

**Sutton Public Schools
Office of the Superintendent**



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Fall School Reopening Plan

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SUPERINTENDENT'S MESSAGE

Sutton Public Schools has developed a comprehensive plan for the reopening of school this fall for all students. Our most important factor in opening schools is, and will always be, the health and safety of our students, staff and their families. The learning plan was developed with guidance from the Department of Elementary and Secondary Education, the Massachusetts Department of Public Health, and the Center for Disease Control. A wide variety of stakeholders were instrumental in the development of the plan, including parents, medical experts, local health officials, teachers, counselors, administrators and other school personnel.

Each community was asked to design three models: in-person, hybrid and remote. My recommendation for Kindergarten through grade 1 is the hybrid model. My recommendation for grades 2-12 is to begin the school year with two weeks of the hybrid model, which will provide students with the opportunity to meet their teachers, review the curriculum and what is expected of the students, and receive brief instruction on computer use. At the end of the two weeks, students will go to the full remote model until further notice. We will revisit the decision of going full remote on a monthly basis with the goal of having all students receive in school instruction as soon as practicable. The decision to go with the hybrid/remote model was not made lightly and, by no means, does it come close to replacing our traditional school day. However, beginning the year with the hybrid/remote model allows us to better prepare students and parents for the real possibility of full remote for all students. The hybrid/remote model we have chosen is based on the recommendations of the Department of Public Health first and foremost, followed by the educational, social and emotional needs of our students. Sutton Public Schools is committed to providing the safeguards to protect the health and safety of our students and staff. We are committed to providing a challenging and rigorous curriculum while, at the same time, meeting the social/emotional needs of each and every child who enters our schools. We are committed to meet the needs of special education and ELL students who may need additional supports under this learning model. We are committed to improving this plan as we continue to receive feedback from members of our school community, knowing full well that this plan will change in the weeks and month to come.

COVID-19 will be ever present this school year and we must all prepare for sudden changes as the school moves along. If there is a spike in cases in the community or within the school itself, we may need to close school temporarily. Any decision to close school will be in collaboration with the Board of Health and the school physician.

Unfortunately, this decision will likely be made at a moment's notice, another reason to go with the hybrid/remote model. If, by chance, COVID-19 remains contained in the area, we will look to gradually increase in-person instruction with appropriate health and safety protocols.

Finally, we will do everything in our power to clean the facilities, follow all social distancing guidelines, wash our hands regularly, and take every precaution necessary; however, that will not guarantee that your child or a member of the staff will not get COVID-19. Please work with us to create a safe, friendly nurturing environment for all who enter our schools.

Sincerely,

Ted Friend
Superintendent of Schools

ACADEMIC PROGRAMMING

CHILDREN CONTINUING WITH REMOTE LEARNING

A full remote learning model will be available for any family who chooses full remote. The full remote for each grade level is outlined below in this document.

LEARNING MODELS

Hybrid Learning Model

The hybrid model is designed so that only half the students are in the school building at any one time.

High School Plan (grades 9-12):

The following weekly schedule shows which cohort will be in the building. The other cohort will engage remotely.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort 1 in school Cohort 2 Remote Learning		Full remote learning	Cohort 2 in school Cohort 1 Remote Learning	

Students will be in classes with 6 feet of social distance between peers. Cohort 1 is face-to-face Monday/Tuesday. Cohort 2 is face-to-face Thursday/Friday. Wednesday is a remote day for all for teacher planning - parent/student communication. *Refer to Addendum B for more detailed information.*

Middle School (grades 6-8): Student cohorts will be established by alpha, due to multiple factors. Students will be identified as either a “A” day student who will attend school on Mondays and Tuesdays, or a “B” day student who will attend school on Thursdays and Fridays. All students will work remotely on Wednesdays, giving the custodial staff time to deep clean the facilities prior to a new cohort of students arriving at school. Students arriving either by bus, car, or walking, will enter the middle school building starting at 7:20, through grade level entrances and go directly to their cohort first period class starting the school day at 7:40. Teachers will release and monitor locker usage for coats only. Students will remain in their cohorts throughout the seven period day. The classroom environment will require students to sit a minimum of six feet apart. Windows will be opened per recommendation of the facilities manager. FM systems will be utilized by the teacher to assist all students in instruction. Students who are medically approved for no masks will be six feet from other students. High need students will attend school everyday except for Wednesday, when they will work remotely as their peers. Traditional grading will be used. Outdoor spaces will be utilized as much as possible with multiple daily mask breaks. Google Classroom will be used as a classroom management tool. Inclusion classrooms will have additional support. One to one instructional assistants will change PPE frequently. Students will be

dismissed as busses arrive and use grade level entrances to leave the building. Parent pick up will be based on alpha.

Elementary School (grades 3-5): Cohort A Face to Face Monday/Tuesday. Cohort B Face to Face Thursday/Friday. Cohorts will receive instruction during remote days. Wednesday is a remote day for all for teacher planning - parent/student communication.

Simonian Center (grades K-2): Cohort A Face to Face Monday/Tuesday. Cohort B Face to Face Thursday/Friday. Cohorts will receive instruction during remote days. Wednesday is a remote day for all for teacher planning - parent/student communication.

In-Person Learning Model

All students will be in school every day; desks will be spaced 3-6 feet apart; lunches will be in classrooms, gymnasiums, cafeterias, as well as other areas in order to maintain 6 feet of separation between students. The regular school schedule would be utilized in this model.

Remote Learning Model

High School Plan (grades 9-12): Students who choose not to return to Sutton High School for the 2020-2021 school year will have the option of participating in Remote Learning for the full year. Those students will be taught remotely by Sutton High School staff members, the [Greenfield Community Virtual School](#), Virtual High School courses, or a combination of the above. It is our intention to have as many of our 'Full Remote' students taught by Sutton High School staff as possible, but given scheduling or staff constraints, some teaching may need to be provided by an outside vendor.

