



# Willow Brook

ELEMENTARY

WILLOW BROOK ELEMENTARY SCHOOL  
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Dr. Sherrie Fairchild-Keyes

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***“We Think... We Learn... We Dream... We Grow”***

July 17, 2020

Dear Willow Brook Elementary School Families,

We are excited to begin the 2020-2021 school year and look forward to building new relationships with your family and providing uncompromised service and support to meet the needs of all students. Along with the traditional excitement of starting a new year, we are faced with some mixed emotions and anxiety over embarking on a path of opening a school in the midst of the COVID-19 Pandemic. We are devoted to facing the challenges and doing our very best to ensure that all of our students remain as safe as possible and receive the highest quality education. You may find the WBES Re-Opening plan on the WBES website at <https://www.ortn.edu/willowbrook/>. Parents will also be emailed a copy of the re-opening plan.

In order to obtain the goals of safety and high quality education, WBES is committed to communicating effectively with all stakeholders. WBES is taking steps to mitigate the risk for student safety due to COVID-19. We will be transparent in sharing those steps, along with other important educational information in parent letters, SkyAlerts, and the WBES COVID-19 Protocol Plan. Weekly SkyAlert phone calls will take place on Sunday evenings and on necessary occasions throughout the school year. In order to receive these phone calls, please make sure your phone numbers are always current in our student information system. Other platforms of communication will include: a Quarterly Willow Brook Parent Newsletter, our WBES website at <https://www.ortn.edu/willowbrook/>, our WBES Facebook page at <https://www.facebook.com/Willow-Brook-Elementary-School-102306614753521/>, Twitter posts @WBESbears, and other timely newsletters from grade-levels and your child's teacher. We will be happy to answer any questions you may have.

We are working to provide information for the following virtual meetings (Please stay tuned):

1. Meet the Teacher via Zoom
2. Open House
3. New Family Orientation

More information will come soon on how to access these virtual meetings.

**Some steps you can assist us with in maintaining a safe and healthy educational environment are:**

- ❖ Keep your student(s) home if he/she/they are sick.
- ❖ Check your student's temperature each day prior to coming to school or getting on the bus. **If the temperature is 100.4 or greater, keep your student(s) at home.**
- ❖ Please try to drop off student(s) between 8:15-8:30 each morning to discourage the opportunity to stand around in groups.
- ❖ Your child's temperature will be taken by a WBES staff member upon entering the school. **If their temperature is 100.4 or greater, you will be contacted to come pick up your child, as quickly as possible.**
- ❖ Remind your student to wash his/her/their hands and use hand sanitizer regularly throughout the day.
- ❖ Remind your student to avoid touching their eyes, nose, and mouth.
- ❖ Encourage your student to only use their own supplies and materials.
- ❖ Prompt your student to notify his or her teacher immediately if they begin to feel sick while at school and to visit the school nurse.
- ❖ Please be sure face masks follow ORS dress code policy.
- ❖ Encourage your child to socially distance and abide by hall signage, floor markings, etc., that are placed throughout the building.

Please know that the health, safety and wellness of our students and staff remain our number one priority. Our partnership with our WBES families can make this reopening as safe as possible for all.

Thank you,

Dr. Sherrie Fairchild-Keyes  
Principal

Dr. Tisha Brown  
Assistant Principal



## **Willow Brook Elementary School Re-Opening Plan**

**Revised 07/16/2020**

Welcome back to Willow Brook Elementary School! We are excited to return to school and offer our students a high-quality education through our traditional classroom model, as well as our virtual option through ConnectOR. We look forward to working with your family to overcome the education and wellness challenges that we are currently facing. In an effort to mitigate the risk of Covid-19 and create a safe environment for students and staff, while being able to offer a traditional education for our students, our school administration plans on implementing the following guidelines and procedures. Details of our re-opening plan are listed by topic, alphabetically.

**NOTE:** This plan has been developed, and is subject to change, based on recommendations from Tennessee Department of Health, Center for Disease Control as well as mandates from local, state, and federal government agencies.

