

## **Manchester Memorial and Essex Elementary School**

### **Hybrid Learning Procedures and Expectations**

*On October 20, 2020, MERSD will welcome Grade K-2 students back to school in a hybrid model. We will welcome grades 3-5 students back on October 27, 2020. In this model, 50% of the students will be assigned to each cohort (green and white). Each cohort will come to school for two full days while the other cohort participates remotely on those two days. Cohort schedules, etc. can be found below.*

#### **Cohort Schedules:**

**Green Cohort Schedule: Tuesdays and Wednesdays – @School / Thursdays and Fridays – Remote**

**White Cohort Schedule: Thursdays and Fridays – @School / Tuesdays and Wednesdays – Remote**

***\*All students will be remote for Mondays – note: additional Monday half days in district calendar\****

If your child develops any of the above symptoms while at school, she/he will be sent to the nurse's office. You will be called to pick up your child and his/her physician should be called for an evaluation.

MERSD will be following CDC guidelines. If anyone in the school tests positive for Covid-19 they will be required to isolate at home for at least 10 days and 24 hours fever free and improvement of symptoms before they will be allowed to return to school. Anyone deemed to be a close contact (within 6 feet for more than 15 minutes) will need to be quarantined for 14 days even if receiving a negative test. The board of health will follow all cases.

#### **Daily Attestation:**

Parents will need to complete an electronic attestation form via the Medbot app each morning before sending their child to school. The electronic form will be submitted each morning to affirm that their child does not have any COVID-19 symptoms. Details will be emailed out from the Superintendent's office.

#### **Attendance:**

A remote learning day is a school day and attendance is expected. If a student is ill, or if there is another reason why the student may not be able to attend school, parents are requested to call the school office **and** email the child's classroom teacher at the start of the school day to report the child's absence. Attendance will be taken for both remote learning and in-person learning days.

**Physical Distancing/Masks:**

At arrival and throughout the school day, students are expected to maintain a distance of at least 6 feet. In addition, at arrival, all students and staff must wear masks/face coverings.

**Arrival:**

To allow students to arrive at school while maintaining physical distance recommendations by the CDC and DESE, there will be a staggered arrival beginning at 8:05 a.m.

***Parent Drop-Off and Walkers:***

**Memorial School:** Students will be given a 10-minute window for drop - off, assigned by the initial of the last name, starting at 8:05. Students will report directly to class instead of going to the playground before school.

- 8:05- 8:15 A-I
- 8:15- 8:25 J-Z

Please be on time so that students are not all arriving at once. Pull all the way up to the crosswalk near the parking lot island to let out your child. Students should exit onto the sidewalk and NOT into the driveway (passenger side of car). **Please do not idle or exit your vehicle.** If you intend to get out of the car with your child, please pull into a parking spot and park.

**Students must wear a mask as they exit the car, and leave on the mask traveling to classrooms.**

**Essex Elementary School:** Students may be dropped off between 8:05-8:20 in the Drop off Zone in front of school. Students will report directly to class instead of going to the playground before school. Students in grades 4-5 will enter through the front door, kindergarteners will enter through the door by kitchen (far right of school), grades 1-3 will enter up ramp in back by soccer field, and bus riders through the gym. **Students must wear a mask as they exit the car, and keep it on while traveling to classrooms.**

Unfortunately, we cannot welcome guests or volunteers into the building during the remote/hybrid models. Parents/guardians are **not allowed** to escort students into the building. There will be staff to greet students and provide any assistance that is needed.

***Bus Arrival:***

Students who ride the bus will be assigned seats and must wear a mask for the entire bus ride. Upon arrival at school, students will disembark and go directly to classrooms. Once in the classroom, students will go directly to their seats. Before eating breakfast, hands must be washed before the mask is removed and once breakfast is finished, hands washed again before putting back on the mask.

