

West Villages Elementary School

In Person Educational and Safety Plan

Summary Statement:

The West Villages school in person safety and educational plan has been written in compliance with the Department of Elementary and Secondary Education guidelines. This plan incorporates health and safety measures that allows for **daily student attendance** with optimal social distancing (students 6 feet apart). To reduce the potential risks of exposure and spread of COVID-19; routines and schedules have been added and in some cases altered to allow proper distancing among students and staff. Proposed adjustment to dismissal and pick up procedures, recess locations, classroom configurations and new routines are embedded within this in person plan. Overall, the in person plan ensures students have equal access to educational opportunities while maintaining a healthy school environment.

(updated 12/14/20)

Phase	Description	Duration
I	All students begin remote instruction on September 16 **NECC students began Remote Learning August 31	2 weeks
II	Beginning September 28, students begin a reduced schedule of 4 hours per day (9:00- 1:00) on Monday, Tuesday, Thursday, and Friday. Wednesday is a remote learning day. **Exception for NECC Program	2 weeks
III	Beginning October 13, students attend a full school day.	Ongoing

**The above assumes positive public health metrics.*

** NECC Program

Daily Schedule:

8:45 am-3:45 pm

Students enter the building and report to classroom assignment at 8:45 am. Individual classroom schedules will be developed and submitted by teachers.

Students will remain in classrooms for their instructional time. Within their instructional day students will also have designated masks breaks or when deemed necessary by the assigned teacher. Recess and opportunities to be outside will be embedded within the daily schedule by homeroom.

[In Person Daily Schedule](#)

9:00-1:00 Schedule-[Phase 2 Schedule](#)

Hygiene and Cleaning

Students will learn to ask themselves the following four questions each time they enter a new space:

[I Am Safe Poster](#)

1. Is my work surface clean?

2. Are my hands clean?
3. Is my mask on?
4. Am I six feet away from the person next to me?

All student learning spaces (desks, etc.) will be cleaned and disinfected at the end of each day. Students will be assigned one desk in each classroom. Students will not share desks. If for some reason, a student must use a different desk/learning space or change desks/learning spaces, all spaces will be cleaned before and after another student utilizes the space.

Hand Hygiene

All homeroom classes are equipped with sinks, hand soap and sanitizer, and cleaning solution for cleaning surfaces. Handwashing teaching and practice will be implemented at the start of the school year and continue throughout. Students will be required to wash/sanitize hands upon entering the classroom each morning. Students will be required to wash hands before/after bathroom breaks, in between transitions and any other time deemed appropriate by supervising staff. If a child is sneezing or coughing they will be asked to wash their hands.

Mask Breaks

Students, faculty and staff will be required to wear masks within the school building. During recess or during other classes held outdoors, when physical distancing permits it, masks may be removed for a mask break. Additionally, mask breaks will occur during lunch and breakfast. **Within a classroom if a student needs a mask break and they are six feet away from others teachers may allow students to take a mask break. Where this is not possible and a break is needed, teachers may take their class outside for a brief mask break (5 minutes). Students must be supervised at all times during a mask break.**

Masks

All students are required to wear masks, unless there is a documented medical or behavioral exception. In the event that a student removes their mask or does not wear their mask without permission, a teacher or staff will conference with the student and encourage the student to comply with the expectation. If the student continues to refuse wearing a mask, the teacher will call the office to request assistance from student support, health and or the principal. When a student continues to not comply, the parent will be called to pick up their child.

Mask Wearing- [mask breaks](#)

Transitions

Entering the Building

The school day will begin for students begin at 8:45 am. Buses will make every effort to hold students until 8:45. Students arriving by drop off may not enter the building until 8:45 am. Parents may not drop off students prior to 8:45 am and need to wait to see a designated school employee outside before dropping off. If a parent arrives with their child prior to 8:45 am, the child must remain in the vehicle until 8:45 am. The parent drop off line route will be changed and communicated to families. As students arrive, they will enter through designated grade level entrances and exit those same doors. Staff will be given locations (i.e., hallways, classrooms) to monitor and maintain proper mask wearing and safety guidelines while entering the building. Paraprofessionals and additional staff without homerooms will be assigned to each door to direct students and maintain safety. All staff will assist with start and dismissal process.

Bus Transitions

All students riding the bus will adhere to the transportation guidelines issued by DESE. Seat assignments and distancing guidelines will be reviewed and shared with students and families prior to the start of the school year. Students will be released slowly to allow proper distancing when entering the main entrance upon arrival. Staff will be assigned to greet children, check to make sure students are distanced and wearing masks when exiting the bus. Dismissal will follow similar procedures.

Parent Drop off/ Pick up

Students being dropped off by parents/guardians will enter the designated parent parking lot on Osterville West Barnstable road. Kindergarten and first grade students will enter through the Tech Atrium doors, 2nd grade and 3rd grade will enter through the parent pick up door . This is to minimize student contact and potential bottlenecks. The car lines will begin in the back parking lot for all students except NECC who will park in the front entrance parking lot and enter through the recess doors . No children will be dropped off prior to 8:45 am. Parents are not allowed to exit their vehicle without a mask. Staff will be outside at drop off locations to help students enter the building safely.

