



MACOMBER ELEMENTARY SCHOOL

BACK-TO-SCHOOL REENTRY PLAN

Reference Guide (Draft)

August 2020

This reference guide is provided for you as a resource to the complete reentry plan. This plan has been developed in accordance with DESE guidelines. Our plan is to begin the school year with in-person instruction for students in grades prek/preschool - grade one and hybrid for students in grade two. We recognize that some students in grade two may receive more in-person learning based on level of need.

NOTE: This learning plan is FLUID... it will be adjusted according to any new guidance or expectations from the state as the trajectory of the coronavirus is analyzed.

The Westport Community Schools continue to evaluate its fall learning plan, based on input from families and staff. As indicated frequently over the past few months, the plans may adjust based on the current trajectory of the coronavirus, as well as through our ongoing review of the safety initiatives available in each building and as a result of discussions with staff and families. Our ultimate goal has been and will continue to be to return our students to live in-person instruction *when we feel that we can safely do so.*

To that end, at the school committee meeting on Wednesday, August 26, 2020, the Committee voted to adjust the plan for students at the Macomber School in order to better support early learning goals for our students. We recognize that continued adjustments can be frustrating to families and staff. While our goal will be to continue to bring students back to school fully, it is important that we are all prepared for pivots during the year at any time between in-person, hybrid, and fully remote learning.

Prek/Preschool - In-Person learning
 Program for 3 year olds - 2 days
 Program for 4 year olds - 3 days
Start time/End time: Arrival: 9:00
 Dismissal: 2:20

Grades K/1 - In-Person Learning
Start time/End time: Arrival: 8:30 - 8:45
 Dismissal: 3:00

Grade 2 - Hybrid Learning Model
Start time/End time: Arrival: 8:30 - 8:45
 Dismissal: 3:00

Learning Day Rotation:

	M	T	W	Th	F
Cohort A	R	I	I	R	R
Cohort B	R	R	R	I	I

R = Remote Days when students will learn at home

I = In Person days when students will be in school learning

Why is the Macomber Elementary School's reentry model different from the rest of the district?

We believe that it is especially critical for our younger students to receive direct instruction from our skilled classroom teachers in an in-person environment. Because of the shift of students in buildings and based on our current enrollment, we will be able to return students to the school setting in person while maintaining reasonable class sizes. We have created 'mock' classrooms in the school to demonstrate a typical classroom set up (see picture below). In this classroom, we were able to get 21 desks in the classroom maintaining 5 feet of distance between students. Given the maximum number of potential students per class (as well as recognizing that not every family will opt to send their child in person), we will likely be able to further increase the distance between the student seats. (The guidance from the Massachusetts Department of Elementary and Secondary Education DESE is that desks need to be all facing in the same direction with a minimum distance of 3 feet between students).

Based on the class size and the classroom sizes, it was not possible to bring back grade two completely in person at this time. We will continue to evaluate the situation with the goal of establishing a plan that will allow the second grade students to fully return in accordance with state guidelines for appropriate social distancing.

Our goal will be to continue to explore ways to bring back grade two fully and to bring in students in our other schools to the fullest extent possible.

STUDENT ARRIVAL PROCEDURES

Parent Drop-off

Grade 2 students will be dropped off at the PODs no earlier than 8:30. Families will use the parking area provided.

Grade K and 1 students will be dropped off at the Cafeteria door using the loop no earlier than 8:30. Families should NOT park and walk their students to the door. ALL families are to pull up and students will get out of the car on the door side and walk single file to the door.

- Please note, if you have a student in Grade 2 and a student in grade K or 1, you must drop off the students at the two separate entrances.
- All students must have their masks on upon entering the school building.

Preschool/PreK students who are in Mrs. Sigman's class and Mrs. Shott's class will enter the building by the door nearest to the PODs. Families will park in the area in front of the PODS and walk the students to the door. Families are to maintain social distance and all adults must have masks on.

