

# *Sherwood Elementary School*

Jeremy Suchman, Principal  
*jsuchman@pcboe.net*

906 Idle Hour Drive, Phenix City, Alabama 36867  
**Phone (334) 298-7097 Fax (334) 298-9429**

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Good day Sherwood Parents.

I would like to begin by thanking you for your patience and understanding during this unusual time. I know you and your students are looking forward to school starting: We are too!

There have been several emails, phone calls, videos, posts and links about the Phenix City Schools Reopening Plan. This is my opportunity to share with you how you and your student(s) will navigate the coming year at Sherwood Elementary.

Before we get into the details, please note that I will make all referenced documents available through links in this letter and on our website.

I've organized this document into three parts: Part 1 - Before you come to school; Part 2 - The School Day from Arrival to Dismissal; Part 3 - Communication.

## **Part 1 - Before you come to school**

Over the next week or so, please make sure you are aware of all precautions we are taking and that we ask you to take for the safety of yourself and your children, other students, and our staff.

It will be helpful to read carefully over the [PCS reopening plan](#) particularly as it addresses masks, water bottle/containers, remote learning, and student grouping for 50/50 days.

It will also be important to attend the virtual open house of your classroom teacher. Here are some important reminders to help you and your student(s) prepare for on campus attendance.

- Know the [schedule for the first three weeks of school](#). Students are designated as “Trailblazer” or “Innovator” with a specific schedule for each, for the first three weeks of school. Information about the schedule and how to determine your student’s designation can be found [here](#).
- **Plan your morning schedule. Students can begin entering the school at 7:30 AM and are not allowed to enter or be dropped off prior.** Dismissal will begin at 3:00 PM.
- Student masks: All students attending Sherwood Elementary School will be expected to wear while on campus. Please help them practice now. Sometimes looking in the mirror or seeing pictures of themselves wearing the ‘cool’ masks like our medical heroes do, will help them.
- Water Bottle(s) will be important, as the water fountains are turned off. Please label with your student’s name and remind them about not sharing this drinking water with others.
- Establish a plan for nightly Chromebook charging and storage. It is important that your student bring the assigned charged chromebook to school. It’s helpful to find an area that is visible in the morning, as it will take a few weeks to form a habit of taking it back and forth.
- Please take your student’s temperature before coming to school each day. If your child has a fever, please keep them at home (if they feel able, they may connect to their classroom remotely). PCS Guidelines for when sick is too sick can be found [here](#). COVID-19 in the household is addressed [here](#) in the [PCS Path to Reopening](#). There is a [COVID-19 Self Report](#) for PCS students.
- Go to [MySchoolBucks](#) and make sure you have paid the \$20 chromebook fee. We will use MSB for all school payments (ex: activity shirts, yearbooks, library fees, lunch fees, etc.). For reference, the website is <https://www.myschoolbucks.com>
- Learn where pick up and drop off is for your student(s) and how it works (including times). Pick up and drop off will be slower than usual for several reasons - Safety is priority one, students are learning routes, we are learning students, students will be coming from the classroom to the car. Please be patient and follow our rules so that everyone is safe and the line moves

smoother and quicker. Car window placards will go home with your student on their first day of school. The placards will be the color of the pickup zone.

