



Serving the towns of Erving, Leverett, Shutesbury, New Salem and Wendell

Erving School Union #28

Reopening Plan

Erving Elementary School
Leverett Elementary School
Shutesbury Elementary School
Swift River School

August 14, 2020

Table of Contents

(All content headers are hyperlinked)

Letter to the Community
Union #28 Key Values
Introduction
Massachusetts Department of Elementary and Secondary Education State Guidance
Community Feedback and Collaboration and Leadership Contacts
Possible Learning Models Overview
Attendance Procedures
Grading Procedures
Safety Measures and Considerations for Students, Staff and Building Use
Health Requirements and Protocol
Erving Elementary Approved Plan
Leverett Elementary Approved Plan
Shutesbury Elementary Approved Plan
Swift River School Approved Plan
Student Supports and Professional Learning and Academic Calendars
Special Education
Out-of-School Time Plan
Example Student Schedules
Weekly Scheduling Guide <i>Remote</i>
Sample Daily Schedule <i>Remote</i>
Weekly Scheduling Guide <i>Hybrid</i>
Sample Daily Schedule <i>Hybrid</i>

From the Union #28 Leadership Team

These past few months have been uncertain and unprecedented in our Commonwealth and across our country. The disruptions to education in response to the COVID-19 pandemic is unprecedented and stressful. None of us realized, back in March when we quickly closed our schools and moved to remote learning for our students, the absolute magnitude of the situation-- its impact on how education will be delivered and what education may look like in the future. As we move forward towards whatever school will look like for us, we must remain focused on creating school climates that promote the health and wellbeing of all members through quality accessible learning experiences, appropriate safety measures, and a commitment to education about racism. We must work collaboratively as we reopen our schools in Union #28.

This plan represents our collaborative work as a district community across our schools and towns. The three models - *in-person, remote, and hybrid* - are required by the state and the Department of Elementary and Secondary Education (DESE) and are outlined with an emphasis on how we can safely educate our students. This is a district-level plan and a guide for the work that needs to be completed at each school. Each school within Erving School Union #28 has adopted a plan for the 2020-2021 school year via approval by their local committees and the return to school plans are listed by schools. As a Leadership Team, we are fully supportive of each other in our work in each school. We all fully expect that changes will be made to our plans as more input is given and more information is received from the state and DESE as well as information about how the virus is trending. None of this is possible without the support of our communities. Beyond providing feedback on this plan, a number of opportunities for community involvement were planned and we will continue to offer varied opportunities for communication and collaboration with our stakeholders.

The most recent guidance from the Massachusetts Department of Education and updated information from the Center for Disease Control and Prevention (CDC) has been incorporated into our plan. As much remains unknown about COVID-19, we anticipate that there will be state and medical updates that may require us to make changes.

"Alone we can do so little, together we can do so much." (Helen Keller)

Union #28 Key Values

Our planning for the 2020-21 school year centers on key values that are guiding all of our work and decision-making. They are:

- **Physical and mental health** of our students, teachers, staff, and families;
- **Greater equity** among students with respect to the education they receive and the learning environment in which they receive it—whether virtual or in-person;
- **Academic achievement** for students through **high-quality instruction, tailored enrichment, and culturally responsive educational practices** that allow students to see themselves reflected in the materials and lessons of their education;
- **Social-emotional and trauma-informed support** for all students;
- **Community and continuity** all year among students, and between students and teachers/staff;
- **Priority support for students and families who have trouble accessing and engaging in remote learning;**
- **Deeper empowerment** of our families as essential partners in their children's education;
- Frequent, consistent, and transparent **communication** with families, schools, and partners;
- **Clear guidance** for schools in balance with the necessary **flexibility** to meet the needs of their particular school community; and
- Commitment to **continuous improvement**; flexibility in response to evolving public health, budgetary, and environmental conditions; and sustained fulfillment of the needs of students, families, and staff.

INTRODUCTION

We have created this plan to aid in the navigation and the reestablishment of our schools where employees, students, family, and community members feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Massachusetts Department of Elementary and Secondary Education and the Centers for Disease Control and Prevention (CDC). Regular updates will be made to this plan based on information provided by DESE and the CDC and applicable federal, state and local agencies.

STATE GUIDANCE ON REOPENING SCHOOLS

On Thursday, June 25, 2020, Governor Baker shared State guidelines for re-opening our schools in the fall. This guidance can be found [here](#). With input from many sources, including the American Academy of Pediatrics, Commissioner of Education Jeffery Riley shared the state's goal for the "safe return of as many students as possible to in-person school settings to maximize learning and address our students' holistic needs."

Additional guidance has been shared with districts to further inform our work.