Preschool/PreK students who are in Mrs. Parker's class and Mrs. Rivera's class will enter from the front entrance in the loop. Families will park in the main parking lot and walk the students to the door. Families are to maintain social distance and all adults must have masks on.

Arrival procedures for all students may take additional time, especially at the beginning of the school year as we adjust to new routines.

Bus Arrival

Students will be dismissed from the bus by grade level. Students in grade K and 1 will enter through the doors in the front of the building. Grade 2 students will go directly to the PODS from the bus following the walkway. Students will maintain a six foot distance from each, following the guidance of decals on the floors. Students will go directly to their assigned classroom. Staff will be in the hall to monitor students at all times. Grade 2 students will go directly to the PODS from the bus following the walkway.

STUDENT DISMISSAL PROCEDURES

Parent Pick-up

Grade 2 students will be picked up at the PODS starting at 3:00. Families will use the parking area provided.

Grade K and 1 students will be picked up by the Cafeteria door using the loop starting at 3:00.. Families should NOT park. ALL families are to pull up to the loop. Families will need to put their car in park as they ensure their child(ren) are safely in car seats or boosters. Staff will not be able to help put children into their safety seats..

- Please note, if you have a student in Grade 2 and a student in grade K or 1, you must pick up the students at the two separate entrances.
- All students will have their masks on until safely in their families' car.

Preschool/PreK students who are in Mrs. Sigman's class and Mrs. Shott's class will be dismissed by the door nearest to the PODs. Families will park in the area in front of the PODS and meet the students at the door. Families are to maintain social distance and all adults must have masks on.

Preschool/PreK students who are in Mrs. Parker's class and Mrs. Rivera's class will be dismissed from the doors in the loop. Families will park in the main parking lot and meet the students at the door. Families are to maintain social distance and all adults must have masks on.

Dismissal procedures for all students may take additional time, especially at the beginning of the school year as we all adjust to new routines.

Bus Dismissal

Grade 2 students will be dismissed from the PODS. Students will be expected to maintain social distance and will be supervised by Staff.

Grade K and 1 students will be dismissed using the doors closest to the bus loop. Students will use decals on the ground and supervised by Staff.

Students will be called by grade level. As each grade level is settled into the bus, the next grade level will be called to the buses.

Bus Dismissal is expected to take longer than prior years due to safety measures.

Tardies/Early Dismissals

Grade 2 students who are tardy will report directly to the PODs. A guardian will still need to accompany the student. Students will sign in with Mrs. Rapoza, the POD Clerk. Grade 2 students, unless dismissed by the nurse, will be dismissed directly from the PODS. Again, Mrs. Rapoza will sign out the student.

Grade K and 1 students who are tardy will report to the Main Office. A guardian must accompany the student. Dismissals will be dismissed through the Main Office.

All adults must wear masks when entering the building.

Attendance

Daily attendance will be taken, whether a student is In-Person Learning, hybrid or Remote Learning. If a student is not in attendance and families have not contacted the school, by ten, a phone call home will be made. This includes during Remote Learning days. It is essential for students' academic growth in any learning environment to participate in all five days of learning.

Class Supplies

Due to the unique nature of the hybrid model and in the anticipation of the possibility of going remote at any point in the school year, we have added a few items to the class supplies. There will be limited sharing of student supplies. Each student will have a box with appropriate materials to be prepared for all reading and mathematics activities. An updated list is available online. If you have purchased your class supplies and are unable to purchase the additional supplies, please contact the main office.

Student Belongings

Students will be permitted to have a backpack for going to and from school. Students' backpacks, lunchboxes, and coats will be stored near their desks. We are exploring the most efficient way to store the students' belongings. The use of communal coat closet will be discontinued at this time.

Social Distancing/Hallways

Whenever students are in the hallway whether transitioning with a teacher or individually, must follow social distance guidelines. All hallways will have two-way traffic, with students traveling single-file as close to the wall as possible.