## **Part 2 - The School Day from Arrival to Dismissal**

### **Arrival**

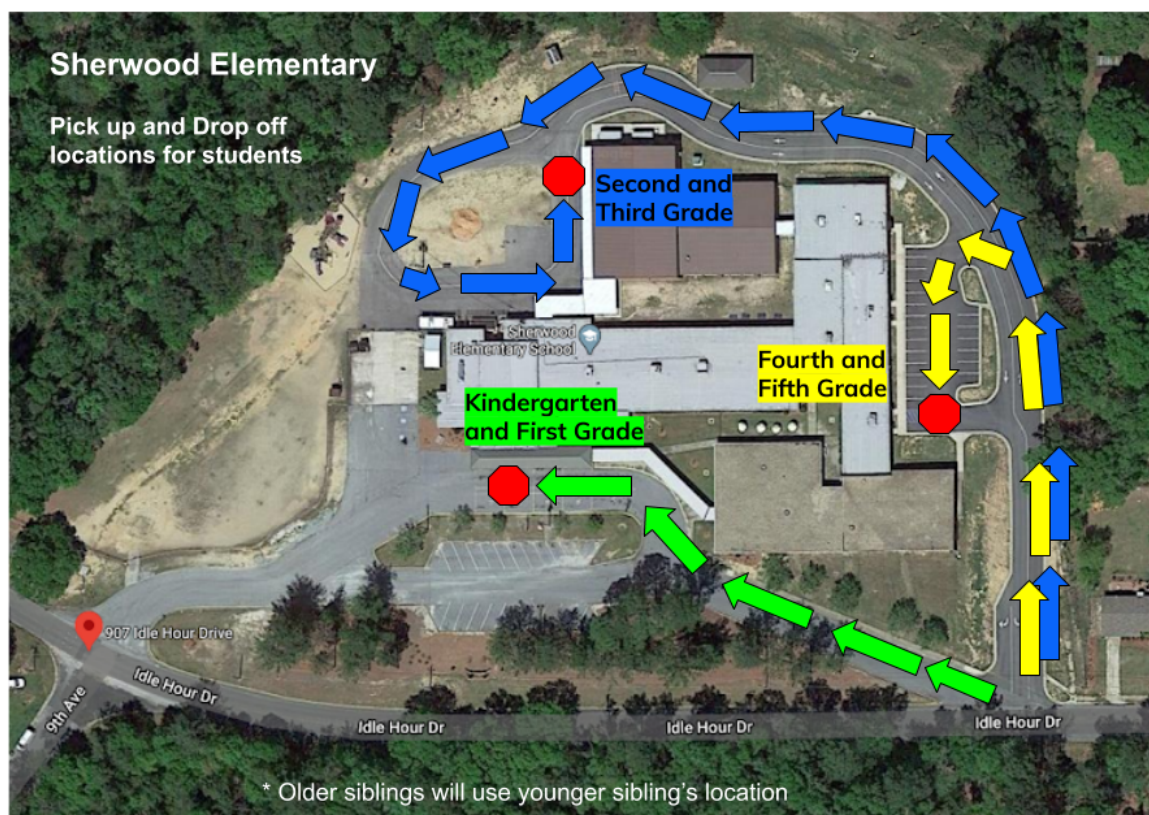
Upon arrival your student should be dropped off at the appropriate spot on campus. There are three areas as noted in the image below: GREEN, BLUE, and YELLOW.

**GREEN** - Kindergarten and First Grade (and any older siblings)

**BLUE** - Second and Third Grade (and any older siblings)

**YELLOW** - Fourth and Fifth Grade

\*\*\*Remember to go to the drop off area for your youngest student. For example, if you have a Kindergartener and a fourth grader you would drop both off in the GREEN Zone ( Kindergarten and First grade drop off area). If you have a second grader and a fifth grader, you would drop off in the BLUE Zone ( second and third grade drop off area).\*\*\*



Once inside the building students will go directly to their homebase classroom. There will be teachers and staff to help new and returning students find the proper classroom.

Upon entering the classroom door they will have their temperature taken (touchless). They will then sanitize or wash their hands. Afterwards they will pick up their breakfast bag and go to their desk.

Desks are spaced so that students are sitting at least six feet apart. Procedures regarding backpacks, distancing while waiting in line, and all other classroom procedures are different based on teacher, classroom and grade level, and therefore, will be taught by their teacher and practiced by students. Classroom procedures will be addressed in the teacher's open house videos/meetings as well. Every precaution will be taken to keep everyone safe while still pursuing excellence in learning.

### Classroom Instruction / Learning

At 8:00 a.m. the instructional day will start and the students will begin learning the first subject taught for the day. During the first few hours of learning students will be given several brain breaks, where they will be allowed to stretch at or beside their seats. They will be given bathroom breaks as well. Bathroom breaks will be carefully coordinated as to minimize the number of students in the hall and bathroom. Anytime students leave the room for bathroom breaks, Physical Education class, etc. they will be required to sanitize or wash their hands when returning to the classroom.

