

Penn Brook School

Learning Procedures and Expectations

Daily Student At-Home Health Check--

Screening Students/Staff for COVID-19 Symptoms:

The district is working diligently to establish and reinforce a culture of health, safety, and shared responsibility. For this reason, it is critical that all families assess their child's state of wellness each day before leaving home for school. If the child has a temperature greater than 100° and/or any symptoms of COVID-19, they should not go to school. The family should follow the routine procedures and notify the school nurse to indicate that the child will be absent and the reason for the absence. The school nurse will follow-up with the family regarding the child's symptoms, and check if the child was seen by a healthcare provider and if a COVID-19 test was performed. The student can return to school once cleared by the local board of health and/or the health care provider. Families will be provided with clear protocols in easy to understand language prior to the start of school.

All parents are expected to evaluate their child's health every morning. If your child has any of the symptoms below, keep him/her home from school. Call your child's doctor to be tested for Covid-19:

- Fever (100 degrees or higher) or chills
- Cough (not due to other known causes) or change in chronic cough.
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes such as allergies) when in combination with other symptoms

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

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

Attendance:

A remote learning day is a school day and attendance is expected. If a student is ill, or if there is another reason why the student may not be able to attend school, parents are requested to call the Penn Brook School at 978-352-5785 and email the child's classroom teacher and school nurses, Mary Beth Doherty and/or Kathy Hatch at, lastnamefirstinitial@georgetown.k12.ma.us (ex: maherm@georgetown.k12.ma.us) at the start of the school day to report the child's absence. Attendance will be taken for both remote learning and in-person learning days at the beginning of the school day. For remote learners, attendance will be taken throughout the day during each content subject and specials. Cameras are required to be on, your child should be appropriately dressed for a school day, and seated in an appropriate location that allows a student a quiet space to work.

Physical Distancing/Masks:

At arrival and throughout the school day, students are expected to maintain a distance of 3-6 feet with six feet being our goal. In addition, at arrival, all students and staff must wear masks/face coverings.

Arrival:

To allow students to arrive at school while maintaining physical distance recommendations by the CDC and DESE, there will be a staggered arrival beginning at 8:30 a.m.

Parent Drop-Off and Walkers:

Students will be given a 10-minute window for drop - off, assigned by the initial of the last name, starting at 8:30, as follows:

- 8:30- 8:40 A-F
- 8:40- 8:50 G-M
- 8:50- 9:00 N-Z

Please be on time so that students are not all arriving at once. Pull all the way up to the end of the school by the fire hydrant and flagpole to let out your child. For safety sake, students should exit onto the sidewalk and NOT into the driveway. **Please do not idle or turn off your engine and exit your vehicle.** If you intend to get out of the car with your child, please pull into a parking lot and park.

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

- Students in **Kindergarten** should walk to the left of the school to the kindergarten side door.
- Students in **Grades 1, 3, and 5** should come through the front door. Grade 1 students will go right and continue down the hall to classrooms. Students in Grade 3 will go up the center staircase to the 2nd floor and go directly to their classroom, and Grade 5 will go up the center staircase to the third floor to classrooms.
- Students in **Grades 2, 4, and 6**, should come through the side door near the green flag. Students in Grade 2 will go directly to classrooms on the 1st floor. Students in Grades 4 and 6 will go up the staircase. (The staircase will be one way up from arrival through the school day, and one way down, at dismissal.) In the morning at arrival, there is a teacher to monitor the arrival of students in Grades 2, 4, 6 at the side door until 9:00. At 9:00, the **red flag** will be flown to indicate that the door is locked and there isn't a monitor to let in students. **If you arrive after 9:00, your child will need to enter through the front door.**
- Students in Grade 4 will go to the 2nd floor to classrooms and students in Grade 6 will go to the 3rd floor.

Parents/guardians are **not allowed** to escort students into the building. There will be a monitor to greet students and provide any assistance that is needed.

Bus Arrival:

Students who ride the bus will be assigned seats and must wear a mask for the entire bus ride. Upon arrival at school, students will disembark and go directly to classrooms. If a student wishes to eat breakfast, there will be Grab and Go options that the student can get on the way through the cafeteria and take to his/her classroom to eat. Once in

the classroom, students will go directly to their seats. Before eating breakfast, hands must be washed before the mask is removed and once breakfast is finished, hands washed again before putting back on the mask.

