


# Knox Doss at Drakes Creek Middle School

## School Re-entry Plan

### Parent Communication

**Note:** The following lays out the policies and procedures that will be in place at Knox Doss to focus on the health and well-being of our students and staff. We also strongly encourage the use of face coverings while on the bus or on school grounds.

<b>Knox Doss @ Drakes Creek Middle School</b>	
<p style="margin: 0;"><b>Arrival to School</b></p> <div style="text-align: center; margin-top: 20px;">  </div>	<p style="margin: 0;"><b>What changes will be made to the school arrival procedures?</b></p> <ul style="list-style-type: none"> <li>● Bus riders will enter through gym doors and car riders through the main entrance.</li> <li>● To help with early morning crowds, <b>it is strongly encouraged that car riders wait until 7:15 to drop off when possible.</b> We will not count a student tardy if the tardy is due to a back-up in the car rider drop off line.</li> </ul> <p style="margin: 10px 0 0 0;"><b>Non-Breakfast Eaters (6:45 - 7:15)</b></p> <ul style="list-style-type: none"> <li>● Report to the gym - students will sit in every other seat and skip a row of bleachers.</li> <li>● Once the bleachers are full, we will have overflow in the library.</li> </ul> <p style="margin: 10px 0 0 0;"><b>Breakfast Eaters (6:45 - 7:15)</b></p> <ul style="list-style-type: none"> <li>● Proceed to the cafeteria (Non-breakfast eaters will not be allowed in the cafeteria. This should keep numbers safe).</li> <li>● All other safety information for breakfast can be found in the serving meals section.</li> </ul> <p style="margin: 10px 0 0 0;"><b>7:15 - 7:30</b></p> <ul style="list-style-type: none"> <li>● Teachers will be in their rooms at 7:15</li> <li>● Anyone arriving after 7:15 will be sent straight to their first period class.</li> <li>● To help with early morning crowds, <b>it is strongly encouraged that car riders wait until 7:15 to drop off when possible.</b> We will not count a student tardy if the tardy is due to a back-up in the car rider drop off line.</li> <li>● We will begin a very slow and deliberate release of about 20-25 students from the gym at 7:15.</li> <li>● No students will be going to lockers or bathrooms, all are to report directly to their first period. Students will access bathrooms during class. Teachers will be lenient with this but will not allow large groups to go at once.</li> <li>● 7:30 - All students are in 1st period</li> </ul>
<p style="margin: 0;"><b>Serving Meals</b></p>	<p style="margin: 0;"><b>What changes will we implement during meal services?</b></p> <p style="margin: 10px 0 0 0;"><b>KDDC has extended lunch 5 minutes to allow for handwashing. Hand sanitizer will also be available before leaving the classroom and in the cafeteria.</b></p> <p style="margin: 10px 0 0 0;"><b>Breakfast</b></p>



- In the cafeteria, the crowd will be kept small by allowing only those who are buying breakfast to be in the cafeteria. Multiple areas will be used besides the cafeteria as well to keep overall numbers small. As students finish, they will leave to make room for others if needed.

### **Lunch**

- Students will sit at tables with the class they are currently in.
- To prevent a large gathering of students in the cafeteria:
  - Empty classrooms right next to the cafeteria will be utilized to keep the crowds in the cafeteria small.
  - Multiple tables will be moved to an area just outside the cafeteria to create another eating area
  - Weather permitting, an outdoor picnic area will also be utilized.
- Only one class at a time will be allowed in the serving line.
- Students will not use the keypad to prevent all students from touching the same surface. The cashier will enter all student information.
- Students will not self-serve to prevent sharing of serving utensils.
- There will be an extended break between lunches to allow adequate cleaning time.
- Students will be using disposable trays and pre-packaged utensils.
- No visitors will be eating with students in the cafeteria.

### **Class Transitions**



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

- Class dismissal will be staggered in each hallway. At the bell, teachers will follow a schedule releasing one class every 30 seconds.
- As students leave class they will go directly to their next class and will not be stopping at lockers. If their next class has not yet emptied they will wait against the wall until it does.
- Teachers will be allowing some non-academic social time in class where we can better socially distance to provide students with mental breaks.

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

- To eliminate the most crowded area in our school, we will not be assigning lockers to start the year.
- Backpacks will be allowed in classes. We will be sharing a list of what students need with them during the day to help keep backpacks small and light for students.
- We will also not be using breaks between classes to go to restrooms. Teachers will allow use of restrooms during class.

### **Large Group Gatherings**

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

##### ***Activity period***

- Students will dismiss to activity by class not as a whole grade level.
- Each grade will be given two large outdoor areas to use.



- Students will be allowed to enjoy social time, but no large gatherings will be allowed.
- We will not allow basketballs, footballs or other items to be shared amongst one another.

***Pep Rallies***

- If we feel it is safe and appropriate, we will plan to monitor weather and pick a time we can have an outdoor pep rally in which students can stay only with their class.

***Assemblies***

- Assemblies will either be broken into small groups or shared digitally for students to watch in class.

***Parent Events***

- We will not be scheduling parent night events for the first semester. When possible we will try to offer a virtual option.

