

REGIONAL SCHOOL DISTRICT No. 6

Goshen Center School

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Goshen, CT 06756
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James Morris School

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Lori Shuhi, Principal

August 3, 2020

Dear Parents and Guardians,

We are very proud of all the work that the reopening committee and the administrators have completed in preparation for the start of the 2020-21 school year. While COVID-19 was a major disruption to our 2019-20 school year, we are confident that with more advanced planning and professional development for all staff that we were able to develop a reopening plan that allows for all students to return to school on August 26.

This is an addendum to our student handbook, which will be distributed later this month.. We will continue to update and adjust this addendum as new guidance becomes available from our Governor, local and federal health departments, as well as the Connecticut State Department of Education.

Feel free to contact us if you have any questions about this document. We look forward to working with you in our efforts to provide the best possible academic and social environment for your student.

Sincerely,

Tracy Keilty, KC Chapman, and Lori Shuhi
Region 6 Elementary Principals

JMS Reopening Protocols and Procedures

2020-2021 Appendix to *RSD6 Elementary Student/Parent Handbook*

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What are the Phases?

Phase 1 (Minimal COVID transmission) - Currently, Region 6 is at Phase 1 of Reopening.

Full in Person with Heightened Health and Safety Protocols

- Utilize larger spaces to increase social distancing (as needed / possible)
- Staggered movement times for students
- Maintain structure of master school schedule

Phase 2 (Moderate COVID transmission) - Hybrid Model

- Students will be separated into cohorts. Cohort A will attend in-person on Monday and Tuesday and do remote learning on Wednesday, Thursday and Friday. Cohort B will do remote learning on Monday, Tuesday and Wednesday and attend in-person on Thursday and Friday. Wednesday will be a day of deep cleaning for buildings.
- Building by building decisions based on case numbers
- Model limits the number of students in the building on a given day
- Live instruction will be in classroom with certified teacher
- Remote instruction will be live streamed to students off site
- Master schedule is maintained
- Model allows students access to all curricula

Phase 3 (High COVID transmission) - Remote Learning Model

- School facilities are closed
- All staff and students are off site (at home)
- Students will receive live remote instruction from certified teacher
- Master schedule is maintained
- Model allows students access to all curricula / programing in a remote setting

Educational Options for Families

In-School

- In-person teaching and learning, with increased health and safety protocols in place
- **Communication Needed:** Assuming your child(ren) is registered with the school, no further communication is needed. We will be planning for your child(ren)'s arrival once school starts.

Remote, General Education Students

- Student virtually participates in daily learning, with live interactions with the classroom teacher while (s)he teaches in-person to students in school
- **Communication Needed:** Please contact your school's principal (kchapman@rsd6.org , 860-567-7420) as soon as you are able, allowing us to ensure that your child(ren) have what they need to begin their remote learning once school starts

Remote, Special Education Students (including 504)

- Student virtually participates in daily learning, with live interactions with the classroom teacher while (s)he teaches in-person to students in school
- **Communication Needed:** Please contact Direct of Special Services, Deb Foley (dfoley@rsd6.org , 860-567-6642) as soon as you are able, allowing us to ensure that your child(ren) have what they need to begin their remote learning once school starts.

Homeschooling

- Student is unenrolled from the school and participates in a home-facilitated program.
- **Communication Needed:** Please fill out and submit [this withdrawal form](#), and contact the Superintendent's Office indicating your intentions.

Safety Protocols

Face Covering

- The expectation and requirement from the Department of Public Health (DPH) and the Connecticut State Department of Education (CSDE) is that all students and staff will have a face covering while on the bus, or in school. This requirement is part of the district reopening plan and will be standard protocol until further notice is given from DPH or the CSDE.



Face Covering

A cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade



Face Shield

A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face



Clear Plastic Barrier

A clear plastic or solid surface that can be cleaned and sanitized often

- Should you require a **medical exemption** for a "mask" you must provide a signed doctor's note to the school. Please understand that an exemption for a "mask" does *not* exempt a student from other face coverings.
- The school will have extra face coverings on site for students and staff should one become necessary during the day. The school will also provide students with "face covering" breaks during the day that will occur under proper social distancing guidelines.