Parents/guardians will pick children up in the same locations as the drop off locations.

Parents/guardians will be issued a car tag label with the students name and grade level that must be displayed on the driver front window. The label will have the students last name and first name and grade level. This will allow staff to identify students by name to prepare them for pick up. Parents must remain in the car lines and follow the dismissal and pick up procedure.

Arrival:

- Line up in designated parent drop off parking area
- The first cars drive forward to the far end of the sidewalk and each car follows in a line until the walk way is filled
- Parents stay in their car as their child gets out or gets out with mask on to assist their child as needed. Once students is out of the cars a staff member will assist the student in and the parents will return to their car and complete drop off process
- Students will be instructed by an on duty staff member which door to enter through and directions to their classrooms
- This procedure will continue until all students have enter the building

Dismissal:

- Line up in designated parking areas for student dismissal
- The first cars will pull all the way forward until the end of the sidewalk.
- Parents step out of their car with a mask on and stay at their car as students file out to their cars.
- Students should get in the car, buckle their own seatbelt, then parents follow the line to exit the school parking lot.
- The next set of cars will pull forward and the process will continue until all students are dismissed. If your child is missing a personal item please drive to the front office parking lot and call the school to get the item brought out to you.

Early dismissal and dropping students off late is highly discouraged as extra safety precautions need to be maintained.

*If early dismissal is requested by a parent/guardian, it is recommended that they call and write a note. When they or their approved emergency contact arrives, they will need to wait at the designated pick up door until the child is brought out for pick up. The school will need to confirm the identity of the adult picking up the student. They will need to show a picture ID.

The school nurse will dismiss students/staff early if ill or injured.

During regular dismissal times, picking up students will occur outdoors. If parents/guardians get out of their cars, they must wear a mask and social distance.

To best support the health and safety of students, students should be in school for the full day, arriving on time and not being dismissed early. If patterns of this are noted, they will be addressed with the parents/guardians by administration.



Map of Entrances and Exits



NECC Entrance/Exit



Kindergarten and 1st Grade Entrance/ Exit



2nd grade and 3rd grade Entrance/Exit



Bus Entrance and Exit

Passing/ Transition Time

Students will remain in the classroom until a designated time for transitions such as leaving classroom, recess, services and dismissal. They will leave the classroom in single file order and remain on the right side of the hallway, following the guiding arrows and floor decals that represent appropriate distancing.

Designated Student Storage

Students will keep their personal materials in their desk and in their backpack behind their chairs . Students will not be allowed to share storage space or materials in the classroom.

Snack/Breakfast/Lunch

All meals will be eaten in the classroom or outside. Students have meals 6 feet apart from others to maintain distance while eating. If this can not be done a plan will be put into place to have supervision and spacing during meal times.

Bathroom Breaks -

All classrooms that have a bathroom will use them for their students only. The 3rd grade and 2nd grade bathrooms will have 3 stalls available at a time. Classroom in the library and in room 12/13 will also use the bathrooms in the 2nd and 3rd grade hallway. Students will know if a stall is available by the magnet holders by the door. When a student is in the bathroom a magnet will be placed on the holder , no more than 3 magnets can be on the holder. If there are 3 magnets on the holder the students must return to the classroom and wait before returning to the bathroom. No students will be allowed to wait in the hallways. 1st grade classrooms will use the bathroom across from the cafeteria. Classroom teachers will instruct students in the first few weeks of school our new bathroom procedures.

Outdoor Assemblies

No in door assemblies will be allowed. Outdoor assemblies may be permitted on a case by case basis.

Classroom Size and Location



Classroom will have between 14 and 19 students spaces and a teacher space. To ensure proper physical distancing all student seats will be 6 feet apart and teacher space 7 feet.

RRoom assignments are as followed:

Grade/Teacher	Room Number	Number of Desks/Students	# Feet apart
K Capobianco	A	18	6
K Donald	1/2	22	6
K Pawsey	7	14	6
K Noreen	5	14	6
K Bridges	B	18	6
1st Delcort	6	14	6
1st Micciche	8	14	6
1st Curtin	10	14	6
1st Warde	12/13	22	6
1st Boudreau	Library	22	6
2nd Roberts	14	14	6

2nd Elletson	18/16	22	6
2nd McDonough	Cafe	22	6
2nd Swift	23	16	6
2nd Burke	20	15	6
3rd Cannistraro	19	15	6
3rd Frazel	21	15	6
3rd Ruggieri	17	15	6
3rd Skaggs	22	15	6
3rd Dunne	15	16	6

Students may not work in hallways or utilize other building space for classroom activities, unless the entire class is being moved to a new and approved area.

