

NORTH STONINGTON REOPENING PLAN 2020-2021

Superintendent Foreword

We are certainly in remarkable unprecedented times. As superintendent of schools, I can state that each and every staff member is deeply committed to providing, as always, the best education possible to our students no matter what the circumstances or scenario. Moving forward, first and foremost, we will ensure that our top priority will be the health, safety and welfare of our students and staff. This document is a working document that can be amended at any time depending on the circumstances. Just as we were challenged in the spring, we will do whatever it takes to maintain an excellent school system.

Under the direction of the Board of Education Chairperson, Mrs. Christine Wagner, a “School Re-Opening Task Force” was developed. The task force consists of Board of Education members, the First Selectman, administrators, department heads, teachers, parents, and healthcare professionals. The task force was broken into three-subcommittees. They are:

The Logistics Committee-Chaired by Ms. Jen Welborn;
Health and Wellness-Chaired by Mrs. Stephanie Mastroianni; and
Academics-Chaired by Dr. Pamela Potemri.

The task force and subcommittees have met periodically since June 4th and will continue to meet throughout the school year or as circumstances develop.

While North Stonington Public Schools is a small school in a rural setting, we feel that we benefit from that, especially under the present circumstances. That was evident in the spring, when without notice or any planning we were able to develop a virtual plan that worked quite well under the circumstances. I want to take this opportunity to thank everyone involved with the reopening of schools for taking from their very valuable personal time to help plan to reopen.

As directed by the State of Connecticut, we are opening as a full, back-to-school return. If conditions should change at any time during the year, we will, “Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together!”

On behalf of Mrs. Wagner, the entire Board of Education and the North Stonington Public Schools administration, we wish you a successful, and above all, safe and healthy school year.

Sincerely,

Peter L. Nero
Superintendent of Schools

School Reopening Task Force Process

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| June 4th | Full Task Force meeting to discuss options in the fall <ul style="list-style-type: none">- Subcommittees formed- Logistics, Health and Wellness, Instruction |
| Week of June 22nd | Subcommittees meet |
| June 25th | Governor announces mandate of full return to school |
| Week of July 6th | Subcommittees meet |
| July 14th | Subcommittee chairs meet |
| July 20th | Administration meets with Superintendent and BOE Chair, goes over first draft of reopening plan |
| July 22nd | Reopening Task force meets, receives preliminary plan |
| July 24th | Initial Proposal due to State |
| July 27-29th | Subcommittees meets and provide feedback on plan and determine next steps |
| July 30th | Plan sent to parents and staff with District Survey and Distance Learning intentions |
| August 5th | Survey due |
| August 10th | Reopening Taskforce Meet to review survey and plan |

The State of Connecticut, Connecticut State of Department of Education, has clearly identified six guiding principles all school districts must adhere to as stated in the Adapt, Advance, Achieve: Connecticut’s Learning Plan to Learn and Grow Together:

1. Safeguarding the health and safety of students and staff
2. Allowing all students the opportunity to return to school full time starting in the fall
3. Monitoring the school, students, and staff, and, when necessary, potentially canceling classes in the future to appropriately contain COVID-19 spread
4. Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption
5. Fostering strong two-way communication with partners such as families, educators, and staff
6. Factoring into decisions about reopening the challenges to the physical safety, social-emotional well-being, and the mental health needs of our students when they are not in school

Communication Plan

- District communication will be through the superintendent and will be emailed and posted on the school website
- Safety compliance liaisons will email faculty and families with health updates
- Administration will email families with distance learning updates and building information

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| District Safety Compliance Liaisons | <p>North Stonington Elementary School Nurse: Astrid Williams (860)535-2805 williamsa@northstonington.k12.ct.us</p> <p>Wheeler High School/Middle School Nurse: Jessica Kessler (860) 535-0377 kesslerj@northstonington.k12.ct.us</p> |
| School Safety Compliance Liaisons | <p>North Stonington Elementary Principal: Ronnie Wilkison (860) 535-2805 wilkisonv@northstonington.k12.ct.us</p> <p>Wheeler High School/Middle School Principal: Kristen St. Germain (860) 535-0377 stgermaink@northstonington.k12.ct.us</p> <p>Wheeler High School/Middle School Associate Principal: Allison Reyes (860) 535-0377 reyesa@northstonington.k12.ct.us</p> |

Health Practices and Protocols

Staying at Home

- Students and staff must stay home if sick with COVID-19 related symptoms
- Students and staff will inform the school nurse if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population
- All students, parents, and staff will call the school nurse to report any symptoms, positive COVID test, or absences due to COVID symptoms
- Schools will educate staff and families about when to stay home
 - Distribute the COVID Health and Safety Protocols to all staff and families to identify symptoms of COVID and when to remain home
 - Send email updates to families from district liaison weekly
- All staff and students (or their parents and guardians) will perform a self-assessment prior to leaving for school to identify fever and other possible COVID symptoms. Staff and families will be provided a list of symptoms.
- Each school will revise their attendance policies

Returning to School

- Students or staff must adhere to the most current CDC guidelines on returning to work/school if they have been sick with COVID
- Anyone with close contact with someone diagnosed with COVID must remain home for 14 days after exposure

Decision Tree for staff/students with COVID-19 Symptoms:

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| <p>For staff or students who have consistent symptoms with COVID- 19, send home or deny entry.</p> <p><i>Symptoms of COVID-19 include:</i> new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4 degrees Fahrenheit or higher) chills, muscle pain, sore throat, loss of sense of taste or smell, and gastrointestinal symptoms of diarrhea, nausea, or vomiting.</p> <p>If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.</p> | <p>For staff or students who have received a laboratory test for COVID-19:</p> <p><u>Positive test result:</u> Stay home at least 10 days from onset of first symptom AND until fever free for 3 days without medication AND until improvement of all symptoms.</p> <p>Siblings and household members should also stay home for 14 days.</p> <p><u>Negative test result but symptoms with no other diagnosis:</u> Stay home at least 10 days from onset of first symptom AND until fever free for 3 days without medication AND until improvement of all symptoms.</p> <p>Siblings and household members should also stay home for 14 days.</p> | <p>For staff or students with a COVID-19 diagnosis without a lab test OR staff or students with symptoms consistent with COVID -19 without a medical evaluation (monitoring symptoms at home):</p> <p>Stay home at least 10 days from onset of first symptom AND until fever free for 3 days without medication AND until improvement of all symptoms.</p> <p>Siblings and household members should also stay home for 14 days.</p> | <p>For staff or students with other medical diagnoses (ex. Strep throat, norovirus) that explain the symptoms, or when a health care provider documents that symptoms are connected to a pre-existing condition:</p> <p>Stay home until symptoms have improved. Follow specific return guidance from their health care provider.</p> <p>If symptoms related to a pre-existing condition change or worsen, talk to your health care provider to determine the next steps.</p> <p>Siblings and household members Do Not need to stay home.</p> |
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Social Distancing

- Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout. **This is in accordance with the Adapt, Advance, Achieve: Connecticut's Plan to Grow Together.**
- Desks/tables should face in the same direction or students should sit on only one side of the tables spaced apart.
- Maximize space between the teacher and students during instruction
- If a teacher removes their face mask during instruction, spacing should be increased beyond six feet.
- All staff and students will wear masks in the building

Face Coverings

- All students and staff when they are inside the building must use face coverings with certain exceptions:
 - For anyone who has trouble breathing, or is unconscious
 - For anyone who has a medical reason making it unsafe to wear a face covering. (A doctor's note will be required.)
- Teach and reinforce use of cloth face coverings
- Develop a consistent policy for mask breaks
 - Lunchtime and breaks outside where students remain at a distance of at least 6 feet
- This CDC Video reviews the key points about wearing a face mask:
[How to Wear a Face Cloth Covering](#)

Health Monitoring Plan

- Provide protocols for monitoring symptoms that could be related to COVID-19
 - The school nurses will actively monitor staff and student absenteeism and track the reasons for their absences to identify any trends that would suggest the spread of illness such as COVID-19

Signs

- Signs will be posted throughout the building on health and safety protocols
- The following CDC posters will be displayed in the buildings:
 - Stop the Spread
 - Everyday protective measures
 - Proper handwashing
 - Proper face covering
 - Signs near the sink to wash before and after using the bathroom.

Cleaning and Disinfecting of Schools

- Schools will follow the CDC disinfecting and cleaning guidelines

Containment Plan

- Each school will have an isolation room
 - Conference rooms
- Protocols for containment and immediate response if an individual has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19
 - Immediate coordination with local health department
 - Response team will be notified: include safety compliance liaison
 - Consideration of what signs and symptoms exhibited by students or staff would require their immediate dismissal of school
- Any student with COVID symptoms will remain in the isolation room until adult arrives to pick up
- Student will be supervised in the room until adult arrives; member of response team will wear proper PPE
- Log in all persons that enter the room
- Initiate proper CDC cleaning procedures after student leaves the building
- Notify health department and superintendent when isolation room is used
- Policy for dismissal of student or staff who exhibit symptoms of COVID-19
 - Parent is notified by school nurse
 - When parent arrives to front corridor, child will be brought to parent

Ventilation

- The district employs a state of the art climate control HVAC system in all schools. The high school system is 1 ½ years old and the elementary system is brand new. The general frequency of changing the filters recommended by the manufacturer is quarterly, utilizing a MERV-8 filter. Beginning at the time of the reopening, based on the recommendation of our vendor, we will now install a MERV-13 filter and the frequency of changing them will be every month.

Student Nutrition

- The North Stonington Public Schools will follow all federal and local health department guidelines regarding child nutrition.
- The district will determine eligibility for and make available free and reduced-price meals to all eligible students in all three models.
- Each school will determine procedures for food distribution based on the daily schedule and safety guidelines.

Training

- Prior to the start of the school, all faculty and students will be trained by the school safety compliance liaison, administration, and the counseling department at the beginning of the year on the following:
 - Signs and symptoms of COVID-19
 - Fever (100.4 degrees Fahrenheit or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Standard Public Health protocols
 - Social distancing
 - Frequent hand washing and the use of hand sanitizer
 - Use of face coverings that completely cover the nose
 - Mouth, respiratory cough etiquette, and enhanced cleaning/disinfection of surfaces
 - Hygiene Practices
 - Proper hand washing
 - Use of sanitizer
 - PPE
 - Face coverings
 - Reporting Illnesses
 - Supporting Social Emotional Learning
- All faculty will be trained by administration/program supervisors during the professional development on the changes to daily operations