Children age three and older are required to wear a mask or face covering except for the following:

- A child with a documented medical condition, special health care need, or developmental need (such as sensory integration) for whom wearing a mask or face covering would be contrary to their health or safety. A child with a documented disability or special education need for whom wearing a mask or face covering would be contrary to their needs. In addition, children and staff while involved with certain special education and related services activities like speech and language therapy or where lip reading is required.
 - Children who are newly enrolled within the past two months and are working toward mask wearing.
 - Children who have just turned three years old within the past two months and are acclimating to wearing a mask.
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Mask Breaks

- Students will be provided with opportunities to remove their mask, outdoors when feasible. Social distancing will be in place during these breaks.

Student Expectations

	<p>Stay home if feeling ill. Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had been exposed with a person symptomatic or diagnosed with COVID-19.</p>
	<p>Masks and Personal Protective Equipment (PPE) required. All individuals will be required to wear a mask throughout the school day to the greatest extent possible. Masks may only be removed during designated activities (such as lunch and recess) and only then if students remain physically distant outdoors. Gloves will be provided to staff members as needed. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.</p> <p>Masks with distracting messages or images will not be allowed.</p>
	<p>Social distancing required. Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will not be allowed.</p>
	<p>Frequent hand washing or hand sanitizing expected. Students must engage in frequent hand washing or sanitizing including but not limited to upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

Daily Health Screening

- All PK-6 parents will receive a **daily email or text** prompting them to complete a **Daily Self-Wellness Inventory**, which must be submitted prior to entering the building each day. More information regarding this protocol will be sent from the district the week of August 17. Students who are advised not to attend school are expected to remain home.
 - Any student who expresses symptoms of an illness during the school day will be sent to the nurse's office immediately.
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Reporting an Absence

- The school nurse will be automatically notified when a child's health screening indicates a health concern. In these situations, you do not need to notify the school of the absence.
 - If you are keeping your child out of school for any other reason, please contact the school as soon as feasible by calling 860 567-7420 or emailing us at jms@rsd6.org.
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Visitors, Parent Meetings, Conferences, PPTs, 504 Meetings

- For the safety of all students and staff, **visitors generally will not be permitted to enter the building.**
- Parent meetings, conferences, PPTs, and 504 meetings will all be available via **video conference or telephone.**
- All visitors should report to the **main entrance at the front of the building.**

Student Arrival

Standard Buses

- Buses will drop off students at the front of the building.
- Students will exit from each bus, one student at a time, and directed to their classroom in accordance with social-distancing practices.

Specialized Bus

- The specialized bus will drop off students at the back entrance of the school.

Drop-Off

- Vehicles should enter through the firehouse drive and form a line that stops beside the side entrance near the gymnasium.
- Students should remain in the vehicle until arriving at the side entrance and met by a staff member.

Student Departure

Standard Buses

- Students riding the bus home will exit the building through the main entrance and be directed to their appropriate bus, in accordance with social-distancing guidelines.

