



Sumner County Schools

Westmoreland Elementary

Parent Communication Document

Westmoreland Elementary School

Arrival to School



What changes will be made to the school arrival procedures?

Westmoreland Elementary is working to provide a safe environment for your child. In order to mitigate student interaction to small classroom cohorts (classroom group), students entering the building prior to 7:30 will be spaced in the instructional hallways by their designated classrooms. This will limit the number of students with whom your child is exposed.

How will students socially distance in those areas?

Students will be seated with their individual classroom cohort.

- Bus riders will enter the rear of the building as usual. Those students eating breakfast will go directly to the cafeteria. Students not eating breakfast will go to their classroom cohort location.
- Car riders will enter the building through the center front entrance. This will allow students to go directly to their cohort location or to the cafeteria for breakfast if applicable. We strongly recommend, when possible, for car riders to be dropped off between 7:30 and 7:45 am.

Students arriving after 7:45 am will need to enter the front office. The student will be given a tardy slip and sent to their classroom. It is not necessary for parents to sign their child in late.

Serving Meals




What changes will we implement during meal services?




Breakfast

Breakfast will be served with disposable trays and prepackaged eating utensils. The cafeteria personnel will serve the students and follow proper food service precautions. Students will be encouraged to remain spaced out in the breakfast serving line.

Students will eat breakfast in the cafeteria with spacing being a primary concern in order to provide mitigation. In order to protect your child's health, outside visitors for breakfast will not be allowed. We want to thank you for understanding in taking this step to protect the health of your child.

	<p>Lunch</p> <p>Lunch, like breakfast, will be served with disposable trays and prepackaged eating utensils. Precautions are being taken to limit exposure of different classroom cohorts to each other during the lunch process. Only two classroom cohorts will be entering the serving area at a time. Each cohort will be designated to their individual serving line (side of the serving area) and enter the cafeteria through separate doors.</p> <p>Each classroom cohort will eat lunch together with space between them and other classroom cohorts to mitigate student exposure to each other. WES has restructured the lunch schedule to provide half-capacity in the cafeteria during lunch times. This will allow students to be spaced to allow proper mitigation of risk.</p> <p>Additional time has been built into the lunch schedule to provide for sanitizing eating areas between student use.</p> <p>In order to provide a safe environment for all students, visitors for lunch will not be allowed during the 2020-2021 School Year. We hope you understand this precaution is to protect each child in the school building.</p>
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<p>Class Transitions</p> 	<p>1. What changes will we make in the hallway procedures during class changes?</p> <ul style="list-style-type: none"> ● WES has structured the school master schedule to lessen hallway traffic and large gatherings of students throughout the school day. Every effort is being taken to make the school as accommodating and safe as possible for students and school employees. ● In the past, an entire grade level has gone to recess at the same time on the playground, this generally meaning 75 to 90 students are on the playground at the same time. We realize and understand that the physical activity provided at recess is essential to child development and health. In order to provide this needed release of energy and provide a safe environment for your student, recess will be divided for half capacity at designated recess areas. Two classroom cohorts will be on the playground and two classroom cohorts will be on the field. These groups will rotate use of the field and playground weekly. This will reduce the number of students at recess together by half. <p>2. How will we address student restroom breaks?</p> <ul style="list-style-type: none"> ● Restroom breaks will be scheduled to provide for each classroom cohort to utilize the hallway restrooms individually as a cohort. Particular attention will be taken by the custodial staff to maintain clean and fresh restrooms as always. ● Restroom breaks during class instruction will be monitored to reduce cross over between classroom cohorts. ● VPK, Kindergarten, and First grades have restrooms in their classrooms. These restrooms will be sanitized when students are out of the classroom for lunch and Related Arts.
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<p>Large Group Gatherings</p> 	<p>How will we manage large group gatherings, such as assemblies and concerts?</p> <p>In order to maintain a safe environment for your child, WES will not have any whole school assemblies during the first semester of school. This will be evaluated for the second semester when the time comes. Activities and special events will be limited to small gatherings of classroom cohorts.</p> <p>In order to provide the healthiest school environment for your student, outside visitors to the school will be limited. WES appreciates its school family; however, lunch visitors will not be allowed for the 2020-2021 School Year. We will continue to have IEP meetings and other needed meetings in the school office area. We appreciate your understanding and patience with this matter.</p>
<p>Classrooms</p> 	<p>1. What is our procedure for preventive cleaning in classrooms each period?</p> <p>General classrooms will be disinfected while students are out of the room for lunch and related Arts classes. Additional cleaning will be conducted during the school day as needed to provide a safe environment.</p> <p>All classrooms and surfaces in high traffic areas will be cleaned at the end of each day to assure a clean environment for the start of school for your students.</p> <p>2. How are “hands-on” classes, such as physical education and fine arts, going to be different?</p> <p>The school master schedule has been designed to provide additional time for the PE teacher to disinfect and clean play equipment and the gym between classes. Limited contact activities will be promoted during physical education classes.</p> <p>Related Arts and special education classrooms will be disinfected between each class.</p> <p>Sumner County Schools is providing appropriate cleaning supplies to sanitize areas while students are not present. WES is greatly appreciative of these proactive moves by our district.</p> <p><u>All classrooms and areas will be appropriately cleaned following the end of the school day to assure a clean and sanitary environment at the beginning of each school day.</u></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>

Clinic



What will the procedure be for taking midday temperature checks?