Social Emotional Learning

- School counseling department (school counselors, psychologist and social worker) will create a plan to re-engage all students, staff and families
 - Survey families on social and emotional status of students
 - Will act as a liaison to students who are home and not returning to the classroom to help keep the engaged with others
 - Provide lessons/opportunities for students and adults to connect, heal, and cultivate their own SEL competence
 - Offer individual counseling sessions for students who are struggling due to the pandemic and or/academic issues
 - Work with families individually and in all settings to support struggling students
- All staff will be trained by the school counseling team on
 - Recognizing students who may be struggling
 - Starting the year developing strong relationships of trust with students
 - How to monitor over the course of any distance learning students who may need more support
 - Creating plans for students who are struggling
- Program Supervisors/grade level teams will meet with departments to
 - Discuss students weekly who are struggling
 - Refer students to School Counseling office if necessary
 - Monitor any plans in place to support students already identified with plans in the classroom

Reopening Learning Models

1. *Full Return Model*

- All students return to school full time for in-school instruction; school will provide a virtual plan for parents and students who may choose not to participate in the return to school.
- Parents/guardians would complete a distance learning form to permit their student to participate in the distance learning virtual plan provided by North Stonington Public Schools. Any student can participate in distance learning. Some students may have to have distance learning because of illness or quarantine.
 - The North Stonington Public Schools distance learning virtual plan is not the same as homeschooling that is provided to students by a family with no support from the school. Parents who elect the homeschooling option must withdraw their student from North Stonington Public Schools and follow the homeschooling policy.
- Students may return to full-time, in-person learning upon administrative approval providing that there is no illness or quarantine in place.
 - The student must return permanently. Students cannot distance learn on some days and come to school in-person on other days.
- To better help with the transitioning of our younger children, students who attend North Stonington Public Schools in grades kindergarten and grade 1 will attend school in split-sessions for the first 2-weeks of school. Half of the class in each grade will attend school for the AM session and the other half will attend the PM session. The dates for the split-sessions are August 31-September 4th and September 8th-September 11th. Beginning Monday, September 14th, all students will begin a full-day schedule.

2. *Hybrid Model- Mix of in-school and remote learning following the regional recommendation from LEARN for consistency*

- All students will attend school two days a week and learn remotely from home the other three days.
- The school and support staff reserve the right to make recommendations for students to attend school all four days if they proved extreme academic difficulty participating in quarter 4 distance learning last school year.
 - This is determined using data from the support team during quarter 4 and a parent has the right to decline participation.
 - Parents cannot request this option.

3. *Full Remote Distance Learning Model*

- All students will learn remotely from home following a distance learning plan full time.

Cancellation of Classes and Remote Learning

As of today, North Stonington Public Schools are following the State of Connecticut's guidelines and recommendations and planning for a full return to school. We recognize that at any time, this recommendation can change and we are prepared to move to a hybrid, or full distance model if necessary. Please see the chart below, from the State of Connecticut that delineates the possibility of class/school cancellations and how decisions will be made moving forward upon such announcements:

| LOW |
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| <ul style="list-style-type: none">• Schools operating up to 100% capacity, students/staff with underlying medical conditions should consider restrictions and blended/remote learning• Buses up to full capacity with bus monitors recommended, facial coverings in place during transit, controlled loading/unloading of riders• Face coverings for students and staff while inside school buildings• Identification/isolation of sick students/staff• Cohorting of students encouraged, particularly in younger grades, restrictions on congregating• Maximize spacing of seating up to six feet when feasible• Increased cleaning and sanitization protocols |
| MODERATE |
| <ul style="list-style-type: none">• Schools operating at reduced capacity, with more reliance on hybrid model, blended/remote learning, prioritize access to school building for students who need the more learning support, including but not limited to those receiving special education, ELs or limited access due to devices or connectivity issues• Buses at reduced capacity with bus monitors strongly recommended, facial coverings in place during transit, controlled loading/unloading of riders, spaced seating between unrelated riders• Face coverings for students and staff while inside school buildings• Maximize spacing of seating up to six feet or more when feasible with reduced class sizes• Identification/isolation of sick students/staff• Cohorting of students, restrictions on congregating, staggered start/stop times and hallway transit• Indoor extracurricular activities should be suspended, sports and other outdoor activities should consider restrictions on activities• Increased cleaning and sanitization protocols |
| HIGH |
| <ul style="list-style-type: none">• Schools closed, 100% remote learning, bus transportation suspended, extracurricular activities, including sports, should be suspended |