[Fall Remote Learning Guidance - Final](#)

[Guidance on Required Safety Supplies for Reopening of Schools](#)

[Guidance for Courses Requiring Additional Safety Considerations for Fall 2020](#)

[DESE Fall Reopening FAQ 7.10.20](#)

[DESE Memo-Guidance on Fall 2020 Special Education Services 7.9.20](#)

[2020 Fact Sheet Providing Services to English Learners during COVID 19](#)

[English Learners Remote Learning Guidance](#)

[Guidance for Districts and Schools on Interpreting DPH COVID-19 Metrics](#)

[Overview of Metrics from DPH/ COVID-19 Command](#)

COMMUNITY FEEDBACK AND COLLABORATION

As members of Union #28, we understand that healthy school communities thrive when there is clear and frequent communication with a strong feedback loop. As we began to craft our reopening plans, we ensured various feedback options to engage all stakeholders. These feedback options included:

- Inviting nurses to meet multiple times with Union#28 Leadership Team on health and safety measures and to be vital part of the reopening process
- Connecting with Local Boards of Health in each town to ensure communications and proper health planning
- Meeting with local Teacher's Union leaders within each school to collaborate on reopening plans and ideas
- Multiple staff surveys to understand thoughts on learning and curriculum options and comfort levels
- Multiple family surveys to understand needs, wants and concerns from families
- Virtual Town Hall style meetings with communities regarding thoughts and concerns on the initial draft plan (Families were able to ask questions to Union #28 leaders and receive answers)
- Staff virtual meetings on initial plans, so that staff may provide positive feedback or identify red flags regarding opening plans.
- Meeting and training custodians in proper sanitizing measures and procedures
- Continual written communication to the community that is made available on up-to-date websites
- School Committee communication and meetings regarding draft plans, community feedback, DESE policies and voting on return-to-school options.
- Open door (email or phone!) policies where any stakeholder may reach out to school (principal) with questions or concerns.
 - candito@erving.com (Lisa Candito, Erving Elementary)
 - foleyruiz@erving.com (Annie Foley Ruiz, Leverett Elementary)
 - mendonsaj@shutesburyschool.org (Jackie Mendonsa, Shutesbury Elementary)
 - sullivan@swiftroverschool.org, (Kelley Sullivan, Swift River School)
 - culkeen@erving.com (Jennifer Culkeen, Superintendent)
 - marsh@erving.com (Prudence Marsh, Director of Student Support Services)
 - turner@erving.com (Bruce Turner, Director of Finance and Operations)

THREE POSSIBLE LEARNING MODELS - OVERVIEW

The Department of Elementary and Secondary Education is requiring each school district to plan for three possibilities on the continuum for reopening:

1) in-person learning with new safety requirements; 2) a hybrid of in-person and remote learning; and 3) remote learning. Focused plans to serve special student populations across each model are essential.

1. In-person Learning with New Safety Requirements: A majority of this document focuses on the steps we are taking to ensure a safe return for our students and staff this fall. Information on health and safety procedures related to COVID-19, changes to our day-to-day school operations including physical distancing, student groupings/classroom design, and the wearing of face coverings, supports for social-emotional growth and wellbeing, considerations

for special populations, and important information regarding curriculum/instruction and technology is outlined below.

Please see sections in this plan for health and safety procedures, protocols for cleaning and disinfecting, and safety measures and considerations for further information regarding our in person model with restrictions.

2. Hybrid Learning: The implementation of a hybrid model, where students alternate between in-person learning and remote learning, provides additional programming options for our community members.

In-person learning will be modeled on the *In Person Learning with Safety Requirements* guidance and procedures from DESE and described in this plan. We will continue to follow Massachusetts Curriculum Frameworks and our local curriculum guides.

3. Remote learning: Given the unpredictability of the coronavirus as well as student and family needs, remote learning options will continue throughout the COVID-19 crisis. We have discussed and reviewed the strengths and the challenges that were experienced during the initial phase of remote learning this spring and have gathered important information through surveys from families and staff to guide improvements. Remote learning options will be available for individual students who cannot yet return in-person, for students and families who choose this option, and also for all students in the event of future classroom or school closures due to COVID-19. Erving Union 28 faculty and students will maintain online access and complete work within the traditional schools hours.

- **Platform for use:** Teachers and service providers are required to use the Google Suite of Applications (including and especially Google Classroom) for their daily learning engagements. All educators should post each day to their Google Classroom - greetings, dates and times of Meets, posting and acceptance of assignments, differentiation of assignments, and feedback. Administrators shall be made co-teachers in each Classroom. Families/students must check their Google Classrooms each day. Students receiving related services may have additional resources or Google Classroom supports.
- Remote Learning will include whole groups, small groups, prerecorded video presentation/podcasts, office hours, other/self-directed student work.

RETURN-TO-SCHOOL OPTION: IN-PERSON LEARNING MODEL

Each elementary school in the district has the space and staff to serve all of our students in person with social distancing that meets the DESE state guideline minimum of 3ft. aspiring to 6ft of physical/social distancing. As a Union, ALL students Pre-K-6 will be required to wear masks. Students will stay together as one cohort group with the same teacher(s). Students will not move about the building to specials and breakfast/lunch/snack. Specials will occur outdoors or in each classroom. Breakfast/lunch/snack will occur outside as much as possible and not in the cafeteria. Individual and assigned seating will be provided for each student. Based on

medical and scientific information, outdoor education and breaks are recommended whenever and as much as possible. Mask breaks (both indoors and outdoors) will occur throughout the school day. Students will have individual bins for school supplies and personal belongings. There will be procedures for material use in school and traveling to and from schools. All Union #28 schools are purchasing tents for outdoor learning use for students. More and specific information will be forthcoming pending guidance from the state, the Department of Elementary and Secondary Education and from the district and individual schools.

