



**Sumner County Schools
School Re-entry Plan
Parent Communication Document
SY 2020-2021**

School Name: UNION ELEMENTARY STEAM & DEMONSTRATION SCHOOL

Arrival to School



What changes will be made to the school arrival procedures?

Union will now utilize five - rather than two - locations for students to remain until our 7:45 a.m. bell.

K-1 students, after entering the double wooden doors (with glass windows) that lead directly into the gym, will sit with their homerooms, with appropriate spacing between individual students and classes of students. This divides in half, the number of students formerly supervised in the gym in previous years.

Grade 2 students will report to the 2nd grade hallway, entering the building at the double (glass) doors by the library. They will sit, socially distanced, in the hallway, being supervised by a 2nd grade teacher.

Grade 3 students will report to the 3rd grade hallway, entering the building via the double doors near Kidz Zone.

4th grade students will enter the building at the double glass front doors this year, moving directly to the cafeteria, where they will have assigned tables, per homeroom, which allows appropriate spacing between students and classes of students. This assignment divides in half the number of students being supervised in the cafeteria since, in years past, both 4th and 5th grade were supervised in the mornings in the cafeteria.

Finally, we are now using the library and library hallway for 5th grade students. They, too, will sit with their homerooms in the library and hallway. Each 9 weeks, our two 5th grade teaching teams will rotate their holding locations: library and hallway.

Our front doors will open at 7:15 a.m. with the 7:45 bell signaling the time for students to report to their classroom. All arrivals at or after 7:45 a.m. will report directly to their homeroom.

Safety patrol will no longer be used to ensure the safety of our children. From 7:15 - 7:50, our only supervisors - outside - are Coach G (back) and Mr.

Taylor and SRO Parker (front). At 7:50, an assistant will join Coach G in the back while an assistant and our guidance counselor will join Mr. Taylor and SRO Parker in the front. We recognize that, at 7:45, traffic lines build and we will need more help - outside - to get our children into the building by 8:00 a.m. in a safe and orderly manner. The longer you can wait to bring your child in the mornings, the less time they sit in any of the six areas mentioned, above, waiting to be sent to class.

Serving Meals



What changes will we implement during meal services?

In both breakfast and lunch, prepackaged utensils will now be used to enhance student and employee safety. Students will also use - only - disposable trays. Students and faculty/staff will no longer self-serve; a cafeteria staff member will now serve each student, further promoting student and employee safety.

To promote social distancing, students will also not be allowed to line up, right behind or in front of other students; they will be spaced away from others in line. At lunch and breakfast, students will be spaced apart while seated in the cafeteria to promote social distancing.

Union STEAM has reduced the number of students eating lunch in the cafeteria at one time, extending lunch times to ensure such. Between time periods that classes are using cafeteria tables, assistants and custodian staff members will clean and disinfect tables. Procedures are in place to eliminate classes crossing paths as they enter and exit the cafeteria, which enhances social distancing and student safety. Union will use a rotation schedule by which each grade rotates the use of the cafeteria in A/B schedules. This reduces the number of children using the cafeteria to eat, by one-half and enables us to space the children for safety.

Class Transitions



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

Union STEAM has created a schedule that limits the number of hallway interactions that classes and grade levels have with one another. Classes have designated times to leave the regular education classroom as they transition to and from, lunch, recess and related arts.

Dismissal from the gym, cafeteria, and library have been timed so that hallways are far less congested than they normally were in years past. Each grade level has an assigned time to leave their a.m. holding location to go to their homeroom class.

Restroom breaks will be scheduled, school-wide. At p.m. dismissal, classes and grade levels have designated times to leave their rooms for their dismissal location. Further, each class has an assigned location and social distancing format to use when waiting for the 3:00 p.m. bell.