Air Flow

West Villages Elementary Indoor Air Quality Assessment was completed in February 2020 by the Massachusetts Department of Public Health. The report can be found in the Barnstable Public School Website. Unit ventilator blowers will run continuously while students are present. Where possible, keep windows to the outside open and classroom doors open. All spaces used by students and staff in the building will have a humidifier for added air flow. Classes may be held outside with approval.

Student Materials

The school will be providing all families with a Welcome Back School Supply bag. We ask that the materials be put in the students backpack for in school use or remote learning. These would have been their in school supplies in a normal school year. We will continue to provide students with need materials for instruction through out the school year to complete curriculum tasks. Students should have a sturdy large backpack to keep all their school supplies. If possible parent should try to purchase a duplicate of the following supplies for their child's at home learning. **If this is a burden to the family please reach out to the school and we will provide an additional backpack with all necessary school supplies for at home learning.**

White Board

Clip Board

Pencils

Pencil sharpener

Eraser

Ruler

24 Count Crayon Box

12 Count Colored Pencils

Glue stick

Scissors

Pencil box
Headphones
Highlighter
Post It/Note Card
Personalized Individual Hand sanitizer
Personalized Individual Tissue Paper
***Sturdy Large Backpack**

Food and Beverage

Water or like beverages may be consumed where a bottle has the use of a straw to go under the mask. Food may be consumed during supervised meal times where students are 6 feet apart. When possible classrooms can eat outside students must still be 6 feet apart.

The Library

Our school library will be used as classroom space. The school librarian will push into classrooms to continue to do read alouds and provide district created curriculum.

Nurses Facilities and Covid Space

All students, faculty and staff should remain home if at any time they are exhibiting COVID-19 symptoms.

[Family Education](#)

Protocols for Sending Students to the Nurse

Covid 19-Protocols

- If a student or staff member becomes ill at school, it is important to isolate them as quickly as possible to reduce the chance of transmission of illness to others.
- The staff member who suspects a student is ill should call the nurses office immediately and the nurse will determine whether they will go to the classroom or have the student go to the nurse's office. The student should have a face covering/mask on.
- The student with suspected COVID-19 should wear a mask and be brought by a nurse to the COVID-19 Medical Waiting room (sick/isolation) room for assessment, or outside as per nurse's judgement (weather dependent).
- The nurse will don required PPE as needed. The ill student or staff member will be assessed in the sick/isolation room.
- A nurse will complete an assessment of illness to determine if isolation or an immediate call to 911 is required. A nurse will stay with the student or staff member providing support until EMS arrives.
- If a child exhibits symptoms of illness the nurse will call the parent to inform of assessment findings and ask the parent if there have been any known exposure to illness.
- The parent/guardian or designee will need to pick up the child immediately.
- The ill student's parent/guardian or staff member should call their healthcare provider for further directions.
- Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](#) for cleaning the exposed area.
- The School Nurse will call the local public health to determine close contacts within the school as needed for contact tracing for strongly suspected cases of COVID-19. She will work with them

regarding any other guidance regarding possible exposures and who may need to self-quarantine within the building.

- Students or staff member will need a medical note stating they are cleared to return to school if they test positive for COVID-19 or if they are strongly suspected of having it.
- BPS nursing and administration should follow the [Public Health Recommendations for Community-Related Exposure](#).
- Parents/Guardians should follow [CDC-recommended steps](#) for return to school. Students should not return to school until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- If a student or staff member is confirmed to have COVID-19, BPS nursing and administration should inform close contacts of their possible exposure to COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act.
- **If a student or staff member calls out ill and notifies the school that they are ill at home and have COVID-19 symptoms, the nurse will instruct them to call their health care provider and take guidance from the local public health department.**

Visitors

Visitors to any school building should call or email the school first to notify them of the reason to come to the building. **West Villages Elementary School number is 508 420-1100 our email is contactwves@gamil.com.**

If parents/guardians are dropping off a personal item for the child(ren) they will need to call the school first. Upon arrival there will be a container located near the front entrance in which the item can be left. The item will be taken into the school and delivered to the student's classroom.

All visitors who are given permission to enter the building will need to follow all of the safety guidelines set forth below, which are posted at the entrances:

- Face masks are ***required for all visitors***
- Social distancing of 6 feet must be maintained at all times
- Hand sanitizer should be used upon entering the school
- Do not enter if you are not feeling well

•Any visitor entering a school will be required to sign in/out at the main office, so there is a record of entry and exit for safety reasons and in case contact tracing is necessary. In addition, they will need a picture ID.

Wednesday Remote Schedule

Remote Wednesday will have a different schedule than the rest of the week. The teachers will review with students what that day's schedule is when they meet for the first time. Attached below is also a sample of what the day will entail. Remote Wednesday are a full day of learning for students with some imbedded asynchronous work which student will do independently.

[Remote Wednesday for Students](#)

Vocabulary Clarification

Asynchronous- student work that is done independently

Synchronous - student work that is done with classroom teacher and classmates, student should be visible and participating with the class in Zoom.

Helpful Links for Families:

- [District Reopening Plan](#)
- [NECC Reopening Schedule](#)
- [Special Ed Info Sheet](#)