### **Arrival and Temperature Checks**

- Students will not be permitted to enter the school building until 8:15 a.m. Upon verification of appropriate body temperature, students will report directly to their Homeroom classroom.
- Parents should drop off their student(s) external to the building. Entry of parents, volunteers, and community members will be strictly limited. See section on Visitors (below).
- Students and parents who arrive prior to 8:15 a.m. are asked to remain in their vehicles until access to the building is available. This will help us avoid congregating of groups on the front sidewalk.
- Staff members will assist students (particularly new and Kindergarten students) by walking them to class, as needed.

### **Temperature Checks**

- Staff and students will have their temperature taken upon arrival each day.
- Temperature checks may occur throughout the school day, as needed.
- Staff members will have their temperature check in the front office. Those temperatures will be recorded daily as part of the staff sign-in process.
- Temperature checks will take place in the cafeteria for bus riders. Bus riders will exit their bus and enter through the cafeteria. Once a student has been cleared via normal reading on thermometer, he/she will exit the cafeteria, follow posted hallway markers, and report to Homeroom.
- Temperature checks for walkers and car riders will take place on the front sidewalk. Once a student has been cleared via normal reading on thermometer, he/she may enter the building, follow posted hallway markers, and report to Homeroom.

- Car rider students with temperatures at or above 100.4 will be sent home directly from the car line.
- All other staff and students with temperatures at or above 100.4 degrees will be sent to the Isolation Room (see Clinic section below) to have their temperature verified with an oral thermometer. If the fever is verified, parents will be called to pick up the student. Staff members who are verified to have a fever will be sent home.

### **Assemblies**

- Student assemblies/pep-rallies will be limited unless social distancing can be assured.
- Virtual Assemblies will be put on by means of live streaming and asynchronous videos.

### **Bathrooms**

- Expectations will be clearly posted.
- Bathroom occupancy will be limited by the number of available toilets in the bathroom.
- Social distance positions will be established outside of each bathroom for students waiting.
- Handwashing procedures will be clearly posted, and handwashing will be expected.
- Classroom teachers will supervise hallway and classroom bathrooms when their students are utilizing them.
- Restrooms will be disinfected throughout the school day.

### **Cafeteria**

- Aramark workers will be using PPE and serving lunches in clamshell boxes.
- Students will eat both breakfast and lunch in the classroom.
- Aramark staff will deliver breakfast to each classroom and will clear the hallway of leftovers and refuse after breakfast ends.
- When possible, WBES staff will deliver lunch to classrooms.
- If needed, only students who need a school lunch will be escorted to the cafeteria. The staff member providing lunch supervision will stay in the classroom with students who bring their own lunch.
- All items from the cafeteria will be disposable and will be thrown away in large trash cans outside of the classroom.

### **Classrooms**

- Classrooms will be arranged with as much social distance between students as possible. Current classroom size and student enrollment does not allow for the recommended 6 ft. separation between individuals, therefore precautions such as mask-wearing, hand washing, and use of hand sanitizer will be implemented in all classrooms.
- Use of technology tools will be encouraged to promote student-to-student collaboration, but collaborative work will be allowed with masks used.
- Teachers will remove communal supplies and require students to use their own supplies.
- Student personal items brought from home should be limited because students will not have cubbies or lockers to store their belongings. Student backpacks will hang on the back of student chairs.
- Students will be encouraged to utilize hand sanitizer upon entering the any classroom.

### **Cleaning of School Building**

- WBES will be cleaned and sanitized thoroughly at the direction of Oak Ridge Schools Maintenance Department in accordance with the ORS School Reopening Plan .

### **Clinic**

- Room 114 will be repurposed to be an Isolation Room for students experiencing fever or other illness symptoms.
- The current clinic will be used as a Well Clinic for students who need routine medication, first aid, and other clinic needs. The Well Clinic will only be occupied by physically well students.
- Social distancing spaces will be established for students waiting for both the Sick Clinic and the Well Clinic.