We appreciate your efforts to keep your child healthy and monitor his/her health during these trying times. In an effort to help support you, the classroom teacher will check each student’s temperature before going to lunch each day. Sumner County Schools has provided touchless thermometers to assist in monitoring your child’s health.

Students coming to the clinic to take medicines will enter the main office. A trained individual will collect the student’s medicine and dispense it to the student in a private area to ensure privacy. This will prevent the student from coming in contact with sick students in the clinic or in the illness isolation area. The illness isolation area for WES students is in a room connected to the front office. Students who are in the illness isolation area will be in direct line of sight of an adult.

If a student has a fever, WES will:

- Place the student in the illness isolation area.
- Contact parent/guardian for immediate pickup of the student.
- The child will be provided lunch if in the illness isolation area during the lunch period.

Dismissal



What changes will be made to the dismissal procedures?

Dismissal is a procedure that must be done orderly to assure safety, especially during these trying times. Bus transportation will still be available for students. Sumner County Schools Department of Transportation has worked diligently to provide mitigation with sanitation and providing hand sanitizer for students. We do ask parents who decide for their student to be a car rider to be understanding that in order to provide for your child’s safety, precautions are being taken which may slow car rider dismissal to some degree. Please be patient and remember it is for the safety of the students and the faculty/staff.





Dismissal will begin at 2:45 pm.

Bus Dismissal

Bus dismissal will be staggered by classroom cohort to avoid congestion in the bus lineup. Each grade level will be dismissed individually. Two classroom cohorts (the same cohorts that go to recess together) will exit at one end of the building and the other two at the opposite end of the building to avoid congestion.

Car Rider Dismissal

The car rider line will be conducted in the same basic principle as in previous years only with students being spaced to provide social distancing. Additional employees will assist in controlling social distancing and provide uniformity and speed in the process. Car riders will be spaced by the classroom cohorts that go to recess together. This is two classrooms. Space between each group of students will be secured by faculty/staff. The car rider line will walk the sidewalk as in previous years; however, they will not stop at the end of the kindergarten hallway while cars move forward. Instead students will walk spaced out through the building to make the second pass to fill cars.

	<p><u>No cars should be in the car rider line before 2:15 pm.</u> The more staggered parents arrive in the car rider line, the less wait parents will have waiting in the car rider line. Consider arriving at 2:50 or 2:55 when the rush has passed. All car riders should be picked up no later than 3:15.</p>
<p>Co-Curriculars</p> 	<p>How will we ensure common areas, such as the library, computers, etc., are routinely cleaned/sanitized?</p> <p>All shared instructional tools will be disinfected between use, this includes mobile devices and keyboards that are shared.</p> <p>Students will be encouraged and taught to use hand sanitizer before and after using common areas and materials. This would include library books and less personalized computers or devices.</p> <p>Grades 3-5 have student assigned devices. Each device will only be used by the student. Each device will be sanitized at the end of each day. Students will be encouraged to frequently wash hands and supplement this routine with use of hand sanitizer.</p>
<p>School Closure</p> 	<p>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</p> <p>Communication concerning school closure will be provided through the SchoolMessenger and/or Remind. It is our goal to keep the parents of WES as aware of happenings as possible.</p>
<p>Communication</p> 	<p>What communication platforms will be used this year?</p> <p>Communication with parents is a vital part of the school experience. To streamline communications, Sumner County Schools will be using the Remind platform. The school will share information on how to use the platform at the beginning of the school year. In addition to electronic communications, your child's classroom teacher will provide a weekly classroom newsletter.</p> <p>The school webpage will also be updated regularly to provide the latest information. https://wes.sumnerschools.org/</p>
<p>Registration</p> 	<p>What is the plan for registration nights?</p> <p>WES understand that student registration is an important event for you and your child. In order to make registration as safe, healthy, and personal as possible, WES has designated three nights for registration divided by the first letter of the student's last name.</p> <ul style="list-style-type: none"> • July 27, 2020 – Students with last names beginning with A-G, 5:00-8:00 pm. • July 28, 2020 – Students with last names beginning with H-R, 5:00-8:00 pm. • July 29, 2020 – Students with last names beginning with S-Z, 5:00-8:00 pm.

If your family is blended with students with different last names, you may bring both children on either date that is applicable. You do not have to come on different dates for each child.

To control the amount of exposure to parents, students, and staff, WES asks that only one parent per child comes to registration.

The parent/guardian will go to the student's classroom to begin the registration process. After the classroom, the parent/guardian will be asked to visit the cafeteria to complete a student lunch application. The final stop for registration is to turn in the Student Health Form to the School Nurse. The nurse will have a station in the front lobby. To speed up the process, it is recommended you begin the online registration process before attending your designated registration night.

During registration nights, WES families will be required to wear masks (*guardians and students 13 years and older, due to the current Sumner County Executive Order that is in effect*).

Please be reminded, students must be registered by a legal guardian.

New Student Registration (Those new to WES)

July 22, 2020, 8:00 am-Noon – For the safety of students, parents, and faculty/staff, **only one parent may attend New Student Registration per child.** This will lessen the number of people and help with social distancing. Please be reminded, each child must be registered by a legal guardian. The legal guardian must be present for the child to be registered.

New students may also be registered July 27, July 28, or July 28 according to last name.

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