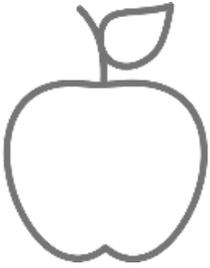




Sumner County Schools School Re-entry Plan Parent Communication Document

School Name	Hendersonville High School
<p>Arrival to School</p> 	<p>What changes will be made to the school arrival procedures?</p> <ul style="list-style-type: none"> ❖ As we make decisions to create the safest environment for our students and staff, arrival will look different this year. ❖ Students reporting to school will go to the gym for seating prior to the 7:50 bell. ❖ In order to promote social distancing, we will not allow congregating in the hallways in the mornings. ❖ All car riders, drivers and walkers will enter through the main office doors or the designated back doors to the gym. ❖ The Marketing doors will not be open for arrival this year. ❖ There will be no drop off of car riders in the Cherokee Rd lot in the mornings. All bus riders will enter through the Cherokee doors as usual and make their way to the gym. ❖ This is the seating arrangement in the gym :  <ul style="list-style-type: none"> ❖ Students will be required to social distance by sitting, at a minimum, with one seat between them. Where feasible we will skip every other row. ❖ Club sponsors will keep an electronic calendar of morning meeting times so supervisors will know when to let students leave for a club meeting. Any student needing to leave for morning tutoring will have a pass from that teacher. ❖ At the 7:50 bell students will be released on a rotation beginning with Seniors.

Serving Meals



What changes will we implement during meal services?

Serving meals is an important part of the day at HHS. Our plan for meal service begins with breakfast.

- ❖ Any student intending to eat breakfast should report to the cafeteria, be it from the bus or during arrival in the gym.
- ❖ In order to limit numbers in the cafeteria and to socially distance, the only students allowed in the cafeteria in the mornings will be students eating breakfast. No one will be allowed to congregate in the cafeteria who is not eating.
- ❖ Students will sit with at least one seat between them and as much as possible at only one side of the tables. Once finished students will report to the gym.
- ❖ The cafeteria will close at 7:50 as we release students to their first block.
- ❖ Students not eating school breakfast are encouraged to eat breakfast prior to coming into the building as we will not allow eating in the gym.

Our lunch routines will change in the fact that we will more equitably distribute classes to the lunch periods.

- ❖ In addition, we will open up the gym lobby to seating as well as the cafeteria. We will have students sitting in every other seat in our cafeteria tables and encourage social distancing in the other areas students would be allowed to eat.
- ❖ HHS has a small courtyard where students will be allowed to eat as well, weather permitting.
- ❖ Please help us in emphasizing to your children that cleaning up after themselves will be imperative as we move into expanded seating areas.
- ❖ **Absolutely no food will be allowed to be delivered or dropped off for students as we are limiting entry to the building to minimize exposure to everyone. Students forgetting lunch will need to eat through the cafeteria.**

Finally, vending machines will remain open and all students are encouraged to use a pen tip or pencil eraser to push the buttons. By Federal law, vending machines are not operational during lunch.

- ❖ We will clean vending machines after every class change.
- ❖ We will still have our normal Wednesday morning sales of biscuits and snack items by various clubs but it will all move to the gym.
- ❖ Once we have further information from our school nutrition staff we will update whether there will be normal ala carte sales between first and second block.

Class Transitions



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

Class changes at HHS will occur with the help of a center of hallway clear zone established.

- ❖ All students will travel down the right side of the hallway for the direction they will travel and the clear zone will have no students.
- ❖ Administrators and teachers will be in the hallway to encourage students to keep moving.
- ❖ All students will be expected to report directly to their next class unless they need to use a restroom.
- ❖ We will monitor restrooms to ensure congregating is kept to a minimum.
- ❖ Max numbers allowable will be posted outside the restrooms.

How will we address student restroom breaks and use of lockers?

After the class begins teachers will utilize a first 20, last 20 approach to allowing students to use a restroom or leave a class.

- ❖ No one will be allowed to leave during this protected time.
- ❖ This will allow adequate time for introduction of new material and wrap up of the day's lesson without disruptions.
- ❖ Of course, we realize emergencies will come up and will make necessary accommodations.
- ❖ Students will be expected to use restrooms and visit their lockers during the 7 minute break.
- ❖ Realistically we only have about 300 students who use lockers and they are spread throughout the building, so we expect traffic flow to be minimally affected through locker use.

Large Group Gatherings



How will we manage large group gatherings, such as assemblies and concerts?

- ❖ With the realization that part of the high school experience are the extracurricular activities that occur, HHS has created a plan to balance safety with the need for normal high school events to happen.
- ❖ Typical class meetings will be split into two meetings so that we can social distance in the auditorium.
- ❖ We are seriously considering moving pep rallies to the football stadium in order to provide adequate social distancing. If this remains our option parents will be allowed to sit in the visitors bleachers only and will not be allowed to visit with students following the event.
- ❖ Pep rallies that might occur in the gym will be distanced as much as possible and there will be no visitors allowed as we will use that visitor area for student seating.
- ❖ Concerts and plays can be given additional nights and it may be necessary for people to sign up for a date to attend depending on anticipated attendance numbers.

Visitors

In the best interest of limiting exposure for students and staff, visitors to the building will be limited in all cases possible.

- ❖ We will accept **NO** deliveries from anyone with the exception of school related work students may have left at home.
- ❖ Where possible, meetings will be pre scheduled and video conferencing will be used as a preferred means of meeting for routine needs.
- ❖ Please emphasize with your children the need to have everything before leaving the house including their student ID, athletic equipment, school assignments and lunches.