### **ConnectOR/Virtual Learning**

- This plan is used for students/families who have made the decision to learn virtually and not return to the building.
- We have received several applications for *ConnectOR* at this time and are reaching out to have conferences with those students and parents.
- The Office of Teaching and Learning will reach out to staff when numbers of students registered for the program are finalized

### **Dismissal**

- Students will be dismissed from their classrooms to avoid crowding in the hallways and dismissal exits.
- Support staff, Special Education, and Special Area teachers will assist in escorting students to their dismissal area.
- Parents are asked to be patient as safely dismissing students in a socially distanced manner may take longer than previous dismissal procedures.

### **Field Trips**

- No off-campus field trips are permitted until further notice.

### **Hallways**

- Student expectations will be clearly posted.
- Student travel lanes will be established to promote social distancing and the elimination of large groups in the hallways.

### **Main Office**

- The main office hours will be 8:15 a.m. – 4:00 p.m.
- There will be tempered glass barriers around the front office desk.
- There will also be signage and floor decals to ensure social distancing while students, staff, and parents are waiting for services.

## Masks

- Students must have masks on to be admitted to school.
- Students that do not have a mask will be issued a washable mask to begin the year and then will be provided disposable masks.
- Students and staff will be required to wear a mask where social distancing is not possible (for example, hallway transitions, group work or small group work with a teacher, arrival and dismissal locations)
- Student/staff mask breaks will be allowed throughout the school day. Social distancing will occur during mask breaks.
- Masks will not be required when students are actively eating breakfast and lunch; students will be social distanced as much as possible during meal times.

## Open House/Orientation

- At this time, these events will be done virtually.

## Recess

- Students will be offered multiple opportunities for movement throughout the day, including two 15-20 minute outdoor recess periods (weather permitting).

## Remote Learning Plan

- This plan will be implemented in event of emergency school closure for COVID, Flu, and/or inclement weather.
- In the event that schools should transition to online learning for an extended period of time, we are making plans to send home iPads to students in grades K-1, and laptops to students in grades 2-4. The ORS Information Technology Department requires that each family review the Technology User Agreement. If you are in agreement and would like for the school to send home a device with your child during any extended periods of virtual learning, please complete the two step agreement process found under Online Forms in Skyward Family Access.



- WBES staff will partner with parents at the beginning of the school year to go over proper use and storage of the devices, as well as learning tools students will be using while completing school work from home.
- Elementary staff will communicate with parents and students through a program called SeeSaw for grades K-2 and a program called Canvas for grades 3 and 4.

## **Special Areas**

- In an effort to minimize risk of virus spread, all special area teachers will push in to classrooms to deliver music, art, library, and technology instruction.

### **Library**

- Books touched by students, but not checked out will be placed in a bin to be disinfected periodically throughout the school day

### **Physical Education**

- Students will be offered Physical Education in a socially distanced setting so that masks will not have to be worn during rigorous physical exercise. Students are required to follow the dress code and wear appropriate shoes (i.e. tennis shoes, sneakers, athletic shoes, etc.) in order to participate in Physical Education activities.

## **Special Education**

- Special Education teachers (including resource and related services) will push in to classrooms as they are able, but pull out services may be necessary for students to garner the full benefit of their services and accommodations.
- All IEP and 504 meetings will be conducted via Zoom, unless a meeting place that allows for social distancing can be secured.

## **Water Fountains**

- All water fountains will be turned off.
- Water bottle filling stations will be available to fill student water bottles.
- Students will be provided their own water bottle (with lid) to keep at their desk.
- Water bottle filling stations will be disinfected throughout the day.

## **Visitors**

- Visitors to the school building will be limited to the front office/ lobby.
- Masks will be mandatory for all visitors.
- Temperature checks will also be mandatory when visitation beyond the front lobby is permitted.
- Parents will be encouraged to utilize Zoom for conferencing with teachers.
- Parents will not be allowed to eat lunch with their student or bring in food items for sharing.
- School administration would ask that parents schedule all meetings through appointments due to increased need for staff and administrator supervision before, during, and after school. If a face-to-face meeting is needed, please call your school administrator to ensure all parties are available to meet.