Middle School (grades 6-8): SMS students will be grouped into cohorts and maintain a seven period day beginning at 7:40. Students will begin their day with a school wide zoom meeting for the Pledge as well as reviewing the daily announcements. Students will then proceed to virtual classes in which teachers will prepare a 40 minute lesson, allowing students a ten to fifteen minute break between classes as well as an established lunch period. All students will maintain this schedule on Mondays, Tuesdays, Thursdays and Fridays, with Wednesdays dedicated to extra help and check-ins with individual teachers. Students will be held accountable for attendance and will leave video on at all times so that teachers/ IAs can monitor. Interactive tools such as break out rooms, surveys etc, will be used to maintain focus and attention. Students will be graded through our normal grading system, with clear due dates on daily and weekly assignments. Special education students will receive services throughout the day in order to maintain the integrity of the IEP. After school clubs and activities will occur throughout the school year. Social Emotional supports will be serviced throughout the day, using our guidance and counseling staff. Additionally, teachers will break up the students into groups and be the point of contact throughout the year for

students and families. Google Classroom will be used as a classroom management tool. Any student needing technology or internet access will be directed to the technology staff.

Elementary School (grades 3-5): Remote students will meet with teachers and instructional assistants 4.5 days a week, with a combination of live Zoom lessons and activities (whole group and small group), recorded lessons, independent /collaborative work, online resources, and content videos with follow-up activities. On Wednesdays, teachers will have planning time ½ day a week to meet with in school and remote learning teachers. Students will not be face-to-face with their classroom teacher all day long. However, the time of “live” instruction in the remote model is comparable to that in the hybrid model.

Simonian Center (grades K-2): Remote students meet with teachers 4.5 days a week, with a combination of live Zoom lessons and activities, recorded lessons, independent work, websites, games, videos, and communication with families. Students will not be face-to-face with their classroom teacher all day long. However, the time of “live” instruction in the remote model is comparable to that in the hybrid model.

PERSONNEL & STAFFING

The District will add additional staffing through a grant to provide additional nursing, custodial and educational supports as needed. Whenever feasible, staff that cannot return to the building due to medical conditions will provide remote learning support for children.

SCHEDULE CHANGES

High School (grades 9-12): A four block schedule

Time (Minutes)	
7:20-7:50 (30)	Arrival
7:50-9:05 (75)	A Block
9:05-9:13 (8)	Mask Break / Transition to B
9:13-10:28 (75)	B Block
10:28-10:36 (8)	Mask Break / Transition to C / Lunch
10:36-12:27 (111)	C Block / Lunches → Lunch 1 10:36-11:06 (30min) Cleaning 11:06-11:15 (9min) → Lunch 2 11:15-11:45 (30min) Cleaning 11:45-11:55 (10min) → Lunch 3 11:57-12:27 (30min)

12:27-12:35 (8)	Mask Break / Transition to D
12:35-1:50 (75)	D Block
1:50-2 (10)	Dismissal

Middle School (grades 6-8): This is the day's schedule that allows for three grade level lunches, passing time/mask breaks.

Period	Time
1	7:40 - 8:35 (55 minutes with 5 minutes to pass) **morning announcements & pledge/moment of silence
2	8:40 - 9:25 (45 minutes with 5 minutes to pass)
3	9:30 - 10:15 (45 minutes with 5 minutes to pass)
4	10:20 - 11:05 (45 minutes with passing)
lunch	6th- 11:05- 11:25 /// 7th - 11:30 - 11:50 //// 8th 11:55 - 12:15
5	6th - 11:25 - 12:15/// 7th 11:10 - 11:30, 11:50 - 12:15 //// 8th 11:10 - 11:55
6	12:20 - 1:05 (45 minutes with 5 minutes to pass)
7	1:10 - 2:00 (50 minutes) ** end of day announcements

Students will stay in their cohorts and travel together throughout the day, utilizing the connecting doors between classrooms as well as the hallway. Teacher classrooms have been changed to ensure that each grade level has its own “wing”.

Elementary School (grades 3-5):

Sample Schedule: School Day 8:30 a.m.-2:30 p.m.	
8:30 - 9:00 30 minutes	Morning Work; Morning Meeting; School-wide morning announcements
9:00 - 9 45 minutes	Lessons
9:45 - 10:00 15 minutes	Mask Break/Snack
10:00 - 11:00 60 minutes	Lessons
11:00 - 11:30 30-45 minutes	Lessons
11:30 - 1:00	Lunch/Recess/Mask Break -

	(times will be different depending on grade)
12:15-1:00 45 minutes	Lesson
1:00 - 1:30 30 minutes	Lessons
1:30 - 1:50 20 minutes	Daily Wrap Up (may include review of day, student questions, preview of material)
1:50-2:30	Specialists' Classes

The day will start later @ 8:50 a.m. to accommodate parent drop off. Students will not be considered late until 8:50 a.m. The day will end earlier at 2:30 p.m. to accommodate parent pick up. Specials (Art, Music, Gym, Library and Computer) will run on a 6 week schedule where one special stays with a grade level for that block of time to minimize people crossing the cohorts.

Simonian Center (grades K-2):

8:15-8:45	Morning work- extended entry into school	
8:50	Morning Messages	
9:00-10:00	Work time in classrooms	Each class will have a 45 min special daily times differ
10:00- 10:20	Snack/mask breaks	
10:20-11:00	Work time in classrooms	
11:00-1:00	1 hour each grade for recess and lunch	
1:00 -1:30	Work time in classrooms	
1:30-1:45	Mask Breaks	
2:00-2:30	Work in classroom	
2:30	Start of dismissals	

The day will start later @ 8:50 a.m. to accommodate parent drop off. Students will not be considered late until 8:50 a.m. The day will end earlier @ 2:30 p.m. to accommodate parent pick up. Specials (Art, Music, Gym, Library and Computer) will run on a 6 week schedule where one 1 special stays with a grade level for that block of time to minimize people crossing the cohorts.

SPECIAL STUDENT POPULATIONS, INCLUDING STUDENTS WITH DISABILITIES AND ENGLISH LEARNERS:

Sutton Public Schools will provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students. We will prioritize in-person instruction for students with disabilities with a high level of need, as defined by DESE.

As indicated in the DESE guidance, students with complex and significant needs include the following:

- Students with high needs through the IEP process as indicated in PL-3 defined as:
 - Services provided outside the general education classroom;
 - Service providers are special education teachers and related service providers;
 - Special education services constitute more than 75% of a students school day;
- Students who cannot engage in remote learning due to disability related needs;
- Students who primarily use aided or augmentative communication;
- Students who are homeless;
- Students in foster care or congregate care;
- Students dually identified as English Learners;
- Preschool students with disabilities.

All students with disabilities will receive specialized instruction, related services, and support from qualified professionals, instructional assistants and/or therapists in-person or remote based on their level of need and an individualized discussion with staff and families.

