

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

<b>School Name</b> <u>                    <b>Guild Elementary School</b></u>	
<b>Arrival to School</b>	<p>Car riders will be permitted to enter the building at 7:00 AM. Car riders will be dropped off at the back entrance of the building. Car riders will be able to access the cafeteria for breakfast where social distancing is implemented and report to their classrooms upon arrival.</p> <p>Bus riders will be permitted to enter the building prior to 7:00 AM. Bus riders will enter the building through the gymnasium and access the cafeteria for breakfast and report to their bus area or classrooms upon arrival. The areas, where bus riders will wait until 7:00 AM, will allow for students to be spread out and the numbers of students within the space to be limited. Students in the cafeteria will practice social distancing.</p> <p>At this time, morning clubs have been cancelled and parents will not be permitted to enter the building for the purpose of walking students to class or to eat breakfast with students. These measures have been taken to offer additional safety to all of our students.</p>
<b>Serving Meals</b>	<p><b>What changes will we implement during meal services?</b></p> <p><b>Breakfast:</b></p> <p>The arrival times of our students allows for less traffic within the building and our arrival locations (gym, cafeteria, and hallways). Bus riders, who arrive before 7:00 am, will eat breakfast while social distancing within the cafeteria. Arrivals after 7:00 am, our car riders and final buses, will receive their breakfast and eat in the classrooms.</p> <p>Students will transition between locations by walking on the right side of the hallway and social distancing. Students will also receive their breakfast by using a disposable tray. These measures have been taken to offer additional safety to all of our students.</p> <p><b>Lunch:</b></p> <p>Guild will operate on an A/B schedule: Students will alternate eating lunch in the cafeteria and their classrooms weekly. This measure reduces the capacity of students in the cafeteria at one time by fifty percent. Students will practice social distancing within the cafeteria and transition</p>

in the hallways leaving space between students and walking on the right side of the hallway.

The nutritional staff will serve students pre-packaged items on disposable trays. Extra items may still be purchased. The nutritional staff will also input any student numbers to pay for meals as an extra precaution. Money for breakfast and lunch will still be submitted to the classroom teacher. Please send in a sealed envelope with the student's name, teacher's name, the words "BREAKFAST or LUNCH MONEY," and an amount written on the front. These measures have been taken to offer additional safety to all of our students.

Lunch:  
Schedule: 1st 9 weeks

Schedule A: Kindergarten Second Fourth	Schedule B: First Third Fifth
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Massey/Lewis: Always eat in cafeteria

Week 1 (August 3-7)	A: Eats in Classroom	B: Eats in Cafeteria
Week 2 (August 10-14)	A: Eats in Cafeteria	B: Eats in Classroom
Week 3 (August 17-21)	A: Eats in Classroom	B: Eats in Cafeteria
Week 4 (August 24-28)	A: Eats in Cafeteria	B: Eats in Classroom
Week 5: (August 31- Sept 4)	A: Eats in Classroom	B: Eats in Cafeteria
Week 6: (Sept 8-11)	A: Eats in Cafeteria	B: Eats in Classroom
Week 7: (Sept 14-18)	A: Eats in Classroom	B: Eats in Cafeteria
Week 8: (Sept 22-25)	A: Eats in Cafeteria	B: Eats in Classroom
Week 9: (Sept 28-Oct 2)	A: Eats in Classroom	B: Eats in Cafeteria

<p><b>Class Transitions</b></p>	<p>To reduce traffic flow in the hallway and in common areas, students and teachers will use the right side of the hallway to transition around the school. Classes will use the outside sidewalks to transition to classes whenever possible. Students will only utilize the hallways with supervision.</p> <p>Classrooms will be disinfected for the last five minutes of each class.</p> <p>During recess grade levels will not intermingle. Homeroom classes will remain together by utilizing the assigned zone to play. Students may still walk on the track. There will be no contact sports.</p> <p>Precautions will be taken to limit the number of students taking restroom breaks. Teachers who have bathrooms in their classrooms will only access those bathrooms. Only one class is allowed in the hallway for a restroom break at a time. These measures have been taken to offer additional safety to all of our students.</p>
<p><b>Large Group Gatherings &amp; Visitor Access</b></p>	<p>All first semester events, programs, and assemblies are postponed at this time.</p> <p>Parents/Guardians are only allowed in the building for pre-scheduled meetings. Teachers will use online meeting tools (zoom, Google Hangout, Microsoft Teams) to meet with parents as needed. If parents need to come to the school for any reason, they will check in with Mrs. Donna at the front entrance of the building and wait in the lobby.</p>
<p><b>Classrooms</b></p>	<p>Students will continue to participate in all related arts classes. Related arts classrooms will be disinfected between each class. PE classes will be kept on separate sides of the gym. There will be no contact activities, and students will not intermingle with other classes.</p> <p>All classrooms will be disinfected between each class with cleaning supplies. There will be no community supply areas. Each student will be supplied an area with individual supplies. For grade levels where students only have one teacher (K-2), classes will be disinfected at a minimum of twice a day. Teachers will be mindful of spacing students out within the classroom. These measures have been taken to offer additional safety to all of our students.</p>
<p><b>Sumner Connect</b></p>	<p>Sumner Connect Lead: Sarah Spillers (3<sup>rd</sup> Science/Social Studies)</p>

