

SCHOOL UNION #122

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Dear Parents/Guardians,

I hope this letter finds you doing well as we prepare for the upcoming school year. We are about to embark upon a very different year for students, families, and staff. We consider the safety of your children as our collective responsibility and staff will be flexible as we undergo processes that were not present in previous school experiences. With a continued focus on positive relationships, meeting our students' social and emotional needs as well as their academic needs, we will strive to successfully meet this challenge and become stronger for it.

With that in mind I'd like to share a few procedures that we will be following to ensure a safe return to school.

Transportation:

- Prior to boarding the bus or drop off, students will be screened for temperature. Students with a temperature of 100.4°F or above will not be transported or permitted to enter the school building. In this event, Parents/Guardians should contact their child's School Nurse to discuss the next step.
- Students are required to wear a face mask at all times while on the bus/van, including upon entry/exit.
- Families should be vigilant to limit contact between other parents/students at bus stops and direct contact with the bus driver as much as possible by maintaining a six (6) foot distance.
- Students will be seated one student per row and distanced according to guidelines with the seat directly behind the driver remaining open. Prohibited seats will be marked with tape. Families will be allowed to sit together.
- Students may be assigned seats and must sit in the seats assigned to them.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus. The bus driver will dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.
- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible. High-touch areas in buses such as seat backs, handrails, stability poles, bars, windows and window ledges and the possibility of spraying busses between runs.

- Parents/Guardians are encouraged to transport their child to and from school, if able.
- The students riding with parents will drive in by the front door and will be monitored/screened for temperature by the school nurse and a designated employee. Only when deemed fever-free will they be permitted to enter the building. **Drop off time is preferably between 7:45-8:00 a.m.**
- Bus students will have one designated pick up location and one designated drop off location. Due to the restricted number of students per bus we cannot allow changes to pick up and drop off locations.

Face Coverings/Masks:

- All students are required to wear a face covering/mask that covers their nose and mouth when in the presence of others or maintain six (6) feet of distance--about two arm's length-- at all times throughout the day. [See CDC guidance on social distancing](#). Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements.
- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school. Exceptions may include, but are not limited to:
 - While eating
 - While sitting at their desk in the classroom when more than 6 feet apart, during mask breaks
 - While on the playground or in physical education, if social distancing allows
 - While participating in music practice, if permitted
- Face masks must be worn by all students utilizing transportation by bus or van. All students will be provided with [face coverings](#) (age appropriate design and size). If cloth, these should be [washed daily](#). Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc.

Prevention Measures:

- All students must practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.
- All students must practice proper [CDC infection control measures](#):
 - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from physical contact, including hugs and hand-shakes.
- Restroom procedures will be established at each school to limit the number of students in the hallway and restrooms at one time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.

- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Curriculum nights, open houses and back-to-school events will be facilitated virtually.

Food Distribution/Meals:

- Students will remain in cohorts for all snacks and meals.
- Students will maintain six (6) feet of physical distance while eating breakfast and lunch as students will be unable to wear face coverings during these times.
- Students are encouraged to bring a labeled water bottle each day as water fountains will be closed. Bottles may be filled using our filling stations. Water filling stations will be sanitized along with all other "common touch" surfaces.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice [proper handwashing](#)/sanitizing prior to eating.

Playground Use (Elementary):

- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Limits will be placed on the number of students on equipment at one time.
- No more than 50 students may be out at one time.
- Students will wash their hands/use sanitizer before and after using playground equipment.

Parents/Guardians:

- Parents will be prohibited from entering the building unless absolutely necessary. Please be sure that students have what they need for each day before leaving the home as restrictions to building access will be extremely limited. (ex: lunch, proper footwear, sports equipment, etc.)
- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods to receive updates (i.e. email, conference call, phone call, web-based meetings).
- Any Parent/Guardian needing to enter the building for an IEP meeting or other important business will need to be screened and should utilize reception windows as main office spaces are restricted to administrative and office staff. Zoom will be the preferable option for IEP meetings unless parent prefers face to face.
- Parents/Guardians will be asked the same screening questions as students prior to entry to any school building. If any response is "yes", the parent/guardian will not be allowed into the building. If allowed into the building, parents/guardians:
 - Must wear a face mask while in the buildings.
 - Must use the sanitizing station upon entry, maintain a social distance of six (6) feet.
 - Must attend to their specific business and leave immediately following.
- Volunteers will not be allowed at this time.

Classroom Setting:

- Classroom seating will be configured with maximum allowable space between students and all desks facing the same direction.
- Schedules will be developed in a way that will limit student movement and/or interactions between student groups throughout the day.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day.

Remote Instruction (If In-Person Instruction Occurring):

- All Woodland School students will have the option of participating in remote instruction. Remote instruction is available for any student with health and safety concerns, elevated health risks or a family member with elevated health risks.
- For students needing packets they will be available for pick up as communicated by classroom teacher. They will be clearly labeled with each student's name. Packets will include materials, strategies, websites, etc. Teachers will set clear expectations and guidelines for when they can offer support and/or instruction to students and families as they work remotely.
- These remote learning programs will be fully graded.
- Classes will be streamed live and attendance policies will be enforced as failure to participate may result in loss of credit.
- Students are expected to follow all school rules such as dress codes, respectful behavior, and appropriate student engagement. Video should be on during classes to ensure participation.
- Students who elect to participate in this remote instruction program to begin the 2020-21 School year must remain in the program at least through the end of the first trimester.

I realize that this letter has a tremendous amount of information and directives. If you need further clarification please visit our school website at www.schoolunion122.net to view the updated addendum to the student handbook or call the superintendent's office at 498-8436. Thank you for your continued support and we look forward to seeing your children on Thursday, August 27th.

Respectfully,

Karla C. Michaud

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Superintendent of Schools