There are decals on the floor for students to use as a reference.

Bathrooms

A limited number of students will be allowed into the bathroom at any one time and it will depend on the size of the bathroom. Students will maintain social distancing while waiting to use the bathrooms. Classroom teachers will bring all students to the bathroom at one time, unless in the event of an emergency, and will supervise how many students are in the bathroom.

Handwashing/Hand Sanitizers

Students will be encouraged to frequently wash their hands throughout the day. Students will wash their hands upon arrival in classrooms, any time they use shared materials, before and after using the restroom, before and after recess, and before and after lunch.

Each classroom has a hand sanitizer dispenser and there will also be hand sanitizer dispensers in strategic spots throughout the school, such as in the cafeteria and school entrances.

Recess

We are committed to students accessing recess. Each class will have a 25 minute recess during the day. There will be no more than three classes out at recess at a time. There are three spaces for recess: Playground, Blacktop, and Field area. Students will have the opportunity to utilize each of these spaces on a rotating basis. Students will not have to wear masks while outside at recess.

The expectation that except in extreme weather conditions we would like to access outdoor recess. While planning for your child's wardrobe we recommend the following items:

- Rain gear (boots, jacket, hat)
- Warm sweatshirts/ jackets for cooler days
- Winter Gear (snow boots, snow pants, hats, mittens/gloves, heavy jacket)

We are also encouraging parents of all grade levels to ensure that students have an extra set of clothes, including undergarments to be kept in the backpack. This will eliminate the need for trips to the nurse's office if a student gets muddy or wet at recess.

Lunch/Cafeteria

There will be six lunch periods. There will be three classes who will have lunch at the same time. Students will have assigned seats. The cafeteria tables are all facing the same direction and are distanced six feet from each other. There may be days on a rotating schedule that students will eat lunch in their classrooms in order to ensure appropriate social distancing when students are eating and not wearing masks.

Students will have a grab and go lunch and will be provided an ID that has a scan with their lunch pin in order to eliminate the use of the lunch pin.

Students must wear masks when entering the cafeteria, going through the lunch line and if they need to up for any reason during lunch. Students will not have to wear masks once they are seated at their tables. In order to minimize movement in the cafeteria, custodians/staff will bring trash bins to the students.

Lunch time has been reduced to 20 minutes to accommodate the additional lunch times and to allow for proper sanitizing between lunches.

For students participating in instruction remotely, we will provide a drive by grab-and-go lunch daily. This will be structured similar to the spring when we first closed our school buildings. This will provide access to lunch for our students who receive free/reduced priced meals.

Water

All of the water coolers will need to be closed down for safety reasons. Students should bring enough water to meet their needs throughout the day. A recommendation would be to provide the water in the smaller 8 oz bottles as they will be easier for the students to carry to school and to handle.

Mask Wearing

All students and staff will be required to wear masks throughout the day. There will be a space in the classroom or hallway (depending on the size of the room) for a student to take a mask break. Additionally, students will not have to wear their masks at recess or in the cafeteria. Westport is looking to secure several tents to have opportunities for students to have access to outdoor learning.

- **Pack your child (ren) a six foot beach towel or portable mat daily. This will allow for an easy way for students to be socially distant while outside.**
- **Pack additional masks.**

Students who do not comply with mask-wearing will have consequences. The consequences will start with a warning from the teacher, but if the behavior continues, it could result in an Office Referral.

All adults who enter the building for any reason must wear a mask.

Covid-9 Safety Precautions

This has been covered in detail by the Westport Reentry Plan. What is particular at the Macomber is that there will be a new procedure for any student suspected of having Covid for dismissal from the Nurse's Office. A new door was added to the nurse's office that is near the front doors. If a child is suspected of having Covid, the family member will pick the student up at those doors.