PROPOSED RETURN-TO-SCHOOL OPTION: HYBRID MODELS

All in-person time listed will follow the in-person model guidelines outlined above

Phased In Approach: Option 1	(*Dates are tentative depending on the trend of the virus*)
Teachers and staff have a 1.5 week training period to plan and prepare for a solid roll out of the phased in plan	August 26- September 4
Phase 1 All students remote 8:30- 12:00 from September 8 - 22 8:30-3:00 from September 22- October 2	September 8- October 2
Phase 2 Pre-K*, all Kindergarten & Grade 1 and some students who receive Special Education services (in other grades)* attend from 8:30-11:30 in school and virtually from 1:00-3:00 Grades 2-6 remain remote/virtual 8:30-3:00	October 5- October 16
Phase 3 Grades Pre-K- 3 attend 8:30-11:30 in school and 1:00-3:00 virtually Grades 4-6 remain remote/ virtual 8:30-3:00	October 19- October 30
Phase 4 Grades Pre-K-6 attend 8:30- 11:30 in school and 1:00-3:00 virtually	November 2-December 23
Phase 5	January 4, 2021- End of year

Grades Pre-K-6 attend 8:30-3:00 in school	
---	--

Alternating Cohorts: Option 2	(*Dates are tentative depending on the trend of the virus*)
Teachers and staff have a 1.5 week training period to plan and prepare for a solid roll out of the phased in plan	August 26- September 4
Phase 1 All students remote 8:30- 12:00 from September 8 - 22 8:30-3:00 from September 22- October 2	September 8- October 2
Phase 2 Cohort 1 (Last Names A-Mc) Monday/Tuesday 8:30-11:30 in school/ 1:00-3:00 remote <i>Wed/Thurs/Friday remote learning 8:30-3:00</i> <hr/> Cohort 2 (Last Names Me -Z) Thursday/Friday 8:30-11:30 in school/ 1:00-3:00 remote <i>Mon/Tue/Wed remote learning 8:30-3:00</i> <hr/> Wednesday- Full remote learning for all students (8:30-1:00) and teacher planning (1:00-3:30).	October 5-December 23
Phase 3 Cohort 1 (Last Names A-Mc) Monday/Tuesday 8:30-3:00 in school <i>Wed/Thurs/Friday remote learning 8:30-3:00</i> <hr/> Cohort 2 (Last Names Me -Z) Thursday/Friday 8:30-3:00 in school Mon/Tue/Wed remote learning 8:30-3:00 <hr/> Wednesday- Full remote learning for all students (8:30-1:00) and teacher planning (1:00-3:30).	January 4, 2021- End of year

A remote option may be necessary for all students in the event of a surge in cases of COVID-19.

- On days not scheduled to be in building, students learn virtually through an organized platform
- Building is deep cleaned Wednesdays and thoroughly cleaned other days
- Lunch is in classrooms and/or outside
- Teachers would utilize outdoor space as much as possible
- Specials would be in classrooms or outside
- Arrival/dismissal occurs outside and students enter/exit through classroom exterior doors
- No visitors allowed in buildings

RETURN-TO-SCHOOL OPTION: REMOTE LEARNING

A remote learning option is designed specifically to respond to the needs of those students and families who are health compromised or who are more comfortable with a remote learning plan. Families will be able to indicate their choice for remote learning in our next survey (Date TBD). We have reviewed the strengths and challenges of our initial remote learning instruction and will look to make improvements to instructional delivery in a remote setting. Additional details describing our district's and schools' remote learning plan will be shared later.

The Department of Elementary and Secondary Education is exploring options for remote learning platforms for districts in the Commonwealth. Each school is also exploring remote learning platforms and planning schoolwide formats for remote learning. Students will receive enhanced instruction through scheduled check-ins and individualized support by school staff. Through a variety of learning platforms, students will participate in whole class, small group and individual instruction.

A remote option may be necessary for all students in the event of a surge in cases of COVID-19.

ATTENDANCE

Student attendance will be taken on remote learning days. Please see the section on remote learning for additional information. Synchronous instruction will take place when students are participating in a remote learning environment.

- Attendance will be taken in PowerSchool by morning meeting daily participation. Participation can also be completed through Google Classroom or SeeSaw, e-mail check-in or phone call.

- Attendance is recorded in PowerSchool. Any student that is not accounted for receives an email or a phone call by a designated school staff member.
- Individual contact is made to students that are not attending/connecting virtually.
- The designated school attendance clerk will report to the principal every other day to identify students that are not in communication with the school. This can be identified by the PowerSchool attendance report. *Each building's attendance clerk marks students absent or 'present all day' by 9am for the previous day's attendance.*
- The attendance policies of each Union #28 schools will continue to be followed.
- Truancy will be documented.

GRADING

All work completed online will be graded. All grading policies of our Union #28 schools are in full effect. (Please reference the school handbook for report card guidance.)

SAFETY MEASURES AND CONSIDERATIONS FOR STUDENTS, STAFF AND BUILDING USE

SOCIAL DISTANCING - PHYSICAL DISTANCING

Physical distancing is an important practice that helps mitigate transmission of the virus. While the U.S. federal CDC has recommended maintaining a physical distance of six feet between individuals, the World Health Organization's guidance states approximately three feet. There is no precise threshold for safety; indeed, studies suggest that physical distancing of three feet or more leads to reduced transmission, with additional distance providing additional protection. It is important to note that six feet distancing is emphasized in public health advisories especially when no mask/face covering is worn.

The health, safety, and well-being of our students and staff is our top priority. As a Leadership Team, we recognize that an in-person learning model may not be feasible for some students, families, and/or teachers or for our communities at large if future restrictions are indicated because of the COVID-19 pandemic. Based on our initial feasibility study, we confirmed our capacity to meet or exceed the States' physical distancing recommendations and set up classrooms aspiring to 6 feet of distancing.