Personal Hygiene/Handwashing:

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

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

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

Mask/Face Covering Requirements:

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

Protocols regarding the correct way to don and doff a mask will be shared with students and staff, along with a schedule for mask breaks.

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

- during mask breaks;
- while eating or drinking;
- during physical education classes in which physical distancing of at least 10 feet can be maintained;
- while engaged in an activity outside in which physical distancing of at least 6 feet can be maintained;
- while a single staff member is alone in an otherwise empty enclosed space.

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

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

Mask-Break Protocol:

Masks are required throughout the school building for the health and safety of all our students and staff. Snack, lunch and part of recess will be designated mask- break times with additional mask breaks at the teacher’s discretion. Adherence to the DESE protocols of 6 feet physical distancing and in fresh air while mask-free is advised. In the elementary grades a labeled mask bin will be given to each student. Masks will be placed in the bin while on a mask break. (In the Middle and High school grades a lanyard will be given to each student to hold onto their masks while on a break.)

Meal Service During Hybrid Learning Penn Brook:

Breakfast and lunch at Penn Brook will be available Tuesday-Friday to all students free of charge.

A **FREE “grab and go” breakfast** will be available from 8:15am-9:15am in the cafeteria, in the front lobby, and at both side entrances. Students may grab a breakfast on their way to their classroom at arrival.

FREE Lunch options are available to all students and will be ordered during the attendance roll call then delivered to classrooms at appropriate time for students to eat in classrooms.

Upon dismissal we will have bagged breakfast and lunches available for remote learning days at exit doors.

Hallway Traffic:

To maintain as much social distance as possible in the hallways and in stairwells, hallways have been taped down the middle, with arrows pointing to the correct direction of traffic flow. Staircases have been made one-way, with arrows pointing to the correct direction. The only exception to this is the stairwell at the side entrance which will be one way up at arrival, and one way down at dismissal.

Bathroom Use:

There should only be two students in the student bathrooms at a time. There will be two designated spots outside both the girls and boys bathroom where students may wait their turn. To limit the number of people in the hall at any one time, if there are already two students waiting in the hall to use the bathroom, the other student/s must return to the classroom.

Recess/Playground Use:

Regular outdoor recess is an important component of supporting our elementary students' physical and mental health. To ensure the safety of all students during recess and playground use it is essential that the 6-foot physical distancing protocols be strictly adhered to. In accordance with DESE guidelines, recess will be structured in a way that students are able to maintain a 6-foot physical distance, and masks will be worn at all times. Students will be required to either wash or sanitize their hands both before and after recess or playground use. Regular cleaning and sanitizing of playground structures and high touch surfaces will be facilitated by district custodial staff.

Dismissal:

To allow students to leave school while maintaining physical distance recommendations by the CDC and DESE, there will be a staggered dismissal beginning at 2:30 p.m.

Parent Pick-Up

Students who get picked up by a parent in a car, in the pick up line will be dismissed according to the alphabet in a staggered dismissal:

- **2:30- 2:40 A-F**
- **2:40- 2:50 G- M**
- **2:50- 3:00 N- Z**

Please arrive as close to your window as possible to avoid slowing the car line to look for a student who may not have yet been dismissed.

Students in the pick-up line will be called by the corresponding number displayed on the car's dashboard. Pull all the way as far as you can, to the end of the school by the fire hydrant and flagpole. **Students must wear a mask as they exit school and while waiting for their ride. All students who will get picked up by car from a parent will exit through the front door.**

“Flagpole Pick Up,” Walkers, Bikers

At 2:50, students who will meet a parent at the flagpole, or who will walk home, or who ride a bike will be dismissed through the Family Door.”

Please wait at the flagpole, socially distanced, wearing a mask, for your child to exit the school. Please do not come to the front of the school where students are waiting for car pick up.

Students must wear a mask as they exit school and until they leave school property (the end of the sidewalk).

Bus Dismissal:

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