Learning Opportunities

Although we are minimizing interactions between students and between students and staff, there will still be opportunities for students to learn in small groups. Portable clear shields have been purchased for each student. Teachers will be able to have groups of no more than three in guided learning, including small math and reading instruction. Students and teachers will wash their hands prior to working in the group, have their masks on and have the additional level of safety with the shield. Teachers will sanitize the area between different groups of students.

Students in PreK and K will have the opportunity to participate in play activities, following hand-washing protocol, mask wearing, and rotation of play materials so that there is time to properly sanitize toys and materials between use.

Please be advised that all students will be held accountable for work completion and grade level expectations.

Universal Screening

Students in grades K-2 will have Universal Screening in ELA and Mathematics three times per year. These assessments will be used to inform instruction.

Schedules

For In Person Learning Days

Students' schedule during the In Person Learning Days will be similar to the traditional school year. All students will have Morning Meeting, academic lessons, Specialties, lunch, and recess. Teachers will provide mask breaks and time for students to hand wash throughout the day. Students who are eligible for specialized instruction will continue to be provided those services.

Many teachers may opt to have students do some assignments directly in Google Classroom, but pencil and paper activities will still be assigned and collected. Teachers will collect the papers in a bin which will be corrected and provided feedback 24 hours after collection. This procedure may create a delay in feedback to students.

For Remote Learning Days

All students will need to be online for some of the day during Remote Learning Days. Teachers will be taking attendance daily for all students. Students will be expected to participate in Morning Meeting as well as other lessons throughout the day. If there is a reason that this is a hardship for families, please contact Dr. Greeson. More specific detail will be provided prior to the first day of school.

Classroom Libraries

Teachers will still maintain a classroom library to encourage independent reading. We continue to explore the safest way to provide students reading choices which aligns best with their interests, themes, and reading level.

Specialist Rotations

Students in grades K-2 will have a 50 minute specialists class daily (Art, Computer, Music, Physical Education, STEM). Students in Preschool/PreK will have 30 minute specialists daily (rotating: Art, Computer, Music, Physical Education, STEM).

A change in the way specialists will operate this year is that each specialist will only work with one grade level cohort per week, minimizing their interactions with students. See *sample* below:
Art Schedule

	Grade 2	Grade 1	Grade K	PreS/PreK	
Week 1	Boyle	Edwards	Correia	Parker	
Week 2	Raposa	Gluchacki	Lambauer	Sigman	
Week 3	Fitton	Willard	Medeiros	Shott	
Week 4	Roberts	Morin	Thomas	Rivera	
Week 5	Merchant	Salva	Lavenda	Recess Duty	

Specialists will have time between cohorts to hand wash and sanitize equipment. All specialists will be in the students' classroom, with the exception of Physical Education classes and STEM who have some indoor and some outdoor learning activities.

Google Classroom

All teachers, including the specialists, interventionists, SPED teachers, and related service providers, will have a Google Classroom established and students are required to participate in the classrooms as assigned. The Google Classroom will be utilized for assignments for both In Person and Remote Learning Days, have links to learning sites, and have tutorials. Google Classroom is also a mechanism for teachers and families to have open two-way communication.

Technology/Connectivity

In order to ensure that all students have equal access to Google Classroom, Macomber will have Chromebooks available for families to borrow. If you have Internet access issues, contact the Main Office and we will work with our Technology Department to ensure that all students are able to access the internet.

All student Preschool-2 will have a school issued Google email account that will be used to access the Google Classrooms.

Principal Google Classroom

Dr. Greeson will be setting up a Google Classroom as a way to connect with students and families. Each morning at 8:50, Dr. Greeson will be doing Morning Announcements via the All-Call at school and through an established Google Meet. This will be recorded and uploaded to the Google Classroom. The morning announcements will include the Pledge of Allegiance, the PAWS pledge, lunch menu, any important information (ie: Picture Day), SEL announcement, and birthday announcements. This will also be a mechanism for Dr. Greeson to maintain open two way communication with families.