MASKS AND FACE COVERINGS

Masks and face coverings are among the **most critical** components of risk reduction for transmitting COVID-19. Masks/face coverings protect the general public against COVID-19 infection, with a recent retrospective study estimating near 80% effectiveness in reducing COVID-19 transmission, especially when worn prior to symptom onset. A [growing](#) body of evidence suggests masks protect those who wear them and may drastically reduce severity of infection. Union #28 **will require mask/face coverings that cover the nose and mouth for all grades**. Students with medical, behavioral, or other challenges who are unable to wear masks/face coverings may have the option of wearing a face shield if possible. **Adults, including all educators and staff, are required to wear masks/face coverings that adequately cover their nose and mouth**. The only exceptions to mask/face covering requirements will be for those individuals who cannot wear a mask/face covering due to medical conditions, disability impact, or other health/safety factors. Mask breaks will be scheduled throughout the day. During mask breaks students will be six feet apart. Mask breaks will ideally occur during physical movement breaks outside (weather permitting), under the supervision of an adult. If it is not possible for students to be outside during a mask break, students will be in a room with windows and/or doors open for ventilation. **Families are expected to provide masks/face coverings for students**. Extra disposable masks will be available in the event a student forgets their mask. **Families should wash reusable masks daily**. If a family needs assistance with affording masks, they should contact their building principal. **Masks/face coverings must be worn by everyone on a school bus at all times**. **Face coverings will be required to be worn by all students and staff PK-6 unless they have a documented medical or disability exemption**.

ARRIVAL AND DISMISSAL PROCEDURES

- Entrance and exit procedures (using different doors and routes) will be fully developed and sent to families before the start of school.
- Schools should make every effort to minimize the congregation of students during drop off and dismissal from school, and develop ways in which students can enter the building directly to their cohort groups. Use of exterior doors into classrooms or building wings will be maximized to reduce the number of students/staff in common areas.
- Initial Guidance:
 - Parents/guardians are required to wear a mask at drop off and pick up and remain outside of the building.
 - Staff will monitor to ensure students are wearing masks and maintaining 3 to 6 foot distance when entering/exiting the building.
 - As much as possible, students will wait outside at dismissal for parent pickup with adjustments based on weather conditions.
 - At the elementary level, students will wait in classrooms until parents or buses have arrived for pickup. Staggered exits are necessary and we ask parents to

- anticipate a slower dismissal process.
- Whether coming to or going from school and in our hallways, staff and students will maintain a minimum of three (3) feet social distancing while wearing masks.
- Movement directions for halls and stairways will be clearly posted and practiced and reviewed.
- Students will be required to wash their hands and wear a mask upon entry into the building.

SCHOOL SUPPLIES/MOVEMENT WITHIN THE BUILDING

- Students' belongings will be stored according to recommended safety protocols.
- In school, sharing of items will be discouraged, particularly those that cannot be cleaned and/or disinfected properly.
- In cases where materials need to be shared, disinfection after each use will follow health and safety guidelines.
- COVID-19 procedure signs will be posted on building entry doors, high traffic areas, and bathrooms to remind students, staff, and visitors to practice physical distancing, wear masks, wash hands, and stay home when feeling sick.
- Students will practice traffic patterns and transitions upon entry to school. Every effort will be made for students and staff to remain in their primary teaching area and systems for transitioning to recess and outdoor learning will be further developed at each school.
- Direction signs and markers will be placed in the building to identify traffic patterns.
- School breakfast and lunch should be provided in cohort spaces (classroom).
- The school will ensure adequate supplies (e.g., art supplies, pencils) to minimize sharing of high touch materials and/or limit the use of supplies/equipment to one group of children at a time and properly clean and disinfect between use.
- School communications and forms will primarily be shared through emails, digital platforms, and/or phone calls/robocalls.
- School supplies and surfaces will be disinfected daily (or multiple times daily).
- Hand washing schedules will be created and enforced for all students.

VISITORS

In order to limit exposure to staff and students, visitors will not be permitted in the buildings until further notice.

- All arrivals and dismissals by guardians will occur outside of the school. Schools will organize and communicate new arrival and dismissal procedures.
- Any meetings involving outside participants will take place virtually.

BUS PROCEDURES

Please refer to the guidance on transportation published by DESE [HERE](#)

BUILDING AND OPERATIONS SAFETY

Please refer to the guidance on **Fall Reopening Facilities and Operations Guidance** published by DESE [HERE](#)

UNION # 28 COVID-19 CUSTODIAL DEPARTMENT SCHOOL YEAR CLEANING/DISINFECTING ACTION PLAN

Many of the below stated building cleaning measures are what is regularly performed on a daily basis throughout the year to combat the spread of colds and flu. However, in response to the pandemic, we are coordinating resources and supplies for additional preventive cleaning/disinfecting.

Disease Prevention Facilities Custodial Cleaning Plan

Purpose: To set forth the district plan for cleaning buildings to prevent the spread of disease.

Objective: Prevent the spread of disease to students, staff, volunteers and community members through frequent, effective and safe cleaning and disinfecting procedures in district buildings.

Scope: Applies to all buildings, offices and programs

Routine cleaning will be performed on a daily basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all classrooms, desks and chairs, offices, restrooms, floors, emptying trash and other building based tasks. Kitchen and cafeteria area cleaning and disinfecting will be performed by Food Service Department staff.