General District Guidelines

- Staff will be as flexible as possible with spacing requirements for student workstations. Although CDC/CSDE requirement is "6 feet when feasible" we will leave lots of room for teachers and administrators to organize classroom maps so that all students fit in a classroom and so that classroom can function.
- EVERYONE must wear a face covering at all times on the bus and in school. Students with documented medical concerns may wear face covering as prescribed or a face shield. However, a face shield by itself does not fully protect others in contact with the students or staff members. Again, teachers and administrators need flexibility so that all students can be accommodated in a classroom.
- The MS/HS and elementary school will use one-way traffic flow on each floor. All students and staff MUST follow the traffic flow pattern (even if they are "just going to the next classroom"). A consideration will be given for increased passing time to allow for longer walk to classrooms.
- A video tour will be online to demonstrate what a typical classroom, lavatory, hallway, the cafeteria, and school lobby, etc., will look like.
- A video will be online for families and students which will demonstrate how to properly put on, wear, and remove a mask. Video would also address how to store masks that will be reused and disposal/laundry of masks.
- The number of stalls and urinals will be limited for spacing purposes and limit the number of students in a lavatory at the same time. The use of administrators, teachers, paras, per diem and substitute teacher monitors will be deployed wherever possible to limit and control the number of students in the lavatories. It could also mix students from different cohorts.
- Lavatories will be cleaned and sanitized at mid-day. A thorough cleaning and sanitizing will take place at the end of the day.
- Surface and high touch areas of the classrooms will be thoroughly cleaned and sanitized at the end of each day. A deep cleaning will take place once per week depending on the schedule.
- All offices, conference rooms and classrooms will have liquid sanitizing dispensers. Each classroom will have either approved for student use sanitizing hand wipes or approved spray cleaner with paper towels. Latex gloves will be available in every classroom.
- Signage and direction arrows hallways for student and staff traffic will be in all schools. Spacing markers will be deployed where appropriate. When staff returns, a final assessment of the traffic patterns will be made by the principal and the staff as there may be changes based on teacher feedback when they return full time to their classrooms on August 24. Modifications will be made accordingly.
- Student dividers will be available for desktops and tables when students will be socially distanced by less than 6 feet.
- Ventilation- The district employs a state of the art climate control HVAC system in all schools. The high school system is 1 ½ years old and the elementary system is brand new. The general frequency of changing the filters recommended by the manufacturer is quarterly, utilizing a MERV-8 filter. Beginning at the time of the reopening, based on the recommendation of our vendor, we will now install a MERV-13 filter and the frequency of changing them will be every month.
- We will not have any after school activities. We will have high school sports, unless quarantined at any time during the reopening. There may not be enough middle schools having sports for the district to compete. While they are sanctioned by the CIAC, they are not required. Having middle school sports will still need to be determined.
- Visitors may not be permitted, including parents. For release of students to parents during the school day, the district will employ email and DocuSign® for parental release of a student. For vendors and all other essential staff, signage will read: "ALL VISITORS TO THE SCHOOLS MUST WEAR FACE COVERING". Vendors will be instructed to enter the building in the most restrictive areas and manner. Whenever possible, they will enter outside the school day.

Transportation

- Face coverings must be worn on buses. Extra face masks will be available on buses. Repeat offenders of the face covering policy will be reported to the administration.
- Parents should have their children wash hands or use sanitizer prior to boarding the bus.
- Pre-K through grade 6 will sit in assigned sections. Students in middle/high school will not have assigned seats.
- Windows and a vent hatch will be opened during runs, weather permitting.
- At the end of the runs the doors will remain open to vent the buses.
- All high touch areas will be sanitized between runs

Pick Up/Drop Off

- Students will only be allowed to ride their assigned bus to and from school. If before school or after school care has been arranged and a different bus is needed than the bus assigned based on address of record, this can be requested by the parent/caregiver and the student will be assigned to that bus. Students are not permitted to ride a different bus on a one-off basis.
- Buses will drop off students as soon as they arrive at the school. School staff will be present to direct students to their assigned entrance (elementary school).
- Buses will unload at the school from the front to the back.
- Students will load buses in the afternoon by bus number. For example, a bus number will be called and all MS/HS students riding that bus will exit their classrooms and head directly to their buses for loading. At the elementary school it is anticipated that students will be grouped by bus number and will load as buses arrive for the trip home.
- **Students must wear a face mask on the bus at all times.** Bus drivers will have extra masks BUT it is parent/caregiver responsibility to ensure their students wash their hands prior to getting on the bus and have a mask to wear on the bus. Parents are encouraged to send extra masks with their children for the school day.
- If M&J is unable to run a particular bus (driver out sick and no replacement), certain bus routes have been identified that can be split and longer runs done to enable all students to get to school.

Buses, Vans and Student Transportation Vehicles

- Elementary school students will be grouped on their bus by grade with Pre-K/Kindergarten students at the front of the bus, moving to 6th grade students at the back of the bus. Signage will indicate zones for grades in each bus.
- Bus drivers may elect to assign seats; this is an individual driver decision. Students must remain in their seats during the bus ride to/from school.
- High touch areas will be cleaned after each bus run (for example, after MS/HS morning run or after ES after school run). Bus windows will be open (weather permitting) and the hatch adjusted to ventilate the bus during all runs. Buses in the yard will have all doors and windows open to ventilate buses between morning and afternoon runs.
- Students will load buses in the afternoon by bus number. For example, a bus number will be called and all MS/HS students riding that bus will exit their classrooms and head to their buses for loading. At the elementary school it is anticipated that students will be grouped by bus number and will load as buses arrive for the trip home.
- No sanitizer will be provided by M&J for students. They will provide masks and sanitizer for their drivers. Parents may elect to send sanitizer with their students, but this must be done appropriately and students must use sanitizer responsibly at all times.
- Cleaning supplies will be provided by North Stonington Public Schools (anticipate this will be paper towel and cleaning spray).
- If bus monitors are deemed necessary, these must be provided by the school.
- Where possible, the first row of the bus will be kept empty to increase distance between students and driver.
- If a student IEP precludes wearing a face mask, M&J must be notified.