Social-Emotional Learning

Macomber has always been committed to ensuring that Social-Emotional learning be provided for students of all ages. Understanding that all of our students have been impacted by the school closures as a result of Covid-19, our intent is that each teacher will include explicit instruction and learning opportunities to ensure that our students have their emotional needs met. We are working on a school-wide approach to SEL.

IEP Meetings/504 Meetings

For the foreseeable future, all IEP and 504 Meetings will be held virtually via Google Meet. This will allow for all participants to be a part of the process in a safe, physically distant manner.

Google Meetings

For the foreseeable future, although parents/guardians can request in person meetings with the principal, the preferred method will be use of Google Meet.

Open House/Orientation

Dates for Preschool/PreK and K Orientation are scheduled for September 14 and 15. These will be done virtually, with specific times to be determined.

Open House will be towards the end of September, date and time to be determined, but will also be done virtually.

Volunteers

As much as we value having parent and community volunteers as a part of the Macomber community, for the foreseeable future we will be limiting access to the building for the safety of students and staff.

Bus Transportation

In accordance with guidelines from Massachusetts, we will continue to provide transportation for students. The new guidelines from the state decreases the number of students that can ride on the bus at one time, increases the safety measures/requirements, and minimizes the ability for students to be dropped off/picked up at different locations. We are highly encouraging families to explore driving your children/creating car pools and/or having your child walk/ride their bike to school.

Bus Rules

This will be discussed in other documents in more detail, but as a reminder that all students will be required to wear masks, sit one to a seat, and be seated in assigned seats based upon grade level. Any and all violations of the safety measures for the bus will result in a Bus Referral.

Cleaning and Sanitization Procedures

Please click [here](#) to read the detailed information regarding how the classrooms and schools will be cleaned daily.

Special Education services and other individualized student supports

Every child that is eligible for services will receive all required support, regardless of learning model. When feasible, these services will be provided in person (including those students working in a complete remote learning structure).

For students with more significant learning needs, we will work with families (when we are in a hybrid model) to have those students attend school in person for their instruction. Please note that this will be a small population of students with disabilities. Most students will receive their support directly within the learning model established for their grade-level, with services and accommodations being provided within the learning structure.

Transitioning between learning models

We will continue to evaluate the conditions of the pandemic on a regular basis to determine if we can increase the opportunity for in-person learning.

This determination for any pivot to a different learning model will be based on the following factors:

- Current guidance from Governor Baker and the DESE Commissioner Jeff Riley
- Consultation with the Westport Board of Health
- Analysis of current trends and patterns of the pandemic in Westport and Bristol County
- Review of the facilities (ie. HVAC systems, HEPA Air Filtration, cleaning protocols. etc)
- Instructional needs of staff to be able to provide meaningful instruction simultaneously to students both in person and for those learning from home (remote)
- Review of recommendations from district safety committee

Parents will be notified of any potential shift in a timely manner to help facilitate at home planning for any childcare needs. While it will be our goal to provide as much advance notice, please understand that as conditions change, we may need to make shifts more rapidly, with minimal notice.

Final determination of the learning model will be determined by the school committee, in consultation with school administration, the school safety committee and the Westport Department of Public Health.

What if my child (or someone in our household) is identified as being at greater risk for contracting the coronavirus or our family has concerns about our child being in the building?
What if I want to have my child work FULLY REMOTE?

We recognize that each family's concerns are unique and we will work with you to identify the best learning situation for your child. Should you wish to have your child work completely remotely (rather than the in-person or hybrid models), we will provide a complete remote learning option that is in alignment with the Massachusetts Curriculum Frameworks and provides your child instruction of the same skills that students are receiving in school.