A deep cleaning utilizing all available disinfecting tools (spray bottles of disinfectant, electrostatic micro mist devices) will occur on the chosen off day during the week. Deep cleaning defined as all classroom, cafeteria, and office surfaces cleaned and sanitized.

Routine high touch point cleaning:

High touch point surfaces will be disinfected a minimum of 3 times per day by day shift staff. Night shift custodial staff will perform a more substantial disinfection of all surfaces as stated above. High touch point surfaces could include the following areas: desks/chairs; door knobs and handles (interior/exterior); sink faucets; flush handles; phones; keyboards; doorpush plates/panic bars; light switches; refrigerator door handles; stair railings; dispensers;

copier/printer/fax controls; shared items; countertops; plexiglass dividers; face shields; outdoor play areas/items; mask break areas.

- Restrooms are to be disinfected every two hours during days of school occupancy
- Trash receptacles emptied twice daily with new liner inserted (post lunch period)
- Isolation room(s) serviced on an on-call basis

Staff Requirements: Remove all non-essential items and non-school related items. Basic daily housekeeping (keeping tidy workspace) is essential to assist the cleaning and sanitizing process

All custodial staff will follow proper PPE (masks, gloves) and chemical/cleaning protocol.

Chemicals: ERVING UNION #28 may use at any of the school buildings cleaning and disinfecting chemicals are as follows:

- **Enviro Solutions 72 Hydrogen Peroxide Multi-Purpose Cleaner:** a high grade hydrogen peroxide cleaner that is a high grade and readily biodegradable surfactant for use on all surfaces
- **Enviro Solutions 64 Disinfectant:** is a neutral, no-rinse sanitizing disinfectant is suitable for use in schools, hospitals, medical and dental offices, nursing homes, fitness facilities, and public restroom It is a broad spectrum antibacterial, virucide and fungicide.
- **Clorox Commercial Solutions Disinfecting Wipes:** are for use against SARS-CoV-2, the virus that causes COVID-19, based on the EPA's Emerging Viral Pathogen Policy.
- **Hillyard Arsenal 1 Re-Juv-Nal:** Re-Juv-Nal is a phosphate free, PH neutral disinfectant/detergent cleaner. This product is an EPA registered disinfectant.
- **Hillyard Arsenal 1 Q.T. Plus:** Q.T.Plus is a hospital grade disinfectant/detergent cleaner, sanitizer, fungicide, mildewstat, virucide and deodorizer. This product is also an EPA registered disinfectant.
- **Victory Electrostatic Spraying System:** 360 degree disinfection and sanitation cordless battery unit. This unit takes **PUR TABS** effervescent sanitizing/disinfecting tablets that are hospital grade. This is both an EPA List N and Earthsafe product..
- **CDC Recommended Hand Sanitizer** will be conveniently located throughout all buildings in entrances, hallways, restrooms, offices and other passageways. **All classrooms** will have spray sanitizer, paper towels, and single-use disinfectant wipes available.

HVAC: HVAC systems will be operated to designed specifications, using CDC and DESE recommended percentages of fresh air make-up and set per those specifications. Should those guidelines change, the systems are easily manipulated via the energy management network. ERVING UNION #28 has always maximized the use of fresh air changes in their school's dependent on ambient weather conditions. All air filters are changed and units cleaned on a regular basis.

The overriding purpose for these processes is to protect the health of students, staff and the public. Implementation of the cleaning procedures must be done with safety and transparency in mind for all stakeholders.

Please keep in mind that the situation is rapidly evolving and the operational plans will continue to be modified as needed.

HEALTH AND SAFETY REQUIREMENTS

This section includes ideas for implementation of health and safety guidelines and requirements for a safe return to in person learning at our Union #28 schools. This includes the state guidance for handling a suspected or confirmed positive case of COVID-19 in our schools. The Leadership Team has worked closely with the nurses from our Union #28 schools to create protocols and procedures for our schools.

HEALTH AND SAFETY PROTOCOL

- Beginning of school and ongoing training for staff, students and guardians that promote behaviors that reduce the spread of the virus.
- Promotion of mitigation practices such as staying home when sick.
- Agreement form for parents/staff to sign off on regarding noticing/documenting COVID symptoms every morning and keeping students home (and notifying school)
- [Union #28 Illness Decision Chart](#) (Click here)
- Send home a Union 28 health and safety packet with FAQ's, agreement document, checklists, contact numbers
- Practicing hand hygiene and respiratory etiquette (including handwashing with soap and water regularly) Nurses provide training for students and teachers
- All students will have scheduled and mandatory handwashing times throughout the day.
- All staff will be required to affirm that they are not experiencing COVID-19 symptoms before entering a building via self-screening tool.
- Required face coverings for students in all grades. and above.
- Staff whose role may require additional personal protective equipment (e.g., face shields, gloves, different masks) based on their job duties will have those items provided to them. Principals will contact the staff and gather information on who needs additional gear. **ALL Union 28 staff members will be provided with a mask and face shield.**
- Proper ventilation and increased air circulation (opening windows and doors when possible). All Union 28 schools will have HVAC checked by professionals. Air filters will

be changed more frequently. Screens for windows and doors researched and installed to provide more access to fresh air.