Guiding Principles for Wheeler High School/Middle School

Cohorts

- MS: Cohort by math groups, world language, PE/music
- HS: will be grouped by classes; 4 classes each day

Visitors

- Restrict non-essential visitors
- Parents will enter the first doorway and proceed to the window

Arrival/Dismissal/Bus

- One bus at a time will unload starting at 7:30
- Teachers will be in classrooms at 7:30
- All students will go directly to first class (no students in commons)
- Morning bus duty teacher will direct students to class immediately
- Parents will drop off students starting at 7:30
- Stagger dismissal times at end of day by bus group
- Parent pick up: will enter and remain in corridor
- No parents in building at all: electronic sign-out system
- Seniors release will allow students to arrive late and leave early for each period they have a study hall

Classrooms

- All desks facing same direction
- Maximize space between desks
- Student dividers if possible
- All students wear masks
- Teacher wears mask unless 6 feet away
 - Floors will be taped: 6 ft from front board to first row of desks
- Students that enter room wipes area/desk/computer
- Hand-sanitizer available as students enter and exit each room
- Gloves for elective classes where applicable
- Supplies organized and labeled per class/student
- Individual projects (no in person group work)
- Identify gaps and develop action plans for reopening

Halls/lockers

- One way traffic in halls
- One way stairs, mark 6 feet apart on floor
- No hallway lockers or PE lockers

Lunch

- All bag lunches
- 5 lunch waves (30-65 students per wave)
- Separate each lunch: commons, MC, outside
- Mark tables where to sit
- Stagger dismissal of lunch
- All tables and serving areas will be cleaned/wiped between each lunch
- PPE equipment needed for food service workers

AHR

- AHR is part of the third class of the day
- Use time to review protocols/changes
- Use time to check Google, complete virtual group work
- Students at home full-time can use time to meet with teachers

Bathroom

- Students may not congregate in the bathroom to socialize
- Teachers may only send one student to the bathroom at a time
- Students will wear masks while in the bathroom, as well as when travelling to and from the bathroom
- Assign staff members to monitor each bathroom throughout the day
- Students use hand sanitizer upon entry and exit of the bathroom
- Custodian does frequent checks and sanitation of each bathroom (clean bathroom at least 2 times per day).
- Minimizing bathroom capacity by half
- No hand dryers; use disposable paper towels

Band/chorus

- Band and chorus was separated into two groups/classes to decrease number
- 12 feet if possible all facing same way
- Play in small groups
- Use stage/gym for chorus
- No instrument sharing

PE/Fitness

- Teacher led- individual activities as much as possible
- Outside as much as possible
- Socially distant fitness room with half-capacity
- Fitness equipment wipe down after each use by students/staff
- Changing
 - Small groups of 10 at a time or NO changing for PE classes
- Gloves for sports that use shared equipment

Study hall

- Each period divided to 2-3 groups
- Media specialist in media center with one group, two other teachers in classrooms
- Classroom study halls will become SSC

Clubs

- No club time during day or after school

Computer labs and carts

- No sharing carts; give 3-4 per classroom
- No signing out labs
- MC lab will be used by study hall students

Remote Learning for students that choose to stay home full-time

- Teachers will use Google Meet/cameras for those students at home
- Teachers will post weekly agenda in Google Classroom
- Teachers will post all assignments in Google
- Teachers will be available for virtual students during AHR time
- Teachers can create virtual group work opportunities to connect students with each other using Google Meet which will allow students who are home opportunities to connect with students at school
- School counseling team will serve as liaisons between virtual students and teachers

Guiding Principles for North Stonington Elementary School

Cohorts

- Each grade level class will form a cohort with the same group of students daily. Teachers will move to that classroom rather than students moving
- *Families to be notified of cohorts with class placement letters*
- Grade levels will develop plans to re-engage students to school

Visitors

- Restrict non-essential visitors
- Parents will enter the first doorway and proceed to the window

Arrival/Dismissal

- Any student suggesting that they are not feeling well upon arrival will be sent directly to the nurse
- Staggered arrival time to enhance safety protocols on buses; students will disembark as soon as the bus arrives
 - Bus: Provide masks for students without masks
 - AM – Students embark bus from back to front and disembark from front to back
 - PM – Students will wait in line to embark the bus and sit in order of first to disembark in front to last sitting in back of bus
- Students will be assigned different entrances and walk single file to classrooms and hang up their items in groups of 2 or 3
 - Pre-K – 1st grade will walk through basketball court to back entrance
 - Grade 2 – 4 will enter side front entrance door and use that staircase
 - Grades 5 – 6 will enter front entrance doors and proceed to staircase at end of the hall
- **Parent Drop Off** – Student drop off begins at 8:25 and students will be assisted out of car by staff member
- **Parent Pick Up** – Parents will wait in their car and students will be brought to them

Classrooms

- All students facing forward in all classrooms with dividers if possible
- Maximize social distancing between seating of students, 6 feet apart if possible
- If the teacher is properly socially distant for instruction, at least 6 feet, no mask needed
- Provide time at the beginning and during the year to review new policies:
 - Social distancing
 - Hand washing and use of sanitizer
 - Use of face covering to cover nose and mouth
 - Respiratory and cough etiquette
 - Enhanced cleaning of surfaces
- Develop protocols to minimize the need of sharing materials, equipment including but not limited to books, computers, writing utensils, keyboards, headphones and art supplies. Each child will have their own supply of needed equipment for classroom and art.
- Use of Google Classroom during regular school day to allow for students to be prepared for distance learning if needed
- Identify gaps and develop action plans for reopening
- Social/Emotional support through teacher training, school psychologist and social worker
- Possible use of gym and library to maximize social distancing for instruction
- Students will participate in distance learning through Google Classroom and participate in small group instruction as needed in rotations through Google Meet
- No rugs or cloth like furniture in classrooms.

