

Franklin Avenue Elementary 2020-21 Reopening Procedures



Dear Franklin Families:

We at Franklin Avenue have fostered a culture of love, care, and kindness over the years. Whatever we do, we are “all in this together.” Now, more than ever, we need to keep the lines of communication open with all of our families. You want the details of how we plan to keep your students 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. Below is a bulleted overview of the plans we intend to take when your child returns to Franklin Avenue. We hope it answers many of the questions you may have.

As we roll out additional details and as school begins again, we commit to providing regular updates to families on any changes to our plans or policies, as well as updates on how our safety measures are being implemented. We are 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, if you have any questions, please do not hesitate to call me at (413) 572-6424. United we endure.

My Best,

Mrs. Tolpa
Principal

Franklin Avenue Elementary

2020-21 Reopening Procedures

Masks:

- As per School Committee policy, all students in grades K-4 must wear masks at all times except for scheduled mask breaks.
- As per School Committee policy, all staff will wear masks at all times except for mask breaks.
- Staff will review safety procedures with students to ensure each student's well-being.

Mask Breaks:

- Students will receive a minimum of six mask breaks per day, approximately one every 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.

Hand Sanitizing/Washing:

- Upon entering the building, all students will sanitize or wash hands.
- Students will wash 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.

Bus Safety:

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

Arrival to School:

- **Walkers:** When walking onto school property at 9 a.m., all people must be wearing a mask and remain six feet apart, unless from the same household. Each grade level will enter the building from their assigned door where a staff member will escort the children into the building.
- **Vehicle Drop Off:** Drop off will take place on Franklin Avenue in front of the school as in the past. Caregivers will use Ellis Street to access the drop off area. Caregivers must remain in the car at all times. Staff members will greet children as they exit the car and direct them to their appropriate entrance. All children must wear a mask as they exit the vehicle.

- **Bus Students:** Students who ride the bus will be supervised off of the bus by a staff member. Grade three and four students will go directly to their assigned entrances, while grades K, 1, and 2 students will be escorted to their respective entrances.

End of the Day Dismissal from School:

- **Walkers:** All walkers will be dismissed from the building by their assigned door. Any caregiver on the premises waiting to pick his/her student up must wear a mask and must distance at least six feet from other people.
- **Vehicle Pick-Ups:** All parents who are picking up their children after school should use the same procedures as drop off and use Ellis Street. Caregivers must wait in their vehicles. Staff members will direct children to your car as it reaches the front of Franklin Avenue. If you are parking your car to pick up your child as a walker, please make sure you have parked on a side street using only one side of the street for parking. Then, please follow the “Walkers” guidelines above.
- **Bus Students:** All students will be escorted to their appropriate bus at the end of the day following all safety protocols.

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.
- Students walking in the hallway should always stay to the right following signs.
- Water fountains will not be available for student and staff use. Please have your children bring his/her own water bottle to school.

Bathrooms: Grades K – 2

- Each K – 2 classroom has one boy’s and one girl’s bathroom.
- Bathrooms will be used by no more than one student at a time.
- Students must wash hands for at least 20 seconds after using the bathroom.
- Bathrooms will be cleaned approximately every two hours and sanitized at the end of every day.

Bathrooms: Grades 3 and 4:

- One boys’ bathroom and one girls’ bathroom are situated in the north hallway.
- Students will use the bathroom one at a time.
- Students will sign out in the classroom using their own writing utensil.
- If there is another person in the bathroom, a student must wait in a designated area outside the bathroom until the other student exits the bathroom.
- No more than one student should be waiting in the hallway to use the bathroom at any given time.
- Students must wash hands for at least 20 seconds after using the bathroom.
- Bathrooms will be cleaned approximately every two hours and sanitized at the end of every day.

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.
- All students will be required to use their own supplies, such as crayons, scissors, etc.
- Most supplies will be provided by Franklin Avenue Elementary.
- Only staff will be allowed to touch the student mailboxes. Students will be handed any materials at the end of each day by a staff member.
- Classroom tables, desks, and chairs will be sanitized daily by custodians who have been trained on proper sanitizing and safety procedures.

Small Group Classroom Instruction:

- Students will bring their own seats up to the teacher table.
- Chairs will be placed around the table following social distancing guidelines.
- Dividers will be used between students.
- Staff will wash tables in between groups.

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.

Breakfast:

- All students will be escorted to the breakfast area as a class by a staff member.
- Cafeteria staff will assist students in getting their breakfast.
- Breakfast will be eaten in the classroom following social distancing protocols.

Lunch:

- Each classroom will be escorted to the cafeteria at designated times.
- Lunch cards will no longer be used; students will memorize their numbers or give their name to the cashier.
- 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.

Recess:

- Students must wear masks while playing with one another at recess.
- Recess will take place outside when the weather is deemed appropriate.
- Playscape equipment may be used by children. Playscapes will be sanitized daily. Students must sanitize hands before and after use.

- When able, staff will engage students in games that support social distancing (ie: Simon Says, Red Light/Green, calisthenics, etc.)

Specials:

- Most specials will take place in the general classroom.
- Specialists will bring any necessary materials to the classroom.
- Materials will not be shared by students.
- Physical Education will take place outdoors when the weather is appropriate, and social distancing protocols will be followed. Most PE activities will be independent. Students will not share gym equipment.
- Band/Chorus may be conducted outside or inside following specific social distancing guidelines, including 10 feet distancing, for these specific content areas.

Library:

- The library paraprofessional will move to the classroom and read a story to the class every week.
- Books will be on a cart for students to select without touching. Sticky notes with students' names will be put on the books, and the books will be given to the students after they are checked out of the library.
- Books will be checked out once every two weeks and returned to an empty crate, where they will stay for a period of time before being put back into circulation.

Chromebooks:

- Chromebooks will be supplied by the district.
- When we move to the A/B Week model, students will bring Chromebooks to school on Monday for in-person learning. These laptops will remain in the classroom all week and will go home for your child's remote learning week on Friday. Please ensure that the laptop comes to school in a protective manner each week.
- No homework requiring a computer will be given during the in-person learning week.

Notes to Office:

- All notes to the office will be picked up at the classroom by a staff member in the morning.
- Reasons to write a note to the office: doctor's note, late note, dismissal note, change in transportation home, change in person picking up child, etc. Thank you for keeping us informed of any changes in your student's daily routine by writing a note.

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.
- Please bring your own pen to sign-out your child.

Nurse Visits:

- When a student needs to visit the nurse, the teacher will call the Nurse's office.
- The nurse will call the classroom teacher back when she is able to see the student. The student will go to the nurse's office.
- If a child is presenting symptoms of the COVID virus, the student will immediately be moved to Franklin's designated COVID room and protocols will be engaged.

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 will be called, and the student will be attended by a staff member in the COVID Room.
- The COVID Room will provide a location for your child until you can get to school to pick them up to go directly to the doctor's office.

Attendance & Grades:

- Attendance will be taken every day for in-person learning and remote learning.
- All assignments will be assessed, and grades will be recorded on our report card each trimester.
- All parents will have a parent portal on PowerSchool to view report cards.

Further Resource:

Please refer to our **WPS Return to School Plan** for further information on our district procedures.

http://www.schoolsofwestfield.org/news/what_s_new/w_p_s_return_to_school_plan_2020-2021