- Classrooms will limit the student sharing of objects and supplies. Students will have their own bins with materials inside (including books)
- Rearranging seating in classrooms and offices to allow for a minimum of 3 feet to 6 feet of space, whenever possible.
- All arrivals and dismissals by guardians will occur outside of the school. Schools will organize and communicate new arrival and dismissal procedures. Schools will limit large quantities of people traveling in hallways. Exterior doors may be used for entering and exiting in classrooms.
- Food consumption in smaller, controlled settings (classrooms) or on staggered meal schedules to eliminate large groups. Eating outside will be strongly encouraged.
- Outdoor physical education, whenever possible. Specialists will most likely travel to classrooms or use the outdoors.
- An "isolation area" will be designated at all school buildings. Supervision will be made available. Nurses will ensure proper PPE for the isolation room.

NURSE VISITS

To limit congestion and decrease exposure, the following protocols should be in place for ANY school nurse visit:

- First aid for minor issues should be handled in the classroom.
- A flow chart will be provided to teachers regarding what symptoms warrant immediate visit to the Nurse.
- All classrooms will be provided with a first aid kit to handle many minor issues. All children should have a full change of clothes in the classroom, including shoes.
- Staff should call the nurse's office prior to sending children to ensure she is available and it is safe to send students.
- The nurse may choose to bring medications to the classroom door for safe administration.
- A 'temperature check' station in the hallway may be used to quickly check students' temperatures. A cart with gloves and a thermometer is needed.

Union #28 Schools will ensure that students and staff who become sick at school or who arrive at school sick are sent home as soon as possible. Any person who is sick will be kept separate within the isolation room until the sick person can be sent home safely.

COVID-19 RELATED ISOLATION SPACE

In order to minimize transmission of COVID-19, schools must ensure they have an isolated space available for students displaying COVID-19 symptoms. Our initial requirements and related guidance are as follows:

- Schools are required to designate a COVID-19 related isolation space that is separate from the nurse's office or other space where routine medical care is provided. A student who shows COVID-19 symptoms during the school day should be moved to the specific room pre-designated for medical-related isolation until they can be picked up by a family member. More information about steps to safely discharge students will be provided in future guidance.

[CLICK HERE FOR PROTOCOLS FOR RESPONDING TO COVID-19 SCENARIOS IN SCHOOL, ON THE BUS OR IN COMMUNITY SETTINGS](#)

HANDWASHING AND HAND SANITIZING

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be utilized when hand washing is not available. As has always been the case, handwashing should be used whenever hands are visibly soiled and after using the bathroom. Our initial requirements and related guidance are as follows:

- Students and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- Handwashing: When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- Hand sanitizing: If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer should be placed at key locations (e.g., building entrances, cafeteria, classrooms).
- Building Office Spaces and Reception Areas: Office desks should use the same physical distancing guidelines as classrooms: preferably six (6) feet, as well as waiting area seating. Plexiglass barriers will be considered to maximize physical distancing.

REOPENING MODELS WITHIN ERVING SCHOOL UNION #28

Each school within Erving School Union #28 has a model for reopening approved by the school committees of each school within the Union. The plans are as follows:

Erving Elementary School

RETURN-TO-SCHOOL OPTION: HYBRID MODEL

All in-person time listed will follow the in-person model guidelines outlined above

Phased In Approach	(*Dates are tentative depending on the trend of the virus*)
Teachers and staff have a 12 day training period to plan and prepare for a solid roll out of the phased in plan	August 28- September 15
Phase 1 All students remote 8:45- 12:00 from September 16 - October 2 8:45-3:00 from October 5 - October 16	September 16 - October 16
Phase 2 Pre-K*, all Kindergarten and Grade 1 & 2 combo classes and some students who receive Special Education services (in other grades)* attend from 8:45-11:00 in school and virtually from 1:00-3:15 Grades 3-6 remain remote/virtual 8:45-3:15	October 19- October 30
Phase 3 Grades Pre-K- 3 attend 8:30-11:30 in school and 1:00-3:15 virtually Grades 4-6 remain remote/ virtual 8:45-3:15	November 2 - November 13
Phase 4	November 16 -December 23

Grades Pre-K-6 attend 8:30- 11:30 in school and 1:00-3:15 virtually	
Phase 5 Grades Pre-K-6 attend 8:30-3:15 in school	January 4, 2021- End of year

Leverett Elementary School

RETURN-TO-SCHOOL OPTION: HYBRID MODEL

All in-person time listed will follow the in-person model guidelines outlined above

Phased In Approach	(*Dates are tentative depending on the trend of the virus*)
Teachers and staff have a 12 day training period to plan and prepare for a solid roll out of the phased in plan	August 28 - September 15
Phase 1 All students remote 8:30- 12:00 from September 16 - October 9 8:30-3:00 from October 13 - October 30	September 16 - October 30
Phase 2 All Kindergarten & Grade 1 and some students who receive Special Education services (in other grades)* attend from 8:30-11:30 in school and virtually from 1:00-3:00 Grades 2-6 remain remote/virtual 8:30-3:00	November 2 - November 13
Phase 3 Grades K-3 attend 8:30-11:30 in school and 1:00-3:00 virtually Grades 4-6 remain remote/ virtual 8:30-3:00	November 16 -December 4
Phase 4 Grades K-6 attend 8:30- 11:30 in school and 1:00-3:00 virtually	December 7 -December 23
Phase 5	January 4, 2021- End of year

Grades K-6 attend 8:30-3:00 in school	
---------------------------------------	--