Classrooms



1. What is our procedure for preventive cleaning in classrooms each period?

- ❖ Per the county guidance document, routine cleaning with an approved product will occur at the end of each period of high touch areas in the classroom to include desks, chairs, door handles etc.
- ❖ It is recommended that students carry their own white board markers, pens, pencils etc to limit community touch of these items when working on the board or in groups.
- ❖ Personal hand sanitizers are highly recommended.

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

- ❖ Physical Education classes will limit the number of students allowed into locker room areas at any given time based upon current guidance for group sizes.
- ❖ Locker spaces will be spread out for social distancing purposes.
- ❖ Cleaning will occur after dress out and again after students return to street clothes.
- ❖ We intend to offer more outside opportunities for our PE classes.
- ❖ PE equipment will be cleaned between each period.
- ❖ Specific guidelines will be in place for CTE and Arts classes that align with best practices as established by the CDC and professional associations related to those subjects.

<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>Hendersonville High School will conduct midday temperature checks at the end of our second block class, during the time announcements are being made.</p> <ul style="list-style-type: none">❖ Students with a temperature will be referred to the nurse and kept in an isolation area until they can be picked up by a parent or released by a parent to leave school.
<p>Dismissal</p> 	<p>What changes will be made to the dismissal procedures?</p> <p>We will conduct a phased approach to dismissal in the afternoons.</p> <ul style="list-style-type: none">❖ At 2:55 car riders/walkers/drivers will be dismissed.❖ Pick up for students will be Cherokee Rd Lot, Main Office Entrance and the Back Parking Lot.❖ At 3:00 bus riders will be dismissed to the Cherokee Rd Entrance.❖ Students will be asked to distance themselves as much as possible as they await daily pick up.❖ Once we get a routine as to which busses arrive at specific times we will attempt to organize students in waiting areas according to bus order.

<p>Co-Curriculars</p> 	<p>How will we ensure common areas, such as the library, computers, etc., are routinely cleaned/sanitized?</p> <p>In the interest of keeping everyone and everything as clean as possible throughout the day, custodians will be given access to county approved cleaning products.</p> <ul style="list-style-type: none"> ❖ The HHS custodial staff will regularly sanitize high touch areas following class changes. ❖ The librarians, Mrs. Woods and Mrs. Hodgeman, along with teachers who bring classes to the library will sanitize high touch areas in the library per the guidelines and with the product outlined in county guidance. ❖ Each teacher who uses chromebook carts will be doing the same thing. ❖ As high school aged students, we will expect them to be able to clean up after themselves in classrooms and during lunch to the extent possible.
<p>School Closure</p> 	<p>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</p> <p>HHS will use all available messaging options provided through Sumner County Schools to communicate with parents and students.</p> <ul style="list-style-type: none"> ❖ We will use the School Messenger system to email and send phone messages. ❖ The HHS website will be updated with all mass messages, please be in the habit of checking it often for updates. ❖ We have been given access to the Remind app for texting both parents and students. ❖ It is imperative that parents update and communicate any changes to phone numbers and email addresses in Skyward as these forms of communication are dependent on the accuracy of the Skyward system.
<p>Communication</p> 	<p>What communication platforms will be used this year?</p> <p>HHS will use School Messenger, Remind, the HHS website and student SumnerK12 Google accounts to communicate with parents and students.</p> <ul style="list-style-type: none"> ❖ Mr. Cotter is very consistent in his Messenger emails coming out at 6:00 PM. This helps parents get in the habit of knowing and being on the lookout for communication. ❖ We will encourage teachers to have an office hour that they will use to send Remind or other types of communication to parents and students. ❖ Of course there are going to be times when communication will need to come at an “off time” but we intend to keep that to a minimum so that strong routines can be established with our families.

Registration



What is the plan for registration nights?

- ❖ The HHS Registration Nights are detailed below. In order to make Golden Opportunity a smooth and rapid process it is imperative that all parents complete the online registration component prior to coming to physical registration nights.
- ❖ Please download, print and fill out the Student Health Form and the McKinney Vento Residency Questionnaire. These forms will be available on the HHS website and will be sent out through Messenger.
- ❖ A parent is required to attend with the student with a limit of one parent per student.
- ❖ In order to limit the number of people and allow for appropriate social distancing, Golden Opportunity Nights and Hourly Schedules are as follows:
 - ❖ **Monday, July 27 4-7 PM**
 - 4-5 PM Last Name **Aanderud-Brown**
 - 5-6 PM Last Name **Browning-Drury**
 - 6-7 PM Last Name **Duarte-Grizzard**
 - ❖ **Tuesday, July 28 1-7 PM**
 - 1-2 PM Last Name **Guthier-Jones**
 - 2-3 PM Last Name **Jordan-Mathis**
 - 3-4 PM Last Name **Matlock-Pace**
 - 4-5 PM Last Name **Pagoria-Russell**
 - 5-6 PM Last Name **Rutledge-Thomas**
 - 6-7 PM Last Name **Thompson-Zugar**
- ❖ Please keep an eye on the Hendersonville High School website, hhs.sumnerschools.org for the latest information for Golden Opportunity.
- ❖ We will post the forms mentioned above, a link to request a parking pass, a link to purchase athletic passes (they will be electronic this year) and a link to allow you to pay for a parking pass and the requested school fees via credit/debit card.
- ❖ On the night of Golden Opportunity your goals are to:
 - Verify Online Registration
 - Turn in required forms
 - Visit with the School Nurse, if necessary
 - Visit with the School Nutrition Staff, if necessary
 - Pay for Parking Tags or requested fees in person if necessary
 - Get a locker, if needed and pay the \$5.00 lock fee
 - Pick up
 - ID, Parking Tag (if necessary), Schedules, Schedule Change Request Forms (if necessary)