Halls

- One-way traffic in halls
- One way stairs, mark 6 feet apart on floor
- Install floor markings to determine physical distance limiting face to face encounters, possible one way stairways and hallways

Lunch

- All bag lunches
- Lunch times will be staggered or lunch will be delivered to the classroom with students distancing. (Final class size number will determine the final schedule for lunch in all waves.)
 - K - 1st - Lunch 10:45 – 11:10. T- Th. in cafeteria on alternate weeks. They will eat in classrooms on opposite days.
 - 2nd Grade Lunch 10:45-11:10 - M-W-F in cafeteria on alternate weeks. They will eat in classrooms on opposite days.
 - 3rd Grade lunch – 11:20 – 11:45 T- Th. in cafeteria on alternate weeks. They will eat in classrooms on opposite days.
 - 4th Grade lunch – 11:20 – 11:45 - M-W-F in cafeteria on alternate weeks. They will eat in classrooms on opposite days.
 - 5th Grade lunch – 11:55 – 12:20 - T- Th. in cafeteria on alternate weeks. They will eat in classrooms on opposite days.
 - 6th Grade lunch - 11:55 – 12:20 - M-W-F in cafeteria on alternate weeks. They will eat in classrooms on opposite days.
 - Note – If blended learning schedule, all students would eat in the cafeteria.
- All tables and serving areas will be cleaned/wiped between each lunch
- PPE equipment needed for food service workers

Recess

- Recess times will be staggered with ways to minimize sharing of equipment. Students of one cohort at a time with hand washing before and after recess.
- Clean equipment between recess times
- Recess may need increased supervision to monitor social distancing

Unified Arts

- Music - Guidelines from national and state music associations still being developed
 - Chorus could occur weekly alternating with small groups of 10-12
 - Time to sanitize classroom instruments and cleaning of surfaces between classes
- Computer lab must be sanitized between classes
- Students borrow books from the library and will not be returned to stacks for 72 hours
- Students will have their own material for art
- PE will be held outside where students have own equipment or clean it between classes
- Band-Students will be 12 feet if possible all facing same way, play in small groups and no sharing of instruments

Bathroom

- Minimizing bathroom capacity by half
- Clean at least 2 times per day
- No hand dryers; use disposable paper towels

Guiding Principles for North Stonington Special Education

Full or Partial Return

As stated in CT plan, students eligible for special education must be treated as general education students first with guidance and policies related to reopening plans applying to all students. If a student is unable to return to school as determined by the district, individualized plans and alternative plans will be created based on student need.

- Teachers will identify gaps and develop action plans for academic and social/emotional support.
- Families will be surveyed for computer availability and Internet service.
- Depending on student specific services, instruction will be push-in with cohort. For individual services, students will transition to resource rooms with cleaning and disinfecting between sessions. Teachers will wear PPE or see through mask or shield.
- All students will face forward in all classrooms with desks or use dividers for classrooms with tables.
- Environmental modifications and possible use of clear masks or shields will be considered for students who are unable to typically wear masks.
- Each child will have their own supply of needed equipment for classroom instruction.
- Disability or social/emotional challenges will be addressed with support through teacher training, school psychologist and social worker.
- Protocols for communication from superintendent will support all students including special education students.
- For students with high level of needs, the special education faculty and staff will communicate and engage parents in developing transition plan to school.

Distance Learning

- Special education or resource teachers or staff will provide individual or small group instruction based on IEP goals and objectives through Google Meets. If necessary, students will be provided technology from the district.
- Special education students are expected to follow guidelines for distance learning determined for all students.
- Students with complex and significant needs will be considered for in-person instruction.

*At the completion of this plan, the State of CT is working on special education supplement to the CSDE Adapt, Advance, Achieve plan.

Distance Learning Form

Intention to Participate in Distance Learning

In the event that you choose to have your child(ren) temporarily participate in distance learning due to COVID-19, please complete this form and return it to your child's school by August 14, 2020.

For clarification purposes, and to avoid confusion between "distance learning" and "homeschooling", we have provided a brief definition of each below.

Distance Learning: In a temporary situation, students will participate in their education remotely, and it will be delivered by NSPS certified teachers utilizing an established curriculum. Students are expected to attend remote classes daily and complete required work and assessments just as if they were attending in-person. They will be graded and must participate in our full academic program. Students can return to the classroom upon administrative approval, but the student must return permanently. Students cannot distance learn on some days and come to school in-person on other days.

Homeschooling: Homeschooling is a completely different option than NSPS Distance Learning. Parents/Guardians accept full responsibility for the education of their children in accordance with the requirements of state law. Parents purchase or build the curriculum and serve as the teacher. Homeschool students are withdrawn from North Stonington Public Schools. A NSPS Withdrawal Form is completed and presented to NSPS annually.

My student will temporarily participate in distance learning next year. I understand that I need to communicate with the school to make arrangements for my child's re-entry into in-person learning prior to returning to school.