	<ul style="list-style-type: none"> <li>· Sarah.spillers@sumnerschools.org</li> </ul> <p>Google Classroom Lead: Brittany Vernon (4<sup>th</sup>, ELA)</p> <ul style="list-style-type: none"> <li>· Brittany.vernon@sumnerschools.org</li> </ul> <p>All teachers will implement and use Google Classroom for students. Parents will be provided with student email information as well as classroom codes for Google Classroom to access all online tools. Google Chromebooks are available to lend to Guild families under specific circumstances.</p>
<p><b>Clinic</b></p>	<p><b>What will the procedure be for taking midday temperature checks?</b></p> <p>Students will still report to the clinic if they take medicine on a regular basis. Students will have designated times to receive medication at the clinic. They will wash their hands thoroughly and return to the classroom. Within the transition, students will allow for space and remain on the right side of the hallway. If a student has a fever or needs to be isolated, the isolation space is located in the front hallway next to the main office. There will be midday temperature checks taken for every student. If a student has a temperature of 100 degrees or more, parents/guardians will be called. The student will not be allowed to return to school until he/she is fever free without medication for 24 hours.</p> <p><b>Temperature Checks:</b></p> <p>*If the student has a temperature, they have to be temperature free for 24 hours before they can return to school. Temperature free WITHOUT medication.</p> <p>*Two thermometers per grade level: teachers will need to determine and communicate how the thermometers are passed.</p> <ul style="list-style-type: none"> <li>• K: Immediately following lunch</li> <li>• 1: Immediately following lunch</li> <li>• 2: Within your homeroom before going to recess</li> <li>• 3: Within your homeroom before going to related arts</li> <li>• 4: At the start of Block 2 by 10:00 AM</li> <li>• 5: At the end of Block 2 before transitioning to RTI</li> <li>• BLAST: Before 11:00 AM</li> <li>• CDC: Before 11:00 AM</li> <li>• TBCDC: Before 11:00 AM</li> </ul>
<p><b>Dismissal</b></p>	<p><b>What changes will be made to the dismissal procedures?</b></p> <p>Guild will utilize different locations in the building to limit large numbers of people in the same area. Students in grades 3-5 and sibling car riders will</p>

	<p>be dismissed from the cafeteria. K-2 will dismiss from the front of the building and be spaced along the two front hallways. All dismissal procedures will ensure social distancing.</p> <p>All bus riders will be dismissed from the classrooms. Teachers will remain in their classrooms with their students until 2:45 pm. All remaining bus riders after 2:45 will be dismissed from the gym. They will transition to the gym by traveling down the hall on the right side. Students will social distance in a straight line in the designated area assigned to their bus number. These measures have been taken to offer additional safety to all of our students.</p>
<b>Co-Curriculars</b>	<p>The YMCA is the only outside group that uses the building. YMCA will be required to disinfect their designated area before and after their program times. They will be asked to sterilize after students return from outside as well. YMCA pick up is located in the back of the school building. These measures have been taken to offer additional safety to all of our students.</p>
<b>School Closure</b>	<p><b>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</b></p> <p>All closures will be communicated through the Sumner County phone message system. In addition to this, Guild will send messages through Remind, Guild Facebook page, and our school website.</p>
<b>Communication</b>	<p><b>What communication platforms will be used this year?</b></p> <p>To communicate with Guild families, all teachers will use Google Classroom for academics and Remind for ongoing communication. Additionally, parents may check Guild's Facebook page and school website for updates.</p> <p>Additional information will follow on how to sign up for our school's Remind system.</p>
<b>Registration</b>	<p><b>Returning students:</b></p> <p>This year, registration for our <b>returning students</b> will be held over two nights and separated into two groups, Groups A and Group B. Group A</p>

will include students with the last name that begins with the letter A-K, and Group B will include students with the last name that begins with the letter L-Z. Group A's registration will take place on Monday, July 27th, from 4:00-7:00 PM. Group B's registration will take place on Tuesday, July 28th from 4:00-7:00 PM.

Kindergarten, First, and Second Grade families will enter through the cafeteria entrance. Third, fourth, and fifth grade families' registration will take place in the gym. Families will enter through the gym entrance. If you need to register students in multiple grades, you can access the cafeteria and gym.

As of July 15th, Skyward is open for online registration. **We highly recommend that you go ahead and complete the online registration and forms prior to our in-person registration dates.** This will save yourself time and offer an additional step to limit our numbers. We have linked the registration websites below as well as attached forms to submit on the evening of registration. Parents are to complete: *McKinney-Vento form, Student Health Information form, and the Student Information Card as well as completed the online registration linked below.* If you are unable to complete these components ahead of time, you be able to on the in-person registration date.

**New Student Registration** Link:

<https://sumnerschools.org/index.php/registration>

**Returning Student Registration**

Link: <https://sumnerschools.org/index.php/registration>

To ensure the safety of our guests, we will adhere to the following guidelines.

- All in attendance that are above 12 years of age must wear a mask per our county order.
- One parent may attend and the student(s) they are registering. Please do not bring additional guests.
- Practice social distancing and refrain from physical contact.
- Only the cafeteria, gym, and the restroom will be available to access at this time. The rest of the building will be closed.

Parents will need to bring:

- Masks for all in attendance that are above 12 years of age per our country order.
- Writing utensil
- Two Proofs of Residency

Registration for our **new students** will be held in the front office at Guild on July 22nd from 8:00-2:00 pm.

To ensure the safety of our guests, we will adhere to the following guidelines:

- All in attendance that are above 12 years of age must wear a mask per our county order.
- One parent may attend and the student(s) they are registering. Please do not bring additional guests.
- Practice social distancing and refrain from physical contact.
- Only the main office will be available to access at this time. The rest of the building will be closed.

Parents will need to bring:

- Masks for all in attendance that are above 12 years of age per our county order.
- Writing utensil
- Two Proofs of Residency
- Birth Certificate
- Shot Record