Students will be assigned a teacher that will facilitate the learning experience. Each day, students will be required to log on for a morning meeting with a teacher and will be assigned work to complete in the complete remote model. There will be opportunities throughout the day for the student to 'view' the academic lessons taught by the teacher. Much of the work that students choosing the remote learning model complete will be done independently (with teacher support as needed) using a Google Classroom online learning platform. Training will be provided for students and families prior to the start of the school year to understand the platform and to help families be 'learning coaches' to support their child in this type of learning structure. Students will complete courses in language arts, math, science, social studies, and various specialist subjects. Attendance will be taken daily and there will be specific expectations for work completion/submission. Students will receive a grade for their school work, assigned by their teacher. While there will be daily support provided by the teacher, this learning model does require a greater level of independence from students and increased supervision by families.

If you opt for the full remote plan and wish to shift models (based on the model available for your child's grade-level), please reach out to Dr. Greeson to discuss any questions or concerns you may have about the remote model and to establish a plan for transition into a different model.

Please note, there is no remote learning opportunity for our prek/preschool students. The class size for these programs will already be small and we believe it is more developmentally appropriate for the students to be in school receiving instruction on the types of skills that can not be easily taught or learned in a remote learning environment.

Appendix A

Keeping our Schools Clean



Quick Reference Guide

The district is implementing a number of protocols to increase the cleaning/sanitization of our buildings. The following procedures will take place in our school buildings in the fall. These procedures will be clearly posted in each building and custodial staff will complete a checklist daily for each of these tasks which will be turned into administration daily:

Classroom/Small group Instructional spaces/Offices (Daily)

- Empty waste baskets and replace liners
- Dry mop floors
- Vacuum carpets in areas with wall to wall (no area carpets allowed)
- Spot wash floors
- Check and replace light bulbs
- Clean and disinfect sink areas
- Refill paper towel dispensers in classrooms
- Refill hand sanitizer dispensers in classrooms and common areas
- Clean glass on a rotating basis within section
- Dust all window sills and flat surfaces on a rotating basis within section
- Close and lock all windows
- Spray room with electrostatic sprayer
- Turn off lights and lock door

Bathrooms/Locker Rooms/Lockers/Water Coolers (Daily)

- Empty waste baskets and replace liners - spray with disinfectant
- Refill paper towel, toilet paper, feminine products and soap dispensers
- Clean mirrors
- Clean and disinfect wall/partition surfaces to remove any foreign matter
- Remove any graffiti from walls or partitions
- clean/disinfect all toilets and urinals, under seats, bottom of toilets, and flushometers
- Check and replace light bulbs
- Sweep and wash floors
- Spray room, water coolers, and lockers with electrostatic sprayer
- Check windows and turn off lights

Gym/Cafeteria/Media Centers/Hallways (Daily)

- To be determined based on use
- The custodial staff will be cleaning/disinfecting all high touch surfaces multiple times throughout the day
- UV-C system will be installed in the HVAC system to provide additional cleaning and sanitization in our HVAC system in higher traffic areas, including gyms, cafeterias, media centers, etc.

Sanitization Techniques

The Westport Community Schools have purchased Protexus Electrostatic Sprayers. Earthsafe Protexus Sprayers disinfect and wrap around surfaces and reach nooks and crannies on all surfaces. We have purchased two varieties, a hand held version of smaller applications and a larger, backpack model for larger applications.

The product is safe to use per OSHA and EPA standards. A MSDS is attached to the chemical container as well as printed out and stored in the custodian room in each school, nurse's office in each school and the office of the Supervisor of Facilities.

The District also purchased a germicidal detergent which is a cleaner/disinfectant that can be used in classrooms for staff to clean desks/tables on a more frequent basis. This product is also used to clean restrooms and water coolers.

In addition to the custodial cleaning protocols... all classrooms will be equipped with sanitizing wipes and will have access to an electrostatic sprayer that can be used throughout the day.

While all of these measures will help to promote a safe, sanitized learning environment, they will not be effective unless appropriate training is provided for all students and staff and everyone complies with the protocols. Training will be provided at the start of the school year.