Name of Student: _____

Date of Birth: _____

Address: _____

Telephone: _____

School: _____

Parent/Guardian Name: _____

Signature: _____

District Guidelines for Distance Learning

NORTH STONINGTON GUIDELINES FOR DISTANCE LEARNING

| Teachers | Students | Parents |
|--|--|---|
| <ul style="list-style-type: none"> - Submit weekly agenda/plan to Google classroom by Monday morning - Use the Google Classroom Stream for messages (whole group or individual) - Use Google Classroom Classwork to post all assignments <ul style="list-style-type: none"> - One post per day with the date - Use week date ranges as topics - Use gmail to email students when needed - Conduct live video (Google meet or classroom cameras) during all in-school instruction when you are at school for those students that are at home (modified by grade level) - Schedule small group or individual meets for students that need extra support | <ul style="list-style-type: none"> - Students learning from home must attend Google meets following the daily schedule (your presence will determine your attendance) <ul style="list-style-type: none"> - Find an appropriate work space to use your computer - Turn your camera on - Wear appropriate attire - Join the meeting on time - Mute your mic until you need/want to speak - If you are having issues with your audio you can make a comment in the meet using the build-in chat messaging - Do not record video conferencing sessions or take screenshots - Remember the meet is a virtual classroom and all rules that apply at school still apply in a virtual meet - Complete the assigned work within the window established by the teacher - Email teachers questions outside of the class time - Meet with teachers during AHR/office hours when needed - Attend extra help Google Meets when scheduled | <ul style="list-style-type: none"> - Be sure your child completes a self-assessment each morning prior to leaving for school in the hybrid model - Contact teacher if your student is struggling - Contact administration if you have technology issues or other concerns - Contact the attendance secretary if your child will be absent from school or their virtual classes but contact the school nurse if your child will be absent due to COVID - Contact school counseling department for any social-emotional concerns - Be sure students attend Google Meets on the days they are learning virtually in the hybrid model or if your child is participating in distance learning - Be sure students attend Google Meets for extra help when they are scheduled |

District Responsibilities

| Position | Responsibilities |
|-------------------|--|
| Administration | <ul style="list-style-type: none"> ● Monitor Google Classrooms ● Support faculty, students, and families in the distance learning ● Provide weekly communication to families ● Provide weekly communication to teachers ● Provide feedback to teachers based on their Google Classrooms ● Evaluate teachers based on MOA agreement |
| Teachers | <ul style="list-style-type: none"> ● Provide live video for students that are at home ● Add your administrator and support staff to your Google Classroom ● Post weekly agenda/plan in Google Classroom by Monday morning ● Collaborate with support staff when needed ● Collaborate with your TEAM/department (attend TEAM/Common Plan meetings) ● Assess student work and update PowerSchool weekly ● Take attendance each period for students in class and learning at home (based on Google Meet participation) ● Communicate with parents about participation, work completion, or other concerns ● If out for the day, post absence to their classrooms as well as work to be completed in their absence of instruction. These absences will be reported to building administration as usual ● Do not require students to print at home ● Schedule and provide intervention to struggling students during AHR/ virtual time/office hours as needed ● Schedule small group or individual Google Meets for struggling students |
| Special Education | <ul style="list-style-type: none"> ● Create Google Classrooms for your study skill classes ● Modify assignments for your students when needed ● Join each class as a co-teacher for your caseload ● Communicate with the teachers for your students as needed ● Meet with Special Education Director for more specific recommendations regarding students with high needs ● Complete a student log for every student that is home on your caseload ● Use AHR to support students |
| Interventionists | <ul style="list-style-type: none"> ● Create Google Classrooms for your HS intervention classes ● Join each class as a co-teacher for your caseload ● Communicate with teachers for your students as needed ● Provide support for your students during scheduled support periods |

| | |
|---|---|
| | <ul style="list-style-type: none"> ● Use AHR/office hours to support students ● Schedule small group or individual Google Meets for struggling students |
| Media Specialist | <ul style="list-style-type: none"> ● Provide/share Google support and resources to teachers weekly and troubleshoot with teachers when needed ● Provide digital resources to teachers ● Provide small group/individual support for students identified by support team ● Attend support meetings |
| Per Diem Substitutes | <ul style="list-style-type: none"> ● Set up 1:1 organization Google Meets to help struggling students get organized ● Work in designated virtual classrooms with students identified to receive support ● Provide small group/individual support for students identified by support team ● Attend support meetings as needed |
| School Counselors Social Worker School Psychologist | <ul style="list-style-type: none"> ● Provide social/emotional lessons ● Provide SEL training to faculty, students and parents ● Communicate with 504 students ● Communicate with students that you were servicing ● Communicate with seniors and assist with their post-secondary plan ● Provide students and teachers updates with AP/ECE ● Support students that are struggling or who are not engaged ● Facilitate food delivery ● Keep a daily log for students you are supporting/meeting with ● Serve as a liaison between teachers and students that are at home; check-in with students weekly ● Attend support meetings ● Plan course selection and communicate with all students about their schedule |
| School Health and Safety Compliance Liaison | <ul style="list-style-type: none"> ● Train faculty, parents, and students ● Communicate with faculty, parents, and students about health and safety updates ● Create communication protocols for reporting symptoms, cases, and possible exposure |

Distribution of Materials

- Chromebooks, textbooks, instruments and other materials will be distributed during two different sessions (morning and afternoon)
- There will be no entry to the building; materials will be distributed out in front of the school on tables

Wheeler High School/Middle School Full Return Daily Schedule

All students will be in school during the normal hours 7:45-2:25 following a 4 by 4 schedule. Students will have 4 longer periods a day which will allow for teachers to provide instruction to students in school as well as at home learning virtually.