Initial Evaluation Team Meetings, Reevaluation Team Meetings, and Annual IEP Team Meetings will continue through the virtual meeting model, which will minimize the number of people entering the school buildings.

Evaluations, eligibility determination and annual IEP team meetings will be conducted in accordance to 603 CMR 28:04 and 28:05. The district will conduct initial and reevaluation assessments in-person with health and safety requirements in place by utilizing standard assessment protocols and/or virtual assessment protocols. Due to the unpredictable nature of the COVID-19 virus, IEP services may be delivered using a variety of approaches. Any change from the in-person model of service delivery will be documented in writing to the parents/guardians.

English Learners and economically disadvantaged students will also be supported within their cohorts in each model and in-person supports as long as it is safe to do so.

STAFFING ALTERNATIVES FOR REDUCING CLASS SIZES

Specialist teachers and other educators such as the athletic director, instructional coaches, reading specialists and others may be enlisted to serve as additional support for teachers to reduce class sizes, or to provide other support as necessary.

STUDENT SUPPORTS

Additional staff may be hired part-time to help advise and counsel staff and students. Teachers will spend the first many weeks of school setting up new routines and culture of why new procedures are in place, including an explanation of why school ended last year and what may happen in the coming months. School guidance and adjustment counselors will be working with individuals and small groups of students that have been identified as

needing extra support in a socially distanced environment. Parents and teachers will be asked to identify any children who are struggling.

COMMUNICATION PLANS / FAMILY SURVEY

COMMUNICATION PLANS

Emergency Communication Plan

Families and Staff will receive a text message containing emergency information. If the emergency information is voluminous, families and staff will receive a text alerting them to check their e-mail message for emergency information.

Pro-Active Communication Plan

Families and staff, including Administrators and School Nurses, may participate in two-way proactive communication with families via e-mail and phone.

FAMILY SURVEY

A family survey was developed to support school reopening planning and scheduling. The survey was sent out in early July and mid August to receive the following information:

- Children who will return to school in-person in the fall
- Children who will continue remote learning and for what reasons
- Children who need internet/technology access and/or other technical support or one-on-one guidance
- Children who will need bus transportation
- Families who are planning to use alternate transportation such as transporting their children
- Families who will need food assistance and other essential services.

INFORMATION TECHNOLOGY

TECHNOLOGY NEEDS

Chromebooks will be handed out to students that do not have a device at home. We will survey parents regarding home Internet connection. The district will provide internet service for families who do not currently have this service in their home.

SAFETY & WELLNESS

BOARD OF HEALTH

Michelle Donovan, our school nurse, will maintain a relationship with our local Board of Health to understand all guidelines/recommendations. She will include fostering regular communications with the local Board of Health to review policies in accordance with state guidelines; and routinely meet with the local Board of Health to stay current on all Coronavirus trends/metrics.

CLASSROOM AND BUILDING SET UP

- Large furniture has been removed from classrooms to maximize space
- Desks are spaced 6 feet apart according to the physical distancing guidance
- Desks are facing in the same direction to reduce the transmission of droplets
- Windows will be kept open through the fall to increase ventilation whenever practical

DISCHARGE PROTOCOLS FOR STUDENTS WHO MAY BECOME ILL DURING THE DAY

If a student becomes sick with COVID-19 symptoms during the school day, the student will be moved to the room pre-designated for medical-related isolation until they can be picked up by a family member. The student will not be allowed to take the bus home.

FACILITIES AND OPERATIONS

Sutton Public Schools' protocols/routines to ensure that facilities and surfaces are regularly cleaned, sanitized and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly are as follows:

- All staff will be provided with masks, gloves, face shield and gown (if needed)
- Disposable gloves and masks will be worn to clean and disinfect
- Remove trash from all receptacles and replace the liners
- Dry mop or vacuum the floors; wet mop any area where there may have been a spill or dry mopping will not clean
- All floors must be wet mopped, at least, twice a week
- No items will be left on student desks; chairs will remain on the floor (and not placed atop desk)
- Surfaces will be cleaned using the Product Central dispensing system cleaning chemicals
- Practice routine daily cleaning of frequently touched surfaces.
 - High touch surfaces include:
 - Tables, door latches, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Once all cleaning tasks are performed, disinfect the entire room using Clorox 3600 Cleaning System
 - Custodial staff to follow the instructions on the label to ensure safe and effective use of the product.
- Proper maintenance of changing air filters, etc. will be followed

Cleaning Chemicals

- Custodians will use the microfiber pads on the swivel pole system to quickly clean the desk and counter tops
- During the cleaning process, custodians will use PC108 Spray and Wipe. This is a heavy duty, all purpose spray and wipe cleaner.
- PC120 Peroxide Multi Surface Cleaner will be used on carpets, grouted tiles, floors, glass, and hard surfaces.

NOTE: If table tops and counters are clean, the PC105 Sanitizer will be used. See the Disinfecting Chemicals below.

Disinfecting Chemicals

- PC105 Sanitizer will be used for disinfecting most areas of a classroom environment. It is recommended that the surface be allowed to dry without the use of towels.
- This product is recommended for use in restaurants, bars, and areas where food may touch the surfaces.
- Precautionary Statement on each bottle indicates it must be used with a dilution control system.
- Precautions such as wearing gloves, face masks, and protective clothing are recommended during use of the product.

Machine Disinfecting Plan

Presently the custodians are using the Geneon Mist Sprayer. The mist, combined with a mineral electrolyte solution from GenEon Trio Rx, eliminates pathogens in large areas. The mineral packets contain sodium chloride and become electrically charged particles that attach and wrap around objects. We will continue using these machines until the new machines are delivered. The new machines are listed below and are presently on backorder with an “expected delivery date” in late August.

- Clorox Total 360 System: 1 machine for each building (Simonian Center, Elementary, Middle and High Schools)
- Protexus Electrostatic Sprayer: 2 cordless backpack unit; 1 for Simonian Center/Elementary School; 1 for Middle/High Schools
- Protexus Handheld Electrostatic Sprayer: 2 sprayers; 1 for Simonian Center/Elementary School; 1 for Middle/High Schools

All classrooms, offices, restrooms, locker rooms, and hallways will be disinfected each night. The smaller units will be used during the day for emergencies or in small areas.

Other Product Central Disinfecting Chemicals

The products listed here are also used for specific applications such as in restrooms and locker rooms. These chemicals are available and on hand.