**Personal Hygiene/Hand washing:**

All students and staff are expected to practice frequent hand washing and hand sanitizing throughout the school day. Washing hands frequently with soap and water for at least 20 seconds is a simple but effective precaution that can prevent virus transmission. Hand sanitizer dispensers will be located in all classrooms, building entrances, and/or other common areas.

Regular opportunities for students to wash hands or utilize hand sanitizer will be incorporated into the school day. Protocols regarding the correct way to wash hands and use of hand sanitizer will be shared with students and staff, along with protocols on when hand washing and sanitizing is expected throughout the day.

Students and staff will be reminded frequently of these routines and expectations through the use of signage located throughout our school buildings that reinforce personal hygiene practices to help reduce the spread of COVID-19.

**Mask/Face Covering Requirements:**

All students, staff, and visitors are required to wear a face covering at all times while on school grounds, unless medically or behaviorally exempted by Health Care Provider documentation. The only exception to this requirement for students will be while they are eating snack/ lunch, or while partaking in a designated mask break. Masks must be worn in a manner so that an individual's nose and mouth is covered at all times. Cloth masks should be at least 2 layers and must be washed daily. **Gaiters, bandanas, and masks with vents are not allowed.** Parents and guardians will be responsible for providing students with masks/face coverings each day while in-person learning is in session. Each school has an inventory of disposable masks available, should a student not have one or damage occurs to the mask the student wore to school.

Additionally, masks/face coverings will not be required when appropriate social distancing is enforced, under the following conditions, at the direction of a staff member:

- during mask breaks
- while eating or drinking (6' social distance required)
- while engaged in an activity outdoors in which physical distancing of at least 10' can be maintained

Time will be provided at designated points throughout the day for "mask breaks" where students do not have to wear masks. These breaks will ideally occur in an outdoor space, but may also occur indoors. Regardless of location, all mask breaks will occur where 6-foot physical distancing can be maintained.

To reinforce the importance of wearing masks/face coverings by students and staff, signage will be placed throughout the building to serve as a reminder of district policies.

**Mask-Break Protocol:**

Masks are required throughout the school building for the health and safety of all our students and staff. Snack, lunch and recess will be designated mask-break times with additional mask breaks at the teacher's discretion/student request. Adherence to the DESE protocols of 6 feet physical distancing and in fresh air while mask-free will be followed.

**Meal Service During Hybrid Learning:**

Lunch will take place in the cafeteria at tables that are at least 6' apart from one another. Once seated, students may remove their mask and enjoy their meal. Students will sanitize their hands before removing their mask and before putting it back on. Pre-packed lunch options will be available in the cafeteria and will be delivered to the child's lunch seat. There will be no charge for school lunch through June.

Students may also bring a bagged lunch from home, but microwave heating will not be available at school.

**Specialist Classes:**

The elementary schools will be able to offer a full program of specialist classes. With the exception of Physical Education, specialist teachers will teach via Zoom to the classrooms/homes. Physical education classes may take place in person under the following conditions:

- Classes can be held outdoors WITHOUT masks with 10 feet of distance between individuals
- Classes can be held outdoors WITH masks with 6 feet of distance between individuals
- Classes can be held indoors WITH masks with 6 feet of distance between individuals

**Recess:**

- Recess can be held outdoors WITHOUT masks with 10 feet of distance between individuals
- Recess can be held outdoors WITH masks with 6 feet of distance between individuals
- Recess can be held indoors WITH masks with 6 feet of distance between individuals

**Hallway Traffic:**

To maintain as much social distance as possible in the hallways and in stairwells, hallways have been designated with arrows pointing to the correct direction of traffic flow. The arrows are spaced 6' apart so that students and staff have a visual to judge social distancing in the hallways and on the sidewalks.

**Bathroom Use:**

Each bathroom will be single use - one in/one out. Only one student will be allowed in the bathroom at a time. There will be three designated spots outside both the girls and

boys bathroom where students may wait their turn. To limit the number of people in the hall at any one time, if there are already three students waiting in the hall to use the bathroom, the other student(s) must return to the classroom.