Leverett Elementary School School Committee approved the Hybrid Plan Option 1: Phased In Approach (please see above for details.) The first six (6) weeks of school will be remote learning for all students. The first day of school (remote) for students is September 16, 2020. When students are phased in, students will be in "pods" of no more than 10 and with a physical distance of six (6) feet. Masks will be required for all student

Shutesbury Elementary School

RETURN-TO-SCHOOL OPTION: ALTERNATING COHORTS MODEL

Alternating Cohorts	(*Dates are tentative depending on the trend of the virus*)
Teachers and staff have a 12 day period to plan, train and create online learning plans	August 28th - September 15th
Phase 1 All students remote for 8 weeks 8:30- 12:00 from Sept. 16th - Oct. 2nd 8:30-3:00 from Oct.5th- November 11th	September 16th- November 11th
Phase 2 Cohort 1 (Last Names A-Mc) Monday/Tuesday 8:30-11:30 in school/ 1:00-3:00 remote <i>Wed/Thurs/Friday remote learning 8:30-3:00</i> <hr/> Cohort 2 (Last Names Me -Z) Thursday/Friday 8:30-11:30 in school/ 1:00-3:00 remote <i>Mon/Tue/Wed remote learning 8:30-3:00</i> <hr/> Wednesday- Full remote learning for all students (8:30-1:00) and teacher planning (1:00-3:30).	November 11th-January 20, 2021
Phase 3 Cohort 1 (Last Names A-Mc) Monday/Tuesday 8:30-3:00 in school <i>Wed/Thurs/Friday remote learning 8:30-3:00</i> <hr/> Cohort 2 (Last Names Me -Z) Thursday/Friday 8:30-3:00 in school Mon/Tue/Wed remote learning 8:30-3:00	January 20, 2021- End of year

Wednesday- Full remote learning for all students (8:30-1:00) and teacher planning (1:00-3:30).

** The Shutesbury School Committee will be meeting before the week of November 9th to determine if the Alternating Cohorts Option will begin or if remote learning will continue**

Swift River School

RETURN-TO-SCHOOL OPTION: ALTERNATING COHORTS MODEL

Alternating Cohorts	(*Dates are tentative depending on the trend of the virus*)
Teachers and staff have a 12 day training period to plan and prepare for a solid roll out of the phased in plan	August 28 - September 15
Phase 1 All students remote 8:30- 12:00 from September 16 - October 2 8:30-3:00 from October 5 - November 13	September 16 - November 13
Phase 2 Cohort 1 (Last Names A-Mc) Monday/Tuesday 8:30-11:30 in school/ 1:00-3:00 remote <i>Wed/Thurs/Friday remote learning 8:30-3:00</i> <hr/> Cohort 2 (Last Names Me -Z) Thursday/Friday 8:30-11:30 in school/ 1:00-3:00 remote <i>Mon/Tue/Wed remote learning 8:30-3:00</i> <hr/> Wednesday - Full remote learning for all students (8:30-1:00) and teacher planning (1:00-3:30).	November 16 - December 23
Phase 3 Cohort 1 (Last Names A-Mc) Monday/Tuesday 8:30-3:00 in school <i>Wed/Thurs/Friday remote learning 8:30-3:00</i> <hr/> Cohort 2 (Last Names Me -Z)	January 4, 2021- End of year

Thursday/Friday 8:30-3:00 in school Mon/Tue/Wed remote learning 8:30-3:00 <hr/> Wednesday - Full remote learning for all students (8:30-1:00) and teacher planning (1:00-3:30).	
--	--

OUT-OF-SCHOOL TIME PLAN

The Union #28 Schools do not plan to operate their out-of-school time programs during the re-entry phase. When school resumes with all students and there becomes a need, Union #28 will reassess opening out-of-school time programs on a school by school basis. The Coordinated Family and Community Engagement Program (CFCE) is working closely with families to assist, as possible, in making alternative plans.

STUDENT SUPPORTS AND PROFESSIONAL LEARNING

SAFETY, WELLNESS AND TRAINING

Please see the health and safety sections of this plan for further details. Staff training for the first twelve (12) days will include: health and safety protocols; technology platforms and supports for staff, students and families; best practices for remote learning and other professional development needs as dedicated by Union #28 professional learning plans.

ERVING SCHOOL UNION #28 SCHOOL CALENDARS

[ERVING ELEMENTARY SCHOOL](#)

[LEVERETT ELEMENTARY SCHOOL](#)

[SHUTESBURY ELEMENTARY SCHOOL](#)

[SWIFT RIVER SCHOOL](#)

CURRICULUM AND INSTRUCTION

Curriculum and instruction are central to the mission of education. The alignment of curriculum is key to a well functioning educational system and critical in ensuring that all learners in a school receive equitable access to the intended learning of the districts.

Regardless of which model guides our return to school, we will be responsible for aligning academic work in all classes to state standards. This includes:

- Social and emotional curriculum, resources, and lessons to support students' transition back to school.

- Systems to identify learning gaps including: district assessment instruments, classroom and grade-level assessment schedules, and time to analyze the data that is produced by these measures.
- Use of outdoor space to teach and learn - including ensuring outdoor internet access.
- Plan and establish new routines for students.
- Strategies to support collaborative and cooperative learning including , project based learning activities and investigations.
- Differentiated instruction to meet the needs of all learners including and especially the individual needs of students with IEPs.
- Share resources within departments and grade levels that would work both in-person and if need be to go to hybrid.