- PC103 HBV Disinfectant 256: a germicidal cleaner and deodorant. This is a phosphate-free pH neutral formulation designed to provide effective cleaning, deodorizing, and disinfection for hospitals, nursing homes, schools, office buildings, hotels, and athletic facilities. Used against Pseudomonas, Staph, Salmonella, Hepatitis C Virus, and Hepatitis B virus.
- Quat 64: a multi-purpose neutral pH germicidal detergent and deodorant used to clean and disinfect schools, universities, hospitals, nursing homes, etc. Effective against Pseudomonas, Staph, Salmonella, E-Coli, MRSA, Strep, Influenza A/HongKong, SARS Associated Coronavirus, H1N1 Swine Flu.

PPE Supplies

The required safety supply items (based on the initial 12-week operating period) that have been purchased for the fall reopening of school are listed on *Addendum A*.

Restroom and Locker Room Cleaning

- Remove trash from all receptacles and replace the liners
- Dry mop or vacuum the floors
- Wet mop floors every day
- No clothing to be left on floors
 - Any clothing will be placed in plastic bags
- Use the Kaivac Restroom Cleaning machine to clean walls, sinks, toilets, urinals and floors
- Use the Hang Ten Clinging Acid Disinfectant Bowl Cleaner in the toilet bowls and urinals
- Surfaces will be cleaned using the Product Central dispensing system cleaning chemicals Quat 64 and the Kaivac Kaibloey
- Practice routine daily cleaning of frequently touched surfaces. High touch surfaces include:
 - Tables
 - Door latches
 - Light switches
 - Countertops
 - Handles
 - Toilets
 - Faucets
 - Sinks
 - Lockers, lockers

- Once all cleaning tasks are performed, disinfect the restroom using the Clorox 3600 Cleaning System.
- Custodial staff to follow the instructions on the chemical labels to ensure safe and effective use of the products.

Total Cleaning and Disinfectant Chemicals

- PC103HBV Disinfectant 256
- PC105 Sanitizer
- PC108 Spray and Wipe Cleaner
- PC120 Peroxide Multi Surface Cleaner
- QUAT 64 One step Disinfectant Germicidal Detergent and Deodorant
- Kaiblooeey – used in the Kaivac restroom cleaning machine
- Hang Ten Clinging Acid Disinfectant Bowl Cleaner
- GenEon Mineral Electrolyte
- Clorox Commercial Solutions Total 360 Disinfectant Cleaner
- PurTabs for the Protexus Electrostatic Disinfectant machine

NOTE: The Safety Data Sheet (SDS) for the chemicals listed above may be found on the following website: <https://www.nextgensupply.com/sds-tech/>

FOOD SERVICES

- Meals will be provided in a grab and go fashion thereby avoiding the sharing of serving utensils
- Meals will be eaten in classrooms, cafeterias, and gymnasiums to enforce the social distancing protocol of 6 feet
- Lunch times will be staggered to minimize the mixing of cohorts
- Meals will be provided for students continuing with remote learning for days that they are not in the school building

HAND WASHING / HAND SANITIZING

All students and staff will engage in frequent handwashing:

- Upon arrival at school
- Before and after eating
- Before putting on and taking off masks
- After bathroom use
- After coughing or sneezing
- Before dismissal

Individuals will use soap and water to wash all surfaces of their hands for, at least, 20 seconds; wait for visible later; rinse thoroughly; and dry with an individual disposable towel.

If handwashing is not feasible, students and staff will follow the protocol for hand sanitizing below:

Hand sanitizer (with, at least, 60% ethanol or, at least, 70% isopropanol content) will be applied to all surfaces of the hands in sufficient quantity so that it takes 20 seconds of rubbing hands together for the sanitizer to dry.

Hand sanitizer will be placed at key locations including, but not limited to, building entrances, cafeteria, classrooms, and school offices.

ISOLATION SPACE RELATED TO COVID-19

The following rooms, which are separate from the Nurse's Office where routine medical care is provided, will be used for isolation of students exhibiting COVID-19 symptoms:

Athletic Storage Room will be used for students in the Middle School/High School

- It allows for students to be 6 feet apart
- It has a window for ventilation and a door that allows students to be dismissed separately from classrooms/offices
- The Middle School Conference Room will also be utilized in the event of student overflow

An office will be used for students in the Simonian Center/Elementary School

- It allows for students to be 6 feet apart
- It has a window for ventilation and is in close in proximity to the main door allowing student to be dismissed separately from classrooms and other offices

MASKS / FACE COVERINGS

- Staff and students (grade 2 and above) will be required to wear a mask/face covering that covers their nose and mouth.
- Students in kindergarten and grade 1 will be encouraged to wear a mask/face covering.
- Face shields will be an option for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings.
- Transparent masks may be worn by both, teachers and students, in classes for the deaf and hard of hearing students. They may also be worn by teachers and younger students who rely on visual/facial cues.
- Exceptions to the mask/face covering requirement shall be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.
- In cases where wearing a mask/face covering is not possible, social distancing of 6 feet will be required, unless not feasible due to the personal situation.
- Parents are responsible for providing a mask/face covering for their child(ren).

- Families providing a reusable mask/face covering for their child are required to wash it daily
- Backup disposable masks will be kept in every classroom, Nurse’s Office and Main Offices and will be available to students and staff who need them.
- Staff may choose to wear their own mask or one provided by the school.

MASK BREAKS

Mask breaks will occur throughout the day in adherence to the guidance provided by DESE. Breaks will occur when students can be 6 feet apart and, ideally, outside or with the windows open.

PHYSICAL DISTANCING

Maintaining 6 Feet of Separation

Students and staff shall maintain a social distance of 6 feet to the greatest extent possible (3 feet is the minimum distance allowed), including:

- Entering/exiting the building
- Moving through the school
- Going to/coming from restrooms, as well as within the restrooms
- If/when the community prevalence of COVID-19 is of concern, increased distancing will be considered.

Maintaining 6 Feet of Separation in Classrooms

Grades K-1: Desks will be spaced, at least, 6 feet apart and facing the same direction.

Grades 2- 12: To the extent possible, desks for grades 2-12 will be spaced 6 feet (but not fewer than 3 feet) apart and facing the same direction.

SAFETY PRECAUTIONS FOR SCHOOL NURSES AND/OR ANY STAFF SUPPORTING STUDENTS WITH DISABILITIES IN CLOSE PROXIMITY WHEN DISTANCE IS NOT POSSIBLE

School Nurses and/or Staff that support students with disabilities in close proximity will be required to wear eye protection (e.g., face shield or goggles) and a mask/face covering.