### **Recess/Playground Use:**

Regular outdoor recess is an important component of supporting our elementary students' physical and mental health. To ensure the safety of all students during recess and playground use it is essential that the 6-foot physical distancing protocols be strictly adhered to. In accordance with DESE guidelines, recess will be structured in a way that students are able to maintain a 6-foot physical distance, and masks will be worn at all times. Students will be required to either wash or sanitize their hands both before and after recess or playground use. There will be an area where students can opt to take a mask break during recess with appropriate distancing.

### **Dismissal:**

**Memorial School:** To allow students to leave school while maintaining physical distance recommendations by the CDC and DESE, there will be a staggered dismissal beginning at 2:40 p.m.

**2:40 PM - Prepare for Dismissal Announcement**

**2:45 PM - Walkers and Bikers Dismissal Announcement**

**2:47 PM - Bus Riders Dismissal Announcement**

**2:45 PM - Car Pickup Students Dismissed from Class (Staggered)**

### ***Parent Pick-Up and Walkers:***

Students will remain in classrooms until their name is called.

Please be on time so that students are not waiting. Students in the pick-up line will be called by the corresponding family name displayed on the car's dashboard. Pull all the way as far as you can, to the crosswalk past the flagpole. **Please do not idle or exit your vehicle.**

**Students must wear a mask as they exit school and while waiting for their ride. All students who will get picked up by car from a parent will exit through the front door.**

**Students who walk or ride a bike must wear a mask as they exit school and until they leave school property.**

### ***Bus Dismissal:***

Students will remain in classrooms until their bus is called. Staff will escort students to their bus. Masks must be worn while in the school, walking to the bus, and for the entire bus ride home. Students will sit in their assigned seat and may not change seats.

**Essex Elementary School:** To allow students to leave school while maintaining physical distance recommendations by the CDC and DESE, there will be a staggered dismissal beginning at 2:45 p.m.

**2:45 PM - Prepare for Dismissal Announcement**

**2:47 PM - Walkers and Bikers Dismissal Announcement (through cafeteria)**

**2:50 PM - Bus Riders Dismissal Announcement (through gym)**

**2:55 PM - Car Pickup Students Dismissed from cafeteria (with exception of kindergarten who will wait in their classrooms and dismiss from front doors)**

### **Hybrid and Remote Learning Expectations**

The same remote learning expectations will be maintained on the days that students are at home on their non-in school days, or for those students who are fully remote.

**Attendance:** A remote learning day is a school day and attendance is expected. If a student is ill, or if there is another reason why the student may not be able to attend school, parents are required to call the school's absence line *and* email the child's classroom teacher at the start of the school day to report the child's absence. Please also notify the school secretary and the school nurse. At Memorial School- Mrs. Schmidt and Mrs. Seaman on the email ([schmidt@mersd.org](mailto:schmidt@mersd.org)) and ([seamanj@mersd.org](mailto:seamanj@mersd.org)). At Essex Elementary School- Mrs. Morriss ([morrissm@mersd.org](mailto:morris@m@mersd.org)) and ([smithd@mersd.org](mailto:smithd@mersd.org)).

Attendance will be taken for both remote learning and in-person learning days.

**Behavior:** The same in-class/school code of conduct applies to students participating remotely. Students whose behavior interrupts the learning process, threatens the safety, property, and/or self-esteem of others are subject to disciplinary action. In addition, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration.

**During a remote learning session, students may not take a screenshot, or in any way, copy a portion, or the entirety of the session.**

**Dress Code:** Students should be dressed in clothing appropriate for school, during remote and in person learning experiences.

**Workspace:** In order to optimize learning, students should be provided a quiet space from which to participate in virtual learning. Students need to be seated at a desk or table, or in an otherwise upright position. Participation from a reclining position on a couch or bed is not an example of an acceptable workspace.