



## BEST Return to Learn Plan

Dear Parents and Guardians,

The district released its BCS Reopening Plan last week. You can find this document by visiting the district website and choosing the “News and Announcements” section. In this plan, parent options for learning and other in-person guidelines were outlined. We will be adhering to the guidelines listed in this document. We believe this letter will answer questions you might have regarding what an in-person school day will look like at Bartlett Elementary.

While distance/virtual learning may be an option you choose, we would like to offer this information to outline our in-person procedures on a typical day. The safety of our students and staff is our top priority. Social distancing will be in place to the greatest extent possible. Below are specific procedures we have in place that will help us maintain a safe environment.

### **Arrival:**

Students will be allowed to start entering the building at 7:40 AM. The tardy bell will ring at 8:00 AM. Visitors will not be allowed to enter the school building.

### **Bus Students:**

- The students will arrive at school and enter the building through the front doors near the office. Students will be asked to wear their mask as they enter the building and to maintain social distancing.
- Students will walk directly to their classrooms. There will be teachers in the hallway to remind students of social distancing procedures.

### **Car Riders:**

- The car line will run through the U-shaped driveway on the side of the building. Please do not drop off your child before staff is on duty at 7:40 AM.
- When the doors open at 7:40 AM, students will exit their cars independently. Staff will not open car doors; however, they will be present to welcome students and maintain a safe and smooth drop off.
- If your child needs help exiting the car, we ask that you pull forward as the car line moves and park beyond the speed limit sign just beyond where the duty teachers are standing.
- The students will be asked to wear their masks as they enter the building and to walk straight to their classrooms. There will be teachers in the hallway to remind students of social distancing procedures.

### **Dismissal:**

As many who have been with us for the past years know, dismissal under normal circumstances takes time at the beginning of the year. With social distancing and new procedures in place, please be patient as we work to safely dismiss all students.

### Car Riders:

- Car riders will be dismissed from their classrooms. Students will be asked to wear their mask as they travel the hallways to their exit.
- As you enter the car rider dismissal entrance, a BES staff member will send your car number digitally to staff in the building. You must have your car tag hanging in your car. **If you do not have your car tag, you will be asked to park and show identification to be verified through PowerSchool approved pick up list. Any person picking up your child in the car line, must have a car tag.**
- Students will begin to be called for dismissal at around 2:50 PM.
- Any car riders still waiting to be picked up once all cars have gone through the line will be escorted to the front office area where they will be seated, socially distanced, until a parent can be contacted and arrives to pick them up. Anyone picking up students late will be asked to show identification and sign out the students.

### Bus Riders:

Bus riders will be dismissed by bus number from their classrooms. Students will be asked to wear their mask as they travel the hallways to their exit.

There will be staff members in the hallway to assist student as they move to the front hallway to line up, socially distanced, and load their bus.

We will be limiting the number buses loading and dismissing at one time.

### Lunch:

Visitors will not be permitted in the building to have lunch with their children at this time. Lunches will be eaten in the classroom each day.

- Students who bring a lunch will remain in the classroom at their scheduled lunchtime.
- Students who need to purchase a lunch will be escorted to the cafeteria in a socially distanced line. Students will be asked to wear their mask as they travel to and from the cafeteria.
- Once students get pick up their lunch in the cafeteria, they will be escorted back to the classroom where they will eat with the rest of their classmates.
- While students will not be refused help opening their lunch materials, now is a good time to practice independently being able to open their items.

### Classroom:

Our wonderful teachers have already begun creating alternatives to our typical classroom procedures so that safety is first and foremost and close, physical interaction is minimized.

- Teachers are arranging desks so that students are spread out according to the dimensions of their rooms.
- In an effort to reduce the amount of transitions for students, teachers will travel to the classrooms instead of students switching classes.
- Students will remain in their seats unless given permission by a teacher. Many teachers use Go Noodle to allow movement and “brain” breaks at their desks. Others may use different methods/videos aside from Go Noodle.
- We recommend students bring a water bottle from home. We have water bottle refill stations on each hallway. Students will not be using the water fountains, as they will be taped off.
- Students will be responsible for maintaining and using their own supplies. Supplies will not be shared among students.

**Hallway and Restroom:**

Students will be asked to wear masks in all common areas and when traveling throughout the building.

- Restrooms areas will be limited to one classroom at a time. Teachers will schedule restroom breaks with their hallway colleagues in a manner that reduces the number of students in the hallway and restrooms at one time.
- Only a few students at a time will be allowed to enter the restrooms.

**LAMPS Classes:**

Students will still have their LAMPS specialty classes.

- Teachers of these classes will be traveling to each classroom to both reduce the number of students in the hallway at once as well as reduce the need to disinfect the LAMPS class between each class that enters.
- When weather permits, PE classes may take place outside.

**Recess:**

Students will still participate in recess and are asked to wear a mask as social distancing is harder to maintain.

- Classes will schedule their recess times so that the outdoor areas are not overcrowded.
- Each class will have an area outlined by their teacher in which to play. At this time, students from one class will not be playing with students from other classes.

**Visitors:**

- At this time, visitors are not permitted in the building beyond the front office.
- Meetings such as IEPs, 504s and teacher conferences must be prescheduled. Virtual/Zoom meetings are greatly encouraged.

**Masks:**

- Students are asked to wear masks in all common areas, at recess and when traveling the hallways. Mask guidelines are subject to change as CDC and SCHD and/or BCS guidelines change.

**Pullout Services:**

- Any students being served under an IEP or a 504 plan will have that time scheduled into their day as indicated by need. In cases where students receive direct services per an IEP (such as gifted, preschool, functional skills, or co-teaching), the student's case manager will reach out to the parents who opt into virtual learning to schedule an IEP team meeting to discuss the way in which services will be provided remotely and update the plan as needed. Parents of students receiving EL services who opt into virtual learning will be contacted by the EL teacher.

In addition to the procedures above, students and staff will be sanitizing and washing hands frequently. Keep in mind that procedures are subject to change based on CDC, Shelby County Health Department, and/or BCS guidelines.

In the event of a significant COVID-19 spread, parents are encouraged to have plans in place to assist their child in virtual learning if Bartlett Elementary closes or if their children are unable to attend school because of a quarantine situation. Bartlett Elementary could be moved to 100% virtual for an unspecified length of time.

There is a possibility that a student, group of students, and/or classes may be faced with short term quarantines during the school year. Therefore, each classroom teacher will incorporate Curve, our Learning Management System, regularly. This will ensure students maintain access to classwork and learning experiences.

Parents are encouraged to be prepared to change plans within 24 hours if needed, and it is critical that parents have updated email addresses and phone numbers on file with their child's school. Please do not hesitate to reach out with questions or concerns. Specific school questions can be directed to [pwatson@bartlettschools.org](mailto:pwatson@bartlettschools.org). For specific questions regarding distance learning, please email [bcsvirtual@bartlettschools.org](mailto:bcsvirtual@bartlettschools.org).