School Nurses and health providers will have additional specialized supplies, such as gowns, face masks, face shields and/or N95s, to properly isolate and discharge suspected COVID-19 positive students.

SAFETY TRAINING

Training sessions for staff, students and families were scheduled in the fall calendar.

- Trainings will include health and safety topics, such as:
 - Use of safety supplies/PPE
 - Visual screening for symptoms
 - Health and hygiene practices

- Trainings will also include educational topics, such as:
 - Strengthening remote learning

Additional training time for special educators who will be providing direct physical support to students with disabilities has been scheduled and will include use of additional protective supplies including, but not limited to, disposable gowns, gloves, and face shields.

SCREENING UPON ENTRY

Sutton Public Schools will not be conducting temperature checks of students at entry due to the significant number of both false positive and false negative results.

School staff, including bus drivers, will observe students throughout the day and refer students who appear to be symptomatic to the School Nurse.

Sutton Public Schools will provide a checklist of symptoms, as well as other guidance, to families/caregivers in their primary language to support them in performing symptom checks of their child(ren) each morning. Families will be instructed that a child(ren) exhibiting any of the symptoms of COVID-19 should not be sent to school.

STAYING HOME IF SICK

Students and staff will be required to stay home if they are feeling sick or have any symptom associated with COVID-19.

The protocol in place for managing staff and student absences is

- Substitutes will be used while a staff member is out.
- If a student is out sick due to COVID-19, a remote learning option will be made available whenever feasible.

STUDENT GROUPS

All students will have assigned seating in classrooms.

In an effort to keep students in the same group, students at the elementary level shall be restricted to their grade level class with one consistently assigned teacher to the greatest extent possible.

Schools will look for ways to isolate cohorts of students and prevent inter-group contact.

Schools will divide students into small groups that will remain with each other throughout the day.

Students at the middle school level will remain with their cohort throughout the day to the extent feasible.

Students at the high school level will be configured in such a way to cohort or cluster them to the extent possible.

All schools will adhere to the physical distancing requirements.

TESTING FOR COVID-19 IN SCHOOLS

At this time, in school testing of COVID-19 will not be conducted. This may change as the accuracy of point-of-care testing develops.

Families will be encouraged to discuss testing with their healthcare provider.

TRANSPORTATION

- Families were encouraged to transport their child to/from school for the 2020-2021 school year.
- A survey was sent to determine if families would be transporting their child, or if their child would be riding the bus for the 2020-2021 school year.
- All staff and students on the bus, regardless of age, will be required to wear masks at all times. Exemptions will be allowed for students due to medical and/or behavioral reasons.
- Students will be seated no more than one student per bench, alternating sides for each row, allowing for students to maintain approximately 3 feet of physical distance. Children from the same household may sit together and in closer proximity.
- Students will be assigned to a single bus and a particular seat.
- Students will board the bus occupying the seats starting from the rear of the bus and fill sequentially to the front. Upon arrival at school, the bus will be unloaded in a controlled manner, starting from the front of the bus and emptying sequentially to the back.
- Students will be dismissed in a staggered fashion at the end of the day.
- Windows will be open at all times during operation, unless not possible due to extreme weather conditions.
- Parents/caregivers who are transporting their child to school will be informed of the pick-up/drop-off protocols for that school.
- Buses will be routinely cleaned/disinfected on a daily basis.
- Bus Drivers shall report students who appear to be symptomatic to the School Nurse.
- Management Plans for Increased Traffic Flow From Families Transporting Their Child

High School: Students will be dropped off/picked up in the Putnam Hill Lot closest to the street. Students should maintain social distance from other students being dropped off when entering the building. Students being picked up by parents/caregivers will be dismissed at the end of the day over the intercom in a staggered fashion.

Middle School: Students will be dropped off/picked by entering the parking lot closest to the tennis courts and traveling to the Middle School Entrance in the oval. Students should maintain social distance from other students being dropped off when entering the building through the grade level entry doors. Students being picked up by parents/caregivers will be dismissed at the end of the day over the intercom in a staggered fashion.

Elementary School: Parents dropping off students will drive along the back of the Elementary School (Friendly Way) and loop around and go back out to Putnam Hill Road. At dismissal time, students will line the hallways by grade level and be called by name in accordance with how cars are lined up.

Each family will be given 3 signs with their last name printed on them to be used during pick-up (3 given for multiple cars, grandparents or others that you approve to pick up your child). Please place the sign on your passenger visor, and flip it down upon arriving at the school so it can be seen. This will allow staff to see the names to call for pick-ups, Your child will have a tag attached to his/her backpack with their name matching the sign in the car.

Simonian Center: Drop off begins at 8:00. Parents dropping off/picking up students in grades pre-k-2 (and their older siblings) should use the parent parking lot to the side of the Simonian Center. Please form a loop and allow students who are independent to be dropped off along the side of the building to enter at the student only access door. Students in grades 3-5 should walk around to the back of the building (by playground) to enter with older students in the back of the building. Staff will be stationed to assist this transition. Anyone needing help getting out of the car, walking into the building, or help with the transition should park in the lot and assist their child. Dismissal time begins at 2:30, and uses the same basic process. Each family will be given 3 tags with their last name printed on them, to be used during pick-up (3 given for multiple cars, grandparents or others that you approve to pick up your child) Please put the tag on your passenger visor, and flip it down upon arriving at the school so it can be seen. This will allow staff to see the names to call for pick-up and have your child(ren) called from the auditorium and walked to the loop. We will then check their tag name against your tag and you can leave or pull into a spot if more help is needed.

UTILIZING ALTERNATIVE SCHOOL SPACES

If additional space is needed, the auditorium, cafeteria, library and any other room not currently being used will be utilized to set up additional classrooms to accommodate more students, reduce class size, and/or enable additional distancing while adhering to health and safety guidelines. When feasible, teachers may also hold classes outdoors.

VACCINES

Sutton Public Schools will work with parents to ensure that students are current on all standard vaccinations before they return to in-person school.

Sutton Public Schools will work to ensure that the flu vaccine is available for all students, teachers and staff that choose to receive the vaccine.

School Nurses will work closely with the local Board of Health to offer clinics to ensure that as many children and adults as possible that want to receive the flu vaccine this fall will be able to do so.

