



**WESTFIELD INTERMEDIATE SCHOOL**  
**350 Southampton Road**  
**Westfield, MA 01085**  
**Office: (413) 572-6441**  
**Fax: (413) 572-1669**

**Katherine Bourque, Principal**  
**Gregory Miller, Assistant Principal**  
**Jennifer Chapin, Assistant Principal**  
**Kerry Chapterlane-Cox, Special Education Supervisor**

Dear Westfield Intermediate Families,

Over the years, we have worked hard to create a community and build a culture of kindness, caring, and understanding. Now, more than ever, we realize how important our community is. It is our goal to keep the lines of communication open with all of our families. We know that you are eager for the details of how we plan to keep your children safe when they return to our building, and we want to provide you with as much detail as possible on the reopening of school this year. We appreciate the patience and understanding you have shown as we navigate these plans. Below is a bulleted overview of our reopening guidelines. We hope it answers many of the questions you may have.

As the school year begins and we receive additional details, we commit to providing our families with regular updates on any changes to our plans or policies, as well as updates on how our safety measures are being implemented. We feel so fortunate to have your trust, patience and understanding as we navigate this new approach to education, keeping the safety of our children and staff at the forefront. As always, please do not hesitate to reach out to us with any questions or concerns.

With Warm Regards,

Katherine Bourque, Principal  
Gregory Miller, Assistant Principal  
Jennifer Chapin, Assistant Principal  
Kerry Chapterlane-Cox, Special Education Supervisor

# Westfield Intermediate School

## 2020-2021 Reopening Guidelines

### **Arrival to School:**

- **Walkers:** When walking on school grounds to drop students off, we ask that all individuals wear a mask. We also ask that you follow social distancing protocols and remain six feet apart from those who are not in your household.
- **Car Line Drop Off:** Drop off will take place in our upper parking lot just as we have done in past years beginning at 7:50. Please remain in your car and staff members greet children as they exit the car and direct them to the appropriate entrance. All children must wear a mask as they exit the vehicle and enter school.
- **Bus Students:** Students who ride the bus will be helped off of the bus by a staff member. They will enter the building through the Gymnasium and will be greeted and guided to their classrooms by staff.

### **Attendance:**

- Attendance will be taken for each Google Meet session. Students must attend greater than 50% for it to be counted as a full day.
- Attending Google Meets is part of the school day.

### **Bathrooms:**

- Students will sign out in the classroom using their own writing utensil.
- If there is another person in the bathroom, students can wait in a designated, socially distant area outside the bathroom.
- Students must wash hands for at least 20 seconds after using the bathroom.
- Bathrooms will be cleaned approximately every two hours and cleaned and sanitized at the end of every day.

### **Breakfast:**

- Students will be assisted by staff in getting their breakfast.
- Breakfast will be eaten in the cafeteria following social distancing protocols.
- Students will be monitored while waiting in line to ensure social distancing protocols are followed.
- All food choices and utensils will be handed to the student by gloved staff.
- Students will be directed by staff to designated seats allowing for six feet social distancing.
- Tables and seats will be cleaned between lunches by staff.

### **Bus Safety:**

- All students who enter the bus must wear a mask for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.

- Buses will be loaded and emptied one at a time.
- Cameras will monitor student behavior to ensure all students remain safe.
- Buses will be wiped down between runs and disinfected at the end of each day.

### **Chromebooks:**

- Chromebooks are available for students.
- When we move to the hybrid model, students should bring their Chromebook to school on Monday. It will be left at school for the week and students will bring it home on Friday to use during their remote week.
- No homework requiring a computer will be given during the academic week.

### **Classrooms:**

- Classroom layouts will be arranged to support social distancing requirements.
- Students will bring their backpacks and any outwear into the classroom when they arrive at school.
- Each student will have their own set of supplies to use and will be provided an individual supply caddy to keep them in.
- Some supplies will be provided by school. As in past years, each grade level is also requesting some additional supplies. These supply lists can be found on our school website.
- Classroom tables, desks, and chairs will be sanitized daily by custodians who have been trained on proper sanitizing and safety procedures.

### **COVID Room:**

- There will be a designated COVID Room that is separate from the Nurse's office.
- If the nurse believes that a student has symptoms consistent with the Coronavirus, the parent/guardian will be called. The student will then be brought to the COVID room and a staff member will remain with them until a parent or guardian arrives to pick up.
- Return to school protocols will be discussed with the family.