Physical Education teachers will come get individual classes and take them to the designated PE area for physical fitness and other non contact, safe activities.

Students will return to the classroom where they will again sanitize or wash their hands. Instruction will continue, again with brain breaks and bathroom breaks if necessary.

Students will receive their lunch at their seats in the classroom. Trays will be disposed of in the hallway, again carefully coordinated.

Usually at this time in the day, their second major subject is taught. If there is a second teacher, that teacher will change, so the students will not have to move from class to class. Instruction will continue, including all subjects, WIN(What I Need) Time, and eventually exploratory classes like SmartLab, Library, Counseling, Art and Music.

### **Dismissal**

At 3:00 PM, the end of the day, students will be dismissed in a methodical manner, in most cases, from their classroom. This is going to be markedly slower than what we are used to for car riders. Students will be called to their specific pick up area, where an adult will see them to the bus, or parent vehicle. Older siblings will be called to the younger sibling's pick up area, to wait. Waiting students will be staged at least six feet apart.

The Pick-Up zones will be the same as the Drop-off zones:

**GREEN** - Kindergarten and First Grade (and any older siblings)

**BLUE** - Second and Third Grade (and any older siblings)

**YELLOW** - Fourth and Fifth Grade

[See image in Arrival section](#)

## Part 3 - Communication

### **Communication**

Communication is imperative this school year. The possibility of school closures, quarantine situations, and remote learning add to the already important need for strong two-way communication with parents.

We have attempted to simplify our communication pathways this year, so that parents can look to one place for information for all their students - email.

We will still provide information through call out, social media, and our web presence; however, **all instructional information for remote learning and official district information will be delivered via the students' google email and the parents' email address that you used when registering for school.** It is important that you check it daily for updates and information regarding your student's learning and safety.

### **Meetings**

Until further notice, all meetings will be held remotely, either by telephone or video conferencing. Video conference meetings with teachers can only take place during planning or after school. Teachers will already be in video classes with remote students during instructional time. Other meetings can be scheduled by calling the office at 334-298-7097 or emailing the participants directly.

### **Check-in and Check-out**

It is important for your student's safety that we know certain information about the individual picking them up and reason for dropping them off late. Since currently, only school district employees and students are allowed in school buildings, there is a procedure for checking students in and out of school that requires your cooperation. The processes listed below are taken directly from the [PCS Path to Reopening](#) and can also be found [here](#).

### **Check-Ins**

- Students will use buzzer/intercom features to gain access. Parents may accompany students to the school's entrance. Parents may not enter the buildings. Parents should not leave premises until the student has entered the school.
- Parents should complete the form at the Check-In site to check their student in. Photocopies of excuses for check-ins must be uploaded to the school per

the above link, or later by visiting [www.pcboe.net/excuse](http://www.pcboe.net/excuse). Absences are unexcused until an excuse has been submitted to the school.

- Hand delivered excuses will not be accepted.
- Emergencies may negate the aforementioned process.

### **Check-Outs**

- Requests for check-outs must be made 30 minutes in advance per the [Check-Out](#) site.
- Students should be checked out on the hour and half hour.
  - i.e. if your child has a dental appointment at 10:30 AM and you want to check them out at 10:00 AM, you must notify the office no later than 9:30 AM. All students checking out at 10:00 AM will be walked to a predetermined location at 10:00 AM.
- Parents must complete forms in advance.
- An employee will walk students to the vehicles on the hour and half hour.
- Using Formsite, the employee will upload a picture ID provided by the parent.
- Check-outs may not occur during the last hour of the school day.
- Emergencies may negate the aforementioned process.

### **Payments**

All payments will be made through [MySchoolBucks](#). No money will be taken at school.

For further information you can check out our [Sherwood Elementary website](#) at [www.pcboe.net/ses](http://www.pcboe.net/ses) and the [PCS District website](#) at [www.pcboe.net](http://www.pcboe.net)

Thank you for your attention to this information. We are excited about the start of school and we look forward to seeing students in school learning again!

J. Suchman  
Principal