatly reduced, and they will be spaced appropriately.</p> <p>Our car rider line will run differently this year as well. Only the students who have a car ready to load will be released to the sidewalk, so please have your car rider tags on display each day. This will help us get students loaded as quickly as possible. Thank you for your cooperation and your patience as we adjust to a new routine.</p>
<p>Co-Curriculars</p> 	<p>How will we ensure common areas, such as the library, computers, etc., are routinely cleaned/sanitized?</p> <p>Common areas will be sanitized between each class.</p>

<p>School Closure</p> 	<p>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</p> <p>PLEASE CHECK TO MAKE SURE ALL OF YOUR CONTACT INFORMATION IS UPDATED IN SKYWARD.</p> <p>Central Office will send automated phone calls to the primary phone numbers listed in Skyward.</p> <p>Teachers will send Remind messages to students' parents.</p> <p>Mrs. Sanders will send notifications through the Jack Anderson Elementary App. Please download the app, and update your settings in order to receive notifications.</p> 
<p>Communication</p> 	<p>What communication platforms will be used this year?</p> <p>Please make sure that when you register in Skyward that your information is accurate. Email addresses and phone numbers are exported from Skyward.</p> <p>This year, our district will be utilizing the Remind platform to communicate with parents.</p> <p>Teachers will also be posting assignments, resources, and materials in Google Classroom each week. In the event of a closure, Google Classroom will house assignments, so parents are encouraged to become familiar with this platform as well. A Google Classroom FAQ will be shared with parents and will be posted on the JAE website.</p> <p>Please download our JAE App for any news or reminders from the office. Mrs. Sanders will also be sending emails through School Messenger, so it is very important that your phone numbers and email addresses are correct in Skyward. Please check to make sure all information is updated.</p> <p>You are also encouraged to follow Jack Anderson PTO and JAE STEM on Facebook and JAE_STEM on Twitter.</p> <p>Please check the JAE Website jae@sumnerschools.org for updates and information.</p>
<p>Registration</p> 	<p>What is the plan for registration nights?</p> <p>Masks will be required for everyone over the age of 13 per Anthony Holt's Executive Order.</p> <p>To reduce the number of people in the building, we ask that only JAE students and one parent attend when possible. Please attend on the evening that coincides with the first letter of the student's last name. If there is a situation within a family where last names differ, you may go by the primary guardian's</p>

last name.

We strongly encourage all families to complete Skyward registration by midnight on Sunday, 7/26. Students with complete registration in Skyward will get to find out who their teacher is early! Teachers will use Skyward information to contact parents, so it is very important that this is correct and updated.

To expedite the process on registration nights, make sure to have all paperwork completed and have **copies of your proofs** ready.

Forms are available for you to print and complete now at www.sumnerconnect.org (click on Registration tab).

We will also be providing printed packets with registration documents for families to pick up ahead of time. They will be located under the awning at the front entrance of JAE. Packets with printed documents will be available each day between the hours of 9:00-5:00 beginning Monday, July 20.

Registration for students with a last name beginning with A-K:

Monday, July 27th, 4:00-7:00 p.m.

Registration for students with a last name beginning with L-Z:

Tuesday, July 28th, 4:00-7:00 p.m.

Registration for Virtual Students: Tuesday, July 28th 10:00-12:00

There will be a table set up in the front lobby (or outside the front entrance if weather permits). Masks will be worn by staff members who assist you. Please have all necessary paperwork completed and copies of your proofs available to expedite your registration process.