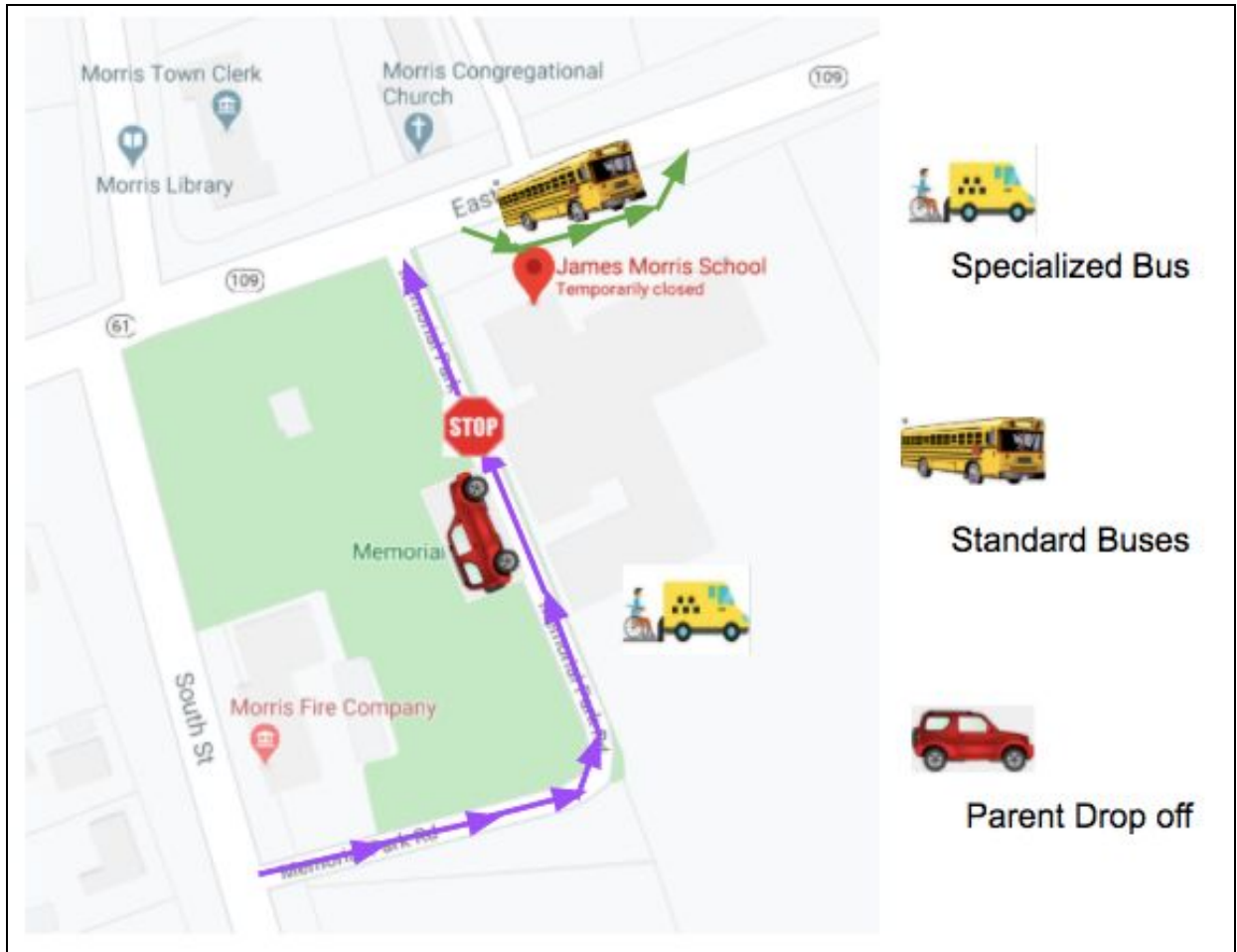
Specialized Bus

- The specialized bus will pick up students at the back entrance of the school.

Drop-Off, Students with Car Seats or Booster Seats

- Individuals picking up a student(s) will enter the campus through the firehouse drive and form a single line of vehicles that leads to the side door by the gymnasium.
- As vehicles pull up to the gymnasium door, a staff member will confirm the identity of the driver and call for the student(s).
- There will be no need for the driver nor other passengers to exit their vehicle.

Arrival and Dismissal Map



Student Materials

- Each student will be provided with his or her own learning materials, which will not be shared with other students. This includes such things as
 - Chromebook or iPad (K-6)
 - pencils, erasers, crayons, markers, pens, highlighters, Post-it notes
 - storage container(s) for materials
- Students are encouraged to arrive at school each day with their own **labeled**
 - mask (plus an extra or two, if feasible)
 - backpack
 - **water bottle***
 - lunch box
 - small tissue box/pouch
 - healthy snack
 - headphones or earbuds (microphone feature encouraged but not required)

* Water bottles may be filled at our touchless bottle-filling station.

Traditional drinking fountains, however, will not be in operation.

Student IDs

Each student will be required to carry his or her ID. Lanyards will be provided by the school.

Special Services, Mental Health, Social-Emotional Learning

Our staff will continue to work closely with you and your child to identify, plan, serve and meet the needs of all identified students. Special education services and 504 accommodations will continue to be provided through a variety of domains and instructional methodologies based on the individual needs of each student.