| Times | A | B |
|---|----------|----------|
| 7:45-9:10 (85 min) | 1 | 5 |
| 9:15-10:30 (85 min) | 2 | 6 |
| 10:30-1:00 (150 min) Class: min/Lunch: 30 min Virtual/AHR*: 30 min | 3 | 7 |
| 1:05-2:25 (80 min) | 4 | 8 |

| | 7th Grade | 8th Grade |
|-------------|-----------------------------------|-----------------------------------|
| 10:30-11:00 | MS Lunch 1 | Virtual/AHR |
| 11:00-11:30 | Virtual/AHR | Lunch 2 |
| 11:30-1:00 | Class with announcements to start | Class with announcements to start |

| | LUNCH 1 | LUNCH 2 | LUNCH 3 |
|-------------|-----------------------|-----------------------|-----------------------|
| 10:30-11:00 | Class w/announcements | Class w/announcements | Virtual/AHR |
| 11:00-11:30 | Class | Class | Class w/announcements |
| 11:30-12:00 | HS Lunch 1 | Class | Class |
| 12:00-12:30 | Class | HS Lunch 2 | Class |
| 12:30-1:00 | Virtual/AHR | Virtual/AHR | HS Lunch 3 |

Wheeler High School/Middle School Hybrid Blended Schedule

Students will attend school two days a week and learn virtually three days a week.

| Times | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------------|----------------|--|-----------------|---------------|
| 7:45-9:10 (85 min) | 1 | 5 | Distance learning Individual/small group meets; asynchronous learning | 1 | 5 |
| 9:15-10:30 (85 min) | 2 | 6 | | 2 | 6 |
| 10:30-1:00 (150 min) Class: 90 min/Lunch: 30 min Virtual/AHR*: 30 min | 3 | 7 | | 3 | 7 |
| 1:05-2:25 (80 min) | 4 | 8 | | 4 | 8 |

| | 7th Grade | 8th Grade |
|-------------|-----------------------------------|-----------------------------------|
| 10:30-11:00 | MS Lunch 1 | Virtual/AHR |
| 11:00-11:30 | Virtual/AHR | Lunch 2 |
| 11:30-1:00 | Class with announcements to start | Class with announcements to start |

| | LUNCH 1 | LUNCH 2 | LUNCH 3 |
|-------------|-----------------------|-----------------------|-----------------------|
| 10:30-11:00 | Class w/announcements | Class w/announcements | Virtual/AHR |
| 11:00-11:30 | Class | Class | Class w/announcements |
| 11:30-12:00 | HS Lunch 1 | Class | Class |
| 12:00-12:30 | Class | HS Lunch 2 | Class |
| 12:30-1:00 | Virtual/AHR | Virtual/AHR | HS Lunch 3 |

Wheeler High School/Middle School Full Distance Learning Schedule

All students will be at home learning virtually all five days a week. We will use the following schedule and go live using Google Meet for all classes. The Distance Learning School day will run from 9:30 am through 2:45 pm. Teachers will conduct a live Google Meet for all their classes. Students will be required to attend each Google Meet for each of their class periods to receive instruction as they normally would if they were in school. Fridays will be a mix of asynchronous learning as well as synchronous learning for those students that need extra help if needed.

| Times | Monday | Tuesday | Wednesday | Thursday | Friday Extra help rotating every week | |
|--------------------|---|----------------|------------------|-----------------|---|----------|
| 7:30-9:30 | Teacher planning | | | | | |
| 9:30-10:30 | 1 | 5 | 1 | 5 | 1 | 5 |
| 10:30-11:30 | 2 | 6 | 2 | 6 | 2 | 6 |
| 11:30-12:30 | 3 | 7 | 3 | 7 | 3 | 7 |
| 12:30-1:00 | LUNCH | | | | | |
| 1:00-2:00 | 4 | 8 | 4 | 8 | 4 | 8 |
| 2:00-2:45 | Teacher office hours Extra help/individual meets/small group meets | | | | | |

Wheeler High School/Middle School Weekly Agenda

| | |
|--------------|--------------------|
| Teacher: | Week Day: |
| Course: | Google Class Code: |
| Standard(s): | |

| | Lesson Objective | Tasks/Activities/ Videos (include differentiation) | Assessment |
|---------|-------------------------|---|-------------------|
| Class 1 | | | |
| Class 2 | | | |
| Class 3 | | | |
| Class 4 | | | |

REFLECTION/NOTES for planning:

Resources Needed

- Provide one device per high school student grades 9-12
- Provide one device per each Pre-K to Grade 8 student as needed
- Provide a device for each paraprofessional
- Google Add-on Apps
- Training
 - Safety Protocols
 - Google
 - Curriculum: identify gaps and first unit of study
- Possibility of iPads for math teachers
- WiFi installation costs for families that need
- Per diem(s)
 - Consistency of who is in building
 - Teacher absences may increase
 - Cover large classes/study halls/arrival/dismissal
- Front window entry
- Door stops
- Signs/tape
- Masks/Shields
- Gloves
- Cameras
- Desk/table dividers

References

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow to Learn and Grow Together.” State of Connecticut, State Department of Education, 29 June 2020, portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf.

“Center for Disease, Control, and Prevention” <https://www.cdc.gov/>

“Minnesota Department of Health.” www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf.

“Pediatricians, Educators and Superintendents Urge a Safe Return to School This Fall.” American Academy of Pediatrics, American Academy of Pediatrics. 10 July 2020. <https://services.aap.org/en/news-room/news-releases/aap/2020/pediatricians-educators-and-superintendents-urge-a-safe-return-to-school-this-fall/>, Accessed 10 July 2020.