DISPOSABLE MASKS					
GROUP	QUANTITY PER 100 PER GROUP	12-WEEK SUPPLY AT 100% ATTENDANCE	12-WEEK SUPPLY AT 50% ATTENDANCE	12-WEEK SUPPLY AT 25% ATTENDANCE	ASSUMPTION
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).
Teachers & Other Staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher
School Nurses & Health Care Providers	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse

MATERIALS FOR STAFF MEMBERS WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS <i>(e.g., nurses, custodians, and some special education teachers and other staff)</i>			
ITEM	1-WEEK SUPPLY FOR 1 STAFF	12-WEEK SUPPLY	ASSUMPTIONS
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile gloves per week, per staff
Disposable Gowns	10	120	10 disposable gowns per week, per staff
Eye Protection	2	N/A	2 reusable eye protection per staff total
Face Shields	2	N/A	2 reusable face shields per staff total
Waste Disposal Medium	1	N/A	1 unit per staff total
N-95 Ventilating Masks* <i>Note: N-95 masks are recommended <u>only</u> if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures.</i>	10	120	10 N-95 masks per week, per staff

*KN-95 Ventilating Masks can be substituted for N-95 masks if they have been tested for filtration effectiveness (MDPH Comprehensive Personal Protective Equipment (PPE) Guidance, May 21, 2020)

BUILDING SUPPLIES				
ITEM	1-WEEK SUPPLY FOR ONE BUILDING	12-WEEK SUPPLY AT 100% ATTENDANCE	12-WEEK SUPPLY AT 50% ATTENDANCE	ASSUMPTIONS
Hand Sanitizer	1/3 gallon / classroom	4 gallons / classroom	2 gallons / classroom	1/3 gallons of hand sanitizer per classroom, per week at 100% attendance
Disposable Nitrile Gloves	20	240	240	20 disposable nitrile gloves (pair) per week, per custodial staff member at 100% attendance
Waste Disposal Medium	1	N/A	N/A	1 disposal medium per school building

Sutton Public Schools will measure the actual usage rates during the first 30 days of building operations and adjust its reorder levels accordingly.

Sutton High School - Remote Model

Students who choose not to return to Sutton High School for the 2020-2021 school year will have the option of participating in Remote Learning for the full year. Those students will be taught remotely by Sutton High School staff members, the [Greenfield Community Virtual School](#), Virtual High School courses, or a combination of above. It is our intention to have as many of our ‘Full Remote’ students taught by Sutton High School staff as possible, but given scheduling or staff constraints, some teaching may need to be provided by an outside vendor.

Sutton High School - Hybrid Model

Weekly Schedule

The following weekly schedule options show which cohort will be in the building. The other cohort will engage remotely (see Daily Schedules).

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort 1 in school <i>Cohort 2 Remote Learning</i>		Full remote learning	Cohort 2 in school <i>Cohort 1 Remote Learning</i>	

Wednesdays

Wednesdays will primarily be a day for teachers to collaborate with their department, continue planning/modifying lessons to meet the unique requirements of the hybrid model, and assess student learning. Teachers may also schedule extra help sessions or hold full Remote Classes to reach all students at one time. Wednesdays can also be used for teachers to meet with caregivers/parents and students to review progress, and identify areas that could need additional support. For some students with IEPs, 504s, or ELL Plans - Wednesdays may be used as an additional day of in person instruction (those decisions will be made at the team level). These final decisions will be made in the final weeks before school starts as we plan for the arrival of students September 14th.

In-Person Learning for Hybrid Model

When students are in school, they will take four classes a day. Although the classes will look different (fewer students, 6ft of separation between each person, everyone wearing masks), the content will be the same. Teachers have adapted the curriculum to adjust to the new schedule. They have also adapted their lessons to adjust to the new restrictions posed by COVID.

Daily Schedule

The following daily schedule considers the following:

- Minimizing time in classes, thus minimizing risk of contagion
- Maintain the same order of periods every day (A, B, C, D) to minimize student confusion
- Allowing for mask breaks for students in school
- Allowing time for support of students with IEPs and 504s
- Increasing teacher preparation time to accommodate the need to plan for both in-person and remote learning

Time (Minutes)	
7:20-7:50 (30)	Arrival
7:50-9:05 (75)	A Block
9:05-9:13 (8)	Mask Break/Transition to B
9:13-10:28 (75)	B Block
10:28-10:36 (8)	Mask Break/Transition to C/Lunch
10:36-12:27 (111)	C Block / Lunches → Lunch 1 10:36-11:06 (30min) Cleaning 11:06-11:15 (9min) → Lunch 2 11:15-11:45 (30min) Cleaning 11:45-11:55 (10min) → Lunch 3 11:57-12:27 (30min)
12:27-12:35 (8)	Mask Break/Transition to D
12:35-1:50 (75)	D Block
1:50-2 (10)	Dismissal

Remote Learning for Hybrid Model

For students that choose the hybrid model of instruction, three days of the week will be independent work that teachers will prepare them for when they are at home. Students are expected to spend at least 3 hours each day reading, completing assignments, reviewing material, and working with peers on group projects. Students will be able to email their teachers for clarification or extra support during remote learning time, however since their teacher will be teaching the other cohort, it is likely that they will not be able to respond to every student email in an expedited manner.

Daily Schedule

Option 1: 2 classes/3 hours a day every other day

Monday/Thursday	Wednesday	Tuesday/Friday
A Block	A Block Check in	C Block
Screen Break	Screen Break	Screen Break
B Block	B Block Check in	D Block
Extra Help C Block	C Block Check in	Extra Help A Block
Extra Help D Block	D Block Check in	Extra Help B Block
Teacher Prep Time	Teacher Prep Time	Teacher Prep Time

- **Two Classes Each Day** allow for longer periods of instruction without requiring students/staff to be on a screen for extended periods
- **Mon/Thurs & Tues/Fri Extra Help Sessions** allow teachers to see students from each class each day as needed
- **Wednesday Check-Ins** allow teachers to schedule individual sessions with students, providing more detailed feedback
- **Screen Break** between each mandatory remote session
- **Teacher Prep** time each day

Option 2: 4 classes/3 hours a day every day

Monday/Tuesday Thursday/Friday	Wednesday
A Block	Office hours Check ins Teacher Meeting Time Parent/Teacher Meetings Extra-curricular Club Meetings
Screen Break	
B Block	
Screen Break	
C Block	
Screen Break	
D Block	
Screen Break	
Extra Help Sessions	
Teacher Prep Time	

- Four Classes Each Day allow for classes to meet for each day, for shorter periods
- Mon/Tues & Thu/Fri Extra Help Sessions allow teachers to see students from each class each day as needed
- Wednesday is a teacher prep day, meeting with department members
- Screen Break between each mandatory remote session
- Teacher Prep Time each day

Grading

Work assigned during Remote Learning will be assessed and graded. Grades will be attached to report cards and transcripts.