### **Dismissal from School:**

- **Walkers:** All walkers will be dismissed from the building via their assigned door. We invite caregivers to wait for their student in the upper parking lot and kindly ask that you wear a mask and follow social distancing protocols by remaining six feet apart from those who are not in your household.
- **Car Line Pick Up:** Pick up will take place in our upper parking lot just as we have done in past years. Students will be dismissed from their assigned doors. For the health and safety of everyone, we kindly ask that you remain in your vehicle. Students will be brought to the car by our staff.
- **Bus Students:** Buses will be called for dismissal one at time. Students will be escorted to their appropriate bus at the end of the day following all safety protocols.

### **Grades:**

- All assignments will be graded using our current report card.

- All parents will have a parent portal on PowerSchool for report cards.

### **Hallways:**

- All hallways will be marked with signs to support 6 foot social distancing.
- All hallways will be used by only one class at a time.
- Movement in the hallways will occur at minimum including when entering or exiting the building, going to and from lunch, recess, and masks breaks.
- Water fountains will not be available for student and staff use. If you wish, please have your child(ren) bring their own water bottle to school.

### **Hand Sanitizing/Washing:**

- Upon entering the building, all individuals will sanitize and/or wash hands.
- Students will clean hands after using the lavatory, before lunch, and after recess.
- There will be other times throughout the day that sanitizing/hand washing protocols will be followed as deemed necessary by the teacher based on the activities in the classroom and/or outside.

### **Lunch:**

- Each classroom will be escorted to the cafeteria at designated times.
- Students will be monitored while waiting in line to ensure social distancing protocols are followed.
- All food choices and utensils will be handed to the student by gloved staff.
- Students will be assigned seats allowing for six feet social distancing.
- Students will be called in a systematic way to discard trays at the end of lunch.
- Tables and seats will be cleaned between lunches by staff.
- When possible, lunches can be enjoyed outside following social distancing protocols.

### **Masks:**

- Per School Committee Policy, students in grades K-12 will be required to wear masks at all times. There will be scheduled mask breaks throughout the day.
- Per School Committee Policy, staff will be required to masks at all times except during scheduled mask breaks.
- Staff will continually review safety procedures with students to ensure each student's safety and well-being.

### **Mask Breaks:**

- Students will be given a minimum of **6** mask breaks per day, approximately one per hour.
- These breaks will be given at the teacher's discretion.
- Breaks can take place outside or in the building following all social distancing protocols.

**Notes to Office:**

- All notes to the office will be placed in a classroom folder and picked up at the classroom by a staff member in the morning

**Nurse Visits:**

- If a student needs to visit the nurse, the teacher will call the nurse before sending the student to her office.
- If a child is presenting with COVID symptoms, he or she will be brought to a designated COVID room.

**Pull-Out Instruction:**

- Staff will pick up students at the classroom and escort them in the hallway using social distancing protocols.
- Procedures for small group instruction will be followed.
- Staff will escort students back to the classroom using social distancing protocols.

**Recess:**

- Recess will be outside whenever possible. Please be sure students dress appropriately for the weather.
- Students will be asked to sanitize/ wash their hands prior to going to recess.
- When able, staff will engage students in activities that support social distancing.
- Recess is an opportunity for a fresh air movement break.

**Specials:**

- Most specials will take place in the students' classroom.
- Specialists will bring any necessary materials to the classroom and materials will not be shared by students.
- Physical Education will take place outdoors when the weather is appropriate or in the gym using marks on the floor to designate 6 feet of space between students. Most activities will be independent (Stretching, Calisthenics, Simon Says, etc.) Students will not use equipment that is shared by others.
- Students in band or chorus will be escorted by staff to the practice area that will be spaced out according to guidelines. When possible these courses will take place outside. According to guidance playing brass and woodwind instruments as well as singing must occur outside only.

**Visitors/Parents:**

- There will be no visitors or parents allowed in the building.
- If you are picking your child up early, please use the front door that has the speaker to announce your presence.
- A note should accompany your child in the morning in order for dismissal to be arranged.
- If an unexpected dismissal must occur during the day, please call the main office at least one hour before picking up your child so dismissal arrangements can be made.
- You will be asked to show your ID and your child will be delivered to you.

