

# Howard Burnham Elementary School

7310 Bishop Flores Drive  
El Paso, TX 79912-1429  
(915) 584-9499 • Fax (915) 585-8814  
[www.burnhamwood.org](http://www.burnhamwood.org)

---

September 3, 2020

Dear Howard Burnham Families,

We will be welcoming our students back to school for face to face instruction on Tuesday, September 8, 2020 for those students whose parents chose face to face instruction. For those that opted to continue with Virtual Instruction, they will continue to participate in distance learning for the time being. Your child's teacher will continue to be in close communication with you regarding the decision you made regarding your child's instructional model.

We have carefully planned a smooth transition to this new way of schooling. We will need your help, patience, and support to implement it. The following procedures will be in place starting Tuesday:

- Staggered schedules during drop off and pick up.
- No after care will be available until further notice.
- All students will be screened for Covid-19 symptoms prior to entering the building. This includes having their temperatures checked with a non-contact thermometer.
- Portable desk protective barrier/sneeze guards will be issued.
- Students and staff will be practicing social distancing as much as possible.
- All students are required to wear a face mask that covers their nose and mouth. Face shields may also be worn in addition to the mask but may not be worn alone. The school will provide one cloth mask and face shield to each student; however, students may wear their own mask if they wish.
- Supervised mandatory handwashing/ hand sanitizing will be enforced every 2 hours throughout the school day.
- Frequent cleaning of door handles, bathrooms, etc.
- Water fountains will not be available for use. Please send your child with their own labeled bottle. We will provide some when needed.
- Breakfast and lunch will be served in the classrooms. Students can bring their own.

## Staggered Arrival

7:35 am = 2<sup>nd</sup> and 3<sup>rd</sup> Grade

7:45 am = 4<sup>th</sup> and 5<sup>th</sup> Grade

7:55 am = PreK, Kinder, 1<sup>st</sup> Grade

## Staggered Dismissal

2<sup>nd</sup> = 3:05 pm

4<sup>th</sup> = 3:25 pm

PreK/K = 2:45 pm

3<sup>rd</sup> = 3:15 pm

5<sup>th</sup> = 3:35 pm

1<sup>st</sup> = 2:55 pm

## Drop Off Procedures

We will be implementing curbside drop off. Parents will enter through the school's west gate and exit through the east gate (closer to Resler). Children will then get out of the car when they near the front of the school to get their temperature checked at one of the stations. Their teachers will be waiting for them at the front of the school to be walked to the classrooms. Traffic will flow in one direction and cars will only be allowed to come in from the south side of the school (the side closest to the gate). No left turns will be allowed from Bishop Flores as this will block the flow of traffic on the street. Please arrive at the school from the Thorn/Redd area at the scheduled time.

## Pick Up Procedures

All students must be picked up at the dismissal time assigned to their grade level. Teachers will line the students up under the blue canopy and release students to their parents waiting behind the gate (same procedure as last year). Please help us by picking up your child quickly to help manage traffic flow. This is not a time to conference with your child's teacher.

## School Visitors

Our school will remain closed to school visitors and parents. If you have school business or need assistance, please call the front office (915) 584 9499.

## Meals

If your child will not be eating the cafeteria food, please ensure he/she packs a cold lunch as heating of food is not available. All students will be eating in their classrooms and expected to pick up after themselves. Younger students will be assisted until they gain enough independence.

It is my commitment to provide every student with an educational experience that promotes student success. These new procedures will allow us to do that while maintaining and promoting health and safety. Thank you for trusting us.

Sincerely,

Martha Franco  
Howard Burnham Elementary Principal