SPECIAL EDUCATION

The Erving School Union #28 districts will follow the guidance of the Department of Elementary and Secondary Education as indicated in the following documents:

1. Guidance on Fall 2020 Special Education Services, July 9, 2020: From Russell Johnson, Senior Associate Commissioner and State Director of Special Education. This document provides guidance on Delivery of IEP Services, Initial Evaluations and IEP meetings, Learning Models (Full-time In-person Learning, Remote Learning, and Hybrid Learning), Promoting Inclusive Services in the Least Restrictive Environment, Parent Engagement, and Natural Environments and LRE for Preschool Children. For the full report, please [click here](#).
2. Remote Learning Guidance for Families of English Learners, From the Department of Elementary and Secondary Education. This document includes specific guidance on how educators will support English Learners, and English Learners with disabilities. Additional information for English Language learners can be found [here](#).
3. Fact Sheet: Providing Services to English Learners During COVID-19, From the United States Department of Education Department of Elementary and Secondary Education: This document includes guidance on procedures for assessments, services, and parent support.

In partnership with families/caregivers, in all Erving Union #28 schools, individualized plans will be made for special populations to meet social/emotional and learning needs of all students. Parents and caregivers who do not wish their child(ren) to return to in-person instruction may choose the remote learning option. In all learning models (in-person or remote), direct instruction and related services for children with special needs will be prioritized. Direct instruction and related services model includes:

- Consistent schedule of classes and interventions/services as required by the student's IEP
- Structured learning time so students can access state standards

- Frequent interactions with staff to ensure participation and positive learning outcomes
- Students with disabilities will be provided a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of our community
- Students will receive all services documented in their IEP through in-person, remote, or hybrid instruction
- Inclusive learning will be considered and placement of students with disabilities in groupings or cohorts that support learning in the least restrictive environment will be prioritized
- Consideration for specialized instructional options will be made for students with significant and complex disabilities
- General education, special education, and English language staff will collaborate to determine the unique modifications necessary to ensure the least restrictive environment (LRE)
- Family engagement is a critical component and ongoing communication between families and school staff is essential.
- To meet limited English language proficiency needs, the school will provide interpreters and translations of special education notifications, schedules, learning plans, IEPs, and Progress Reports

EXAMPLES OF POSSIBLE SCHEDULES

EXAMPLE STUDENT SCHEDULE

Union #28 has drafted some **sample** schedules regarding what student and staff days may look like. Individual schedules may vary depending upon teachers and student needs. However, the guidelines regarding the minimum number and type of daily face to face virtual meets, hours of academics and work time will be consistent across Union #28.

WEEKLY REMOTE SCHEDULING GUIDE

Content	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45 Morning Meeting /Check In	Whole Group				
8:50 - 12:05 Content Instruction (ELA, Math, Social Sciences, Science), and Special*	1 hour each of ELA and Math, 30 Minutes each of Social Sciences and/or Science *small group Mix of in-person instruction (whole group, small group, individualized)/ assignments / pre-recorded items				
12:05 - 12:30 Closing Meeting/ Reflection	Whole Group				
12:30 - 1:30	LUNCH/RECESS BREAK				
1:30 - 3	Mix of office hours, collaboration, and planning time				
*Special	There will be one meet per special per week. Schedule will be distributed by the classroom teacher at the start of the year and will also be posted in each specialists' google classroom.				
TOTAL TIME:**	@ 6.5 hours	@ 6.5 hours	@ 6.5 hours	@ 6.5 hours	@ 6.5 hours

SAMPLE DAILY SCHEDULE-REMOTE

Time	Lesson/Activity
8:30 - 8:45	Morning Meeting
8:50 - 9:50	ELA
9:55 - 10:55	Math
11:00 - 11:30	Art
11:35 - 12:05	Social Science
12:05 - 12:30	Closing Meeting
12:30 - 1:30	LUNCH/Recess
1:30 - 2:15	Teacher Prep/Collaboration
2:15 - 3:00	Teacher Office Hours
TOTAL	6.5 hours

TIME:**	
----------------	--

WEEKLY HYBRID SCHEDULING GUIDE SAMPLE

Content	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45 Morning Meeting /Check In	Whole Group				
8:50 - 10:55 Content Instruction (ELA and Math)	1 hour each of ELA and Math Mix of in-person instruction (whole group, small group, individualized)/ assignments / pre-recorded items				
11:00 - 11:30 Closing Meeting/ Reflection/Dis missal	Whole Group				
11:30 - 12:30	LUNCH BREAK				
12:30 - 1:30	30 Minutes each of Social Sciences, Science, and/or Special*				
*Special	There will be one meet per special per week. Schedule will be distributed by the classroom teacher at the start of the year and will also be posted in each specialists' google classroom.				
1:30 - 3	Mix of office hours, collaboration, and planning time				
TOTAL TIME:**	@ 6.5 hours	@ 6.5 hours	@ 6.5 hours	@ 6.5 hours	@ 6.5 hours

SAMPLE DAILY SCHEDULE HYBRID

Time	Lesson/Activity
8:30 - 8:45	Morning Meeting
8:50 - 9:50	ELA
9:55 - 10:55	Math
11:00 - 11:30	Closing Meeting/Reflection
11:30 - 12:30	LUNCH/RECESS
12:30 - 1:00	Teacher Prep/Collaboration
1:00 - 1:30	Art
1:35 - 2:05	Social Science
2:10 - 3:00	Teacher Office Hours
TOTAL	6.5 hours

TIME:**	
----------------	--