**Classrooms**



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

- Classes will be cleaned between each period using the approved cleaner provided by the district.
- Students will be provided an opportunity to use their own hand sanitizer when entering a room or the teacher will have some available.

**How are “hands-on” classes, such as Physical Education and Fine Arts, going to be different?**

**PE**

- Students will not be required to dress out; therefore, locker rooms will not be needed.
- Outdoor areas will be used when the day’s activity and weather permit.

**Chorus**

- We will utilize the cafeteria for singing, so students can space out more appropriately.

**Band**

- Students will not share instruments at any time and will spread out more around the room.
- High touch items such as drumsticks will be sanitized.

**Teen Living**

- We will not be doing any cooking or sharing of food.

**Computer Labs, Technology and Keyboarding class**

- Keyboard and other items will be cleaned using the same cleaning supplies used in other classes.
- Classes will limit activities that lead to group sharing of materials.

**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.*

### Clinic



#### **How will students access the clinic?**

- Non-symptomatic students who are visiting the clinic for routine medicine or other needs will still have access to the clinic.
- If a student becomes symptomatic, we will:
  - Place the student in an area separate from all other students but in sight of an adult.
  - Immediately call parents for pickup.

#### **What will the procedure be for taking midday temperature checks?**

- Temperatures will be checked every day at midday. This will occur in the class the students are in before going to lunch.

### Dismissal



#### **What changes will be made to the dismissal procedures?**

We will dismiss in the following groups:




- First load bus riders at the 2:30 bell
  - 3 buses will be parked on the side, 3 in the back. This will prevent large crowds from going to the same area.
- Car riders
  - Will be dismissed by grade level to go directly up front. The entire covered sidewalk will be utilized to space students out.
- Late Buses
  - Once all others have cleared the late bus arrival students will be dismissed to sit in assigned areas in the cafeteria in which they only sit with those who they will be sharing a bus with.

### Co-Curriculars



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

- Anytime a common area is used, we will use the same approved cleaning supplies as we are using in other classrooms. This includes libraries and computer labs.
- Sharing of common headphones will not be allowed so students will need their own headphones.
- Lobbies and other common areas throughout the building will be regularly cleaned by the custodial staff.

<p><b>School Closure</b></p> 	<p><b>How will we communicate closures to parents for classrooms, schools, and the district as a whole?</b></p> <ul style="list-style-type: none"> <li>• Any closures will be shared via school cast and all social media platforms.</li> <li>• Families need to ensure that all phone numbers, email addresses and physical addresses stay up to date in Skyward.</li> </ul>
<p><b>Communication</b></p> 	<p><b>What communication platforms will be used this year?</b>  We will be delivering news on many platforms to try and reach as many families as possible. This will include:</p> <ul style="list-style-type: none"> <li>• Phone calls and text messages via School Messenger</li> <li>• Emails</li> <li>• Knox Doss App (Can be found for free on the App Store)</li> <li>• Facebook</li> <li>• School website</li> <li>• Remind</li> </ul> <p>Parents - It is important to have your information up to date in Skyward as this is the information we will use to call/text/email.</p>
<p><b>Registration</b></p> 	<p><b>Online Registration</b></p> <ul style="list-style-type: none"> <li>• Online Registration opens on July 15th.</li> <li>• Completing registration online ahead of time will greatly decrease your time spent in the building on Mustang Roundup Registration nights.</li> <li>• We will also share via email, social media and on our website any forms that need to be turned that are not part of the Skyward online registration. This will allow you to print these forms and fill them out ahead of time, reducing your time spent in our building.</li> </ul> <p><b>Mustang Roundup In-Person Registration Nights</b></p> <ul style="list-style-type: none"> <li>• To control crowds, we ask that you please come on your assigned times when possible. <ul style="list-style-type: none"> <li>○ <b>7<sup>th</sup> and 8<sup>th</sup> Grade July 27<sup>th</sup></b> (Please see alphabetical assignments below) <ul style="list-style-type: none"> <li>■ A – G 4:00 – 5:00</li> <li>■ H – N 5:00 – 6:00</li> <li>■ O – T 6:00 – 7:00</li> <li>■ U – Z 7:00 – 8:00</li> </ul> </li> <li>○ <b>6<sup>th</sup> Grade July 28<sup>th</sup></b> (Please see alphabetical assignments below) <ul style="list-style-type: none"> <li>■ A – I 4:00 – 5:00</li> <li>■ J – R 5:00 – 6:00</li> <li>■ S – Z 6:00 – 7:00</li> </ul> </li> </ul> </li> <li>• We ask when possible that only 1 parent and their KDDC student attend.</li> <li>• Total number of stations has been reduced to allow for better spacing.</li> <li>• Filling out all preassigned paperwork and online registration will help speed up the process and limit crowd sizes.</li> </ul>

- Per Sumner County Executive Order, masks will be required for everyone ages 13 and up.
- Libraries and computer labs will be available for parents needing to complete online registration.
- A flow will be designed to move people in one direction, discouraging large gatherings.

**Please visit <https://kddc.sumnerschools.org> for needed forms and other specific items regarding registration.**