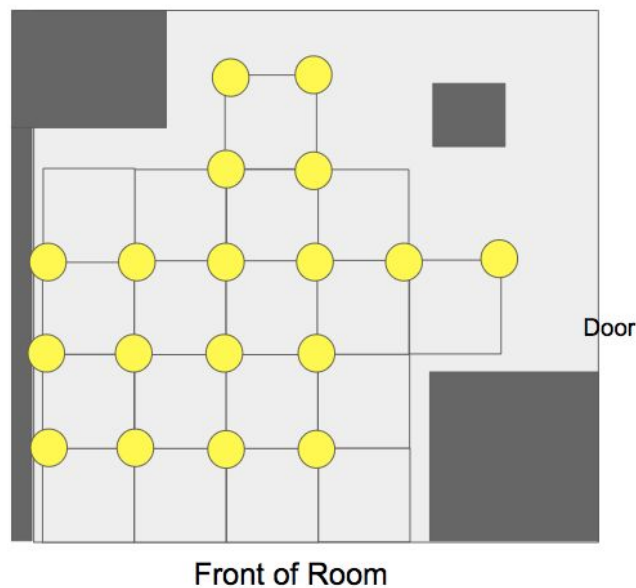
To further ensure the safety of our learning community, our PPT and 504 meetings will continue through a virtual platform. If you have any questions or concerns regarding your child, please don't hesitate to contact your child's case-manager or Deb Foley, Director of Student Services at 860-567-6642.

Isolation Room

In the event that the school nurse identifies an individual with symptoms that are consistent with Covid-19, that individual will be provided a private area to rest in a room adjacent to the nurse's office ("isolation room") while the family is contacted to arrange pick-up.

Classroom Setup

- All classrooms and work spaces have been adjusted for **social distancing** (see example below).
- Workspaces are provided with **fans** for air circulation, **hand sanitizer**, and **disinfectant wipes**.
- Students' individual **materials** will be kept in their own school-provided storage bin.



Outdoor Learning

- Outdoor learning opportunities will be provided, at teacher discretion and when feasible.
- Social distancing will be maintained when feasible.
- Masks will be required when 6 feet of social distancing cannot be maintained.

Student Movement Within the Building

- **Scheduled transitions** will be staggered to avoid a large number of students and classes crossing paths.
 - **Signage and floor markers** will be in place to assist students with maintaining social distancing.
 - When feasible, only one student per class at a time will be permitted to use the **lavatory** or **bottle refilling station**.
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Lunch and Snacks

- Lunch will be held in the cafeteria for most students most days. On occasion, lunch may be offered outside or in another room. The cafeteria will be at no more than 50% capacity.
- Students are permitted to remove their masks during lunch.
- Lunch waves will be sized in accordance with recommended safety guidelines, when feasible.
- Should guidance change it may require lunch being served in classrooms. We will communicate any change.
- Time will be provided for a **snack break** each day, time determined by the classroom teacher and based on the class's specific daily schedule.
- It is highly recommended that students bring their own water bottle(s) to school with them each day, as the water fountains will be closed for use.

Breaks / Recess

- Students will be provided with multiple brief recesses throughout the day - at least one in the morning and at least one in the afternoon on full school days - rather than a single traditional recess.
- These recesses may take place in a variety of locations, including the playfield, garden area, blacktop, gymnasium, or classroom, subject to weather and social distancing guidelines.

Behavioral Expectations

Students' who refuse to comply with safety protocols, including wearing masks when expected, may be removed from the activity and subject to disciplinary consequences. We will work with students and families to ensure compliance with public safety guidelines.

Specials Classes

- K-6 students will have a daily 45-minute block for "specials".
- The location for these classes may include the gymnasium, another room within the building, or outdoors, based on weather, safety protocols, and the nature of the activity.

Field Trips

Field trips will not occur during the duration of the pandemic.

Fire Drills

Fire Drills will follow regular procedures as, “The State Fire Marshal's Office, at this time, does not intend to modify the requirement as it pertains to fire drills during the COVID-19 pandemic. All participants should wear a mask as social distancing cannot be maintained. Classrooms and spaces with direct access to the outside of the building should be used for evacuation. These exits will need to be maintained for the entire school year.”

Questions?

Please reach out to the building Principal, KC Chapman (kchapman@rsd6.org) or Operations Manager, Jeremiah Sattahzan (jsattazahn@rsd6.org) with any questions or concerns.