Sutton Middle School - Hybrid Model

Students will arrive at school beginning at 7:20 via bus or parent drop off. Students will enter through their grade level door and proceed directly to their first period class. Teachers will monitor their students and release individual students to their lockers. The school day will begin at 7:40 and end at 2:00. Students will leave school using their grade level door with individual busses being called for dismissal of those bus students. Once all busses have been called, the remaining students will be dismissed by Alpha.

This is the day’s schedule that allows for three grade level lunches, passing time/mask breaks.

Period	Time
1	7:40 - 8:35 (55 minutes with 5 minutes to pass) **morning announcements & pledge/moment of silence
2	8:40 - 9:25 (45 minutes with 5 minutes to pass)
3	9:30 - 10:15 (45 minutes with 5 minutes to pass)
4	10:20 - 11:05 (45 minutes with passing)
lunch	6th- 11:05- 11:25 /// 7th - 11:30 - 11:50 //// 8th 11:55 - 12:15
5	6th - 11:25 - 12:15/// 7th 11:10 - 11:30, 11:50 - 12:15 //// 8th 11:10 - 11:55
6	12:20 - 1:05 (45 minutes with 5 minutes to pass)
7	1:10 - 2:00 (50 minutes) ** end of day announcements

Students will stay in their cohorts and travel together throughout the day, utilizing the connecting doors between classrooms as well as the hallway. Teacher classrooms have been changed to ensure that each grade level has its own “wing”.

A typical day’s schedule will look very similar to the following:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
History	STEM/ Elective	FL	ELA	Math	Science	Band/ Chorus/ Academic Support/ Guided Study

Each grade level has been assigned one elective for the year, with Eighth grade having the STEM elective, Seventh grade will have Art, and Sixth grade will have Health/P.E. Band/Chorus will be very different from the traditional Music period.

In the hybrid model, groups will be broken into 2 groups utilizing students last names to determine which days students will attend school, so that all family members will be on the same schedule. Students receive 2 days of in-person learning and then 3 days of independent work (with limited support). A typical week looks like this, with Group A working in school on Mondays and Tuesdays, with Group B working remotely. All students will work remotely on Wednesdays. On Thursday and Fridays, Group B will work in school with Group A working remotely.

Monday	Tuesday	Wednesday	Thursday	Friday
Group A - Hybrid In School	Group A - Hybrid In School	Remote Learning	Group B - Hybrid In School	Group B - Hybrid In School
Group B - Hybrid Remote Learning	Group B - Hybrid Remote Learning	Remote Learning	Group A - Hybrid Remote Learning	Group A - Hybrid Remote Learning

Please note that dependent on the numbers of students choosing this model, there may be an opportunity for the support for students on their remote days.

Sutton Middle School - Remote Model

Students who chose the remote model will maintain a virtual schedule Monday, Tuesday, Thursday, and Friday with Wednesday dedicated to extra help and check-ins. To begin their day, students will be asked to start their day with a Zoom meeting for the Pledge and Daily Announcements. They will then proceed to their virtual classes, with teachers preparing an approximate 30 minute interactive lesson. Teachers will be available during Wednesday for extra help. There will be a 10-15 minute break between classes, as well as an established lunch period. Students will be accountable for attendance and leave video on at all times so that teachers/IAs can monitor throughout the period of instruction. Interactive tools such as break out rooms, surveys, etc. will be used to maintain focus and attention. The timing of the schedule would look like the following:

Period	Time
1	7:40 - 8:20 (40 minutes) **morning announcements & pledge/moment of silence
2	8:40 - 9:10 (30 minutes)
3	9:30 - 10:00 (30 minutes)
4	10:20 - 10:50 (30 minutes)
lunch	6th- 11:05- 11:25 /// 7th - 11:40 - 12:00 //// 8th 11:40 - 12:--
5	6th - 11:25 - 11:55/// 7th 11:10 - 11:40 //// 8th 11:10 - 11:40
6	12:20 - 12:50 (30 minutes)
7	1:10 - 1:40 (30 minutes)

A typical schedule would look like the following:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
ELA	Math	History	FL	Science	Art/Elective	Band/ Chorus/ Academic Support/ Guided Study

Grading will be the traditional grading system with clear due dates on daily/weekly assignments. Students who require support services, will receive these services remotely. Parents and students will be given a “point” person for all communication/ check-ins. Google classroom will be used as the classroom management tool. All grades will be posted via Ipass within the contractual 2 week period.

Sutton Elementary School - Hybrid Model

Hybrid students will meet with Face to Face with teachers 2 days a week. On the days they are remote, there will be a combination of live Zoom lessons and activities (whole group and small group), recorded lessons, independent/collaborative work, online resources, and content videos with follow-up activities on the days they will be remote.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A - In School	Cohort A - In School	Remote Full Day for both Cohorts Teacher Planning Parent Communication	Cohort B - In School	Cohort B - In School
Cohort B - Remote Learning	Cohort B - Remote Learning		Cohort A - Remote Learning	Cohort A - Remote Learning

Sample Schedule: School Day 8:30 a.m.-2:30 p.m.	
8:30 - 9:00 30 minutes	Morning Meeting with school-wide morning announcements
9:00 - 9:45 45 minutes	<ul style="list-style-type: none"> • Cohort A Math (in school live lesson) • Cohort B ~ related math activities (independent with school staff available)
9:45 - 10:00 15 minutes	<ul style="list-style-type: none"> • Mask Break/Snack
10:00 - 11:00 ELA 60 minutes	<ul style="list-style-type: none"> • Cohort B Math (in school live lesson) • Cohort A ~ related math activities (independent with school staff available)
11:00 - 11:30 30-45 minutes	<ul style="list-style-type: none"> • Cohort A ELA (in school live lesson) • Cohort B ~ related ELA activities (independent with school staff available)
11:30 - 12:15	<ul style="list-style-type: none"> • Lunch/Recess/Mask Break
12:15-1:00 45 minutes	<ul style="list-style-type: none"> • Cohort B ELA (in school live lesson) • Cohort A ~ related ELA activities (independent with school staff available)
1:00 - 1:30 30 minutes	Content Area Studies
1:30 - 1:50 20 minutes	Daily Wrap Up (may include review of day, student questions, preview of material)
1:50-2:30	Specialists' Classes

- Days will consist of a balance of synchronous (all together) and asynchronous (independent) activities. These activities are not optional
- Schedule assumes Monday, Tuesday, Thursday, Friday as full instructional days. Wednesday is a remote day for all students. Teachers/staff will be collaborating & planning among their cohorts as well as communicating with families
- Students will arrive at school between 8:15 and 8:30 by bus or parent drop off. Students will enter through the back of the building by the door adjacent to the playground and head to the homeroom class. Teachers and other staff members will be available during this time prior to monitoring students. Students will not be utilizing their lockers to keep the 3 ft. - 6 ft. distancing.
- They will bring all belongings into the classroom. The school day will be at 8:30 and will end at 2:45 p.m. However, we will start the process for parent pick-ups at 2:30 p.m. Students will leave school using the same door they entered into in the morning. For students who are picked up, parents and family members will wait in their cars, and a staff member will bring the students to the waiting cars, which will be clearly marked with the family name. Students riding buses will be called at 2:45. p.m.
- Students will wear masks and will be sanitizing their hands before going into the classroom and when leaving the classroom. Students will be eating their lunch in the classroom, 6 ft. apart, or in the case of good weather, outside. Weather permitting, recess will be outside in a designated area.
- Special classes, physical education, technology, music, library, and art, will be delivered in the classrooms to limit transitions. The special classes will be organized in six week blocks within grade levels.

Sutton Elementary School - Remote Model

This model is for students who opt for all remote or in the event that our district transitions to a remote model.

- Remote students will meet with teachers 4 days a week with a combination of live Zoom lessons and activities (whole group and small group), recorded lessons, independent/collaborative work, online resources, and content videos with follow-up activities.
- As outlined below, students will *not* be Face-to-Face with their classroom teacher all day long. However, the time of “live” instruction in the remote model is comparable to that in the hybrid model.

Sample Schedule: School Day 8:30-2:30	
30 minutes	Morning Meeting with school-wide morning announcements
30-45 minutes	<ul style="list-style-type: none"> • Cohort A Math (live lesson) • Cohort B ~ related math activities (independent with school staff available)
30-45 minutes	<ul style="list-style-type: none"> • Cohort B Math (live lesson) • Cohort A ~ related math activities (independent with school staff available)
30 minutes	Break (lunch)
30-45 minutes	<ul style="list-style-type: none"> • Cohort A ELA (live lesson)

	<ul style="list-style-type: none"> • Cohort B ~ related ELA activities (independent with school staff available)
30-45 minutes	<ul style="list-style-type: none"> • Cohort B ELA (live lesson) • Cohort A ~ related ELA activities (independent with school staff available)
30 minutes	Content Area Studies
15-20 minutes	Daily Wrap Up (may include review of day, student questions, preview of material)
TBD	Specialists ~ this will be a part of the remote schedule

- Days will consist of a balance of synchronous (all together) and asynchronous (independent) activities. These activities are not optional.
- Schedule assumes Monday, Tuesday, Thursday, Friday as full instructional days. Wednesday is a remote day for all students. Teachers/staff will be collaborating & planning among their cohorts as well as communicating with families.

Simonian Center for Early Learning

Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A - Hybrid In School	Group A - Hybrid In School	Remote Learning	Group B - Hybrid In School	Group B - Hybrid In School
Group B - Hybrid Remote Learning	Group B - Hybrid Remote Learning	Remote Learning	Group A - Hybrid Remote Learning	Group A - Hybrid Remote Learning

In-Person Learning for Hybrid Model:

8:15-8:45	Morning work- extended entry into school	
8:50	Morning Messages	
9:00-10:00	Work time in classrooms	Each class will have a 45 min special daily times differ
10:00- 10:20	Snack/mask breaks	
10:20-11:00	Work time in classrooms	
11:00-1:00	1 hour each grade for recess and lunch	
1:00 -1:30	Work time in classrooms	
1:30-1:45	Mask Breaks	
2:00-2:30	Work in classroom	
2:30	Start of dismissals	

- Students will enter the building from buses (dismissed 2 at a time to keep distancing) or from either of the parent loops and go directly to the cubby in the hallway outside their classrooms
- Mask breaks will be taken in the patio or grassy areas directly outside of the rooms or a designated outside area if a room does not have this option
- For recess each individual classroom will have its own area to use behind the building so keep the children from mixing and to allow for another mask break using the 6 foot distancing protocol
- Lunches will be taken in the cafeteria with marked spots for waiting in line and for appropriate areas to sit at 6 feet apart. One grade level will eat at a time as usual, after recess
- Specials will be delivered within the classroom to keep transitions to a minimum, and one Specialist will be staying within the grade for a 6 week block. So each classroom will have a different time for its special each day
- Bathroom trips will be taken as a group and timed to keep large groups from cross contaminating, but no one will be denied the use of the facilities if needed at other times. Children will foam hands before leaving the classroom each time

Remote Learning for Hybrid Model:

8:50	Morning Message from teacher
9:00-10:00	Opening check in and work assignments on zoom
10:00- 11:30	Off line work time, practice, tasks to complete
11:30-12:30	1 hour lunch and movement break
12:30 -1:30	Zoom lesson- check in, assigned computer tasks, practice work
1:30-2:15	Off line work time to complete tasks
2:15- 2:30	closing message

For the days that children are doing learning at home, the day will start with a daily message from the teacher and a general schedule will be provided for the day. This will include both activities to accomplish and time frames for completing them. Check-ins will be expected and a teacher will be available on remote days to host zoom sessions, answer questions, and participate in learning time.

Full Remote Learning Model

8:50	Morning Message from teacher
9:00-10:00	Opening lessons and work assignments on zoom
10:00- 10:30	Off line work time
10:30-11:30	Work time/ zoom check in
11:30-12:30	1 hour lunch and movement break
12:30 -1:30	Zoom lessons, assigned computer tasks, practice work
1:30-2:15	There will be a 45 min special daily time may differ than what is here
2:15- 2:30	Closing message

- The schedule for remote learners will function similar to the remote days but with a tighter schedule and more frequent zoom sessions across the day
- Each individual grade level/classroom will have its own particular schedule and will have access to specials as well
- Assignments and tasks or work time may be more scheduled and have tighter turn-around times as this will function more as a school day