2. How will we address student restroom breaks and use of storage

	<p style="text-align: center;">cubbies?</p> <p>Teacher teams will designate scheduled restroom breaks to eliminate congestion in hallways and crowding in restrooms. Students will be reminded - daily - of good hygiene practices while in the restroom. Students will retrieve items from and place items in classroom cubbies, following procedures of each classroom teacher so that social distancing can be ensured,</p>
<p>Large Group Gatherings</p> 	<p>How will we manage large group gatherings, such as assemblies and concerts?</p> <p>Raider Rallies will not occur during the first 9 weeks and, most likely, not in the second 9 weeks period (or beyond). If the local and state health departments deem such assemblies as safe during the SY 2020-21, we may have Raider Rallies, but in much smaller numbers (of students). If no Raider Rallies are ever deemed safe, based on guidance from the TN Health Department and CDC, we will recognize our students in unique, safe ways.</p> <p>Monarch in the Park is cancelled. Our butterfly launch will be very limited in size in 2020-21 since we cannot ensure social distancing, even outside. Even outside, the students who are present will be socially distanced on the entire play area. Safety will be consideration number one in any decision regarding this school event.</p> <p>All school dances and our Fall Festival are cancelled for the SY 2020-21.</p> <p>School musical performances and art exhibits are cancelled. Only if local and state health departments deem it safe to assemble, will we consider having music and art programs in the SY 2020-21.</p> <p>Parent Nights will not occur in the SY 2020-21.</p>
<p>Classrooms</p> 	<p>1. What is our procedure for preventative cleaning in classrooms each period?</p> <p>Union’s related arts teachers will now have 15-minute breaks between classes in order to disinfect all materials, items, and equipment used in the previous related arts class. Further, all Union teachers will have classroom (disinfectant) supplies to use in perpetually sanitizing their classrooms, work spaces, equipment, and instructional items.</p> <p>Union STEAM’s custodial schedules have been changed in order to allow two custodians to be present during all school hours; this will promote disinfecting and sanitizing classrooms on a consistent and thorough basis. A specific cleaning schedule of rooms and other areas has been created for 7:30 - 4:30 and, then, for our nighttime custodian.</p> <p>Less essential furniture and all carpets have been removed from all classrooms in order to give teachers more room to appropriately space student desks and to have no areas that invite students to congregate. For</p>

classrooms that utilize tables, dividers are being purchased to keep students safe while working at tables. All fabric seating has been removed from all classrooms.

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

PE classes will participate in - only - non-contact games. Any equipment used will be disinfected and sanitized during the 15-minute breaks between PE classes. PE classes will only meet in the gym so that we do not increase the number of children on the playground by 20-25 more students. This will also eliminate an exposure risk.

Choir has been cancelled until the TN Department of Health deems it safe to have such clubs. Percussion ensemble will be open for 4th and 5th graders, but will be an after-school club. In music class, chairs are spaced. Students will not be singing in music class. No music class materials (including music sheets), equipment, items, instruments and technology will be shared by students and all music items, instruments, equipment, and technology will be sanitized between classes. Students will need to have their own Recorders for music; none will be supplied or shared.

Art supplies will no longer be shared by table groups; each student will have his/her own supplies provided by our Art teacher, who will disinfect and sanitize all surfaces, utensils, items, and equipment used, during the 15-minute breaks between related arts classes. STEM will no longer consist of group projects; rather, students will create and test their own projects on individual bases.

In our media center, students will not work in small groups, using shared technology, items, or equipment. Students will sit at assigned tables and seats, no longer being allowed “flexible seating” in order to promote social distancing and safety. All items used during Library related arts classes will be disinfected and sanitized throughout the school day.

At recess, only one grade level will be outside at one time, with classes - within that grade level - having unique track times. Children on the west side of our play area will use the blacktop track and certain playground equipment, while children on the east side of the play area will only use the white cement track and certain playground equipment. Children on the eastern side of the playground will never cross over to play with children on the western side (and vice versa).

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 Lead at Union STEAM: Our school will have a teacher to support teachers and families in navigating Google Classroom.

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Clinic



What will the procedure be for taking midday temperature checks?

Before each class goes to the cafeteria for lunch, classroom teachers will stop at the old office to get a thermometer to use to take student temperatures. Students who do not have temperatures will proceed to the cafeteria. Students with temperatures will go directly into the old office, to the clinic, where Nurse Ashley will attend to them. A child's lunch will be brought to him/her in the clinic area, should he/she get his/her lunch from the cafeteria. Union has established a waiting area, specifically for children who are feeling ill, where children can sit to wait for a parent to arrive while also not being in the vicinity of other students. A Union employee will be present to supervise this secondary clinic/waiting area while Nurse Ashley attends to students in her main clinic area.

Each area of teachers will also have a thermometer to share, enabling them to take student (and adult) temperatures, expeditiously. Should a student or faculty/staff member show a fever, they will be sent - immediately - to the school clinic to be attended to by Nurse Ashley.

Union faculty and staff members will be asked to take their temperatures each morning, before their workday begins, and then, again, at midday.

Dismissal



What changes will be made to the dismissal procedures?

Union STEAM students will still report to the same dismissal locations - outside - as in past years. However, a schedule is in place that limits the number of students waiting in the gym and hallway for the 3:00 bell, with many classes leaving their regular education classroom, upon the sound of the bell. Classrooms will dismiss in certain order and at certain times, promoting social distancing and reducing exposure to students in other grades and classes.

Co-Curriculars



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

Teachers are instructed to disinfect and sanitize all instructional items, including computers, throughout the school day. Union's librarian will have 15 minutes between each class to disinfect and clean library items, including technology. Custodians will have detailed schedules and specific responsibilities to follow in cleaning and disinfecting classrooms and hallways, including Union's nighttime custodian. Our gym and cafeteria will be cleaned and sanitized on a specific schedule and between uses by students and

	<p>classes of students.</p>
<p>School Closure</p> 	<p>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</p> <p>Union STEAM will use the REMIND app to communicate with parents regarding any closures, school time changes (opening late; closing early). Teachers will only use the REMIND app to communicate with parents about class and school events. Parents will not have to follow school or class events, using multiple apps - we only use REMIND. District-wide notices will be sent to parents via the REMIND app.</p> <p>In addition to REMIND, Mr. Taylor may send messages via School Messenger, which pulls information to contact parents from Skyward. With that, it is imperative that your Skyward contact information is updated.</p>
<p>Communication</p> 	<p>What communication platforms will be used this year?</p> <p>Parent communication will be managed through the REMIND app (school and classroom levels), School Messenger (school level), emails, Union’s website, and Union’s (closed) Facebook page. The primary method of communication to parents will be via REMIND.</p> <p>Parents may also follow Mr. Taylor on Twitter: since the Twitter page is locked, you will need to make a request to follow. Mr. Taylor’s Twitter handle is @UnionChief2017.</p>
<p>Registration</p> 	<p>What is the plan for registration nights?</p> <p>Union teachers will contact parents to set up 30-minute registration appointments for 7/20/20 and 7/21/20. Raider Roundup nights will be from 4:00 - 7:00 pm. Two sets of parents will be present in each classroom during one 30-minute registration time, controlling the number of parents and students in a classroom at one time. This will also ensure limited numbers of parents and students in our school building, overall. Scheduled appointments will also reduce parking challenges on Union’s campus. If age 13 and above, you must wear a mask.</p> <p>To expedite registration nights and reduce exposures in hallways and common areas, no stations will be set up with exception of the Nurse Station and Kidz Zone. Our school nurse will need to see every parent regarding the school health forms before parents leave the building on 7/20 or 7/21. The nurse and Kidz Zone stations for Raider Roundups will be in the gym, which allows greater promotion of social distancing.</p> <p>***Anyone, age 13 and above, must wear a mask in order to enter and remain inside the Union STEAM building on July 20 and July 21.</p> <p><i>If you need to register online and/or if you need to register for the Virtual</i></p>

	<i>Academy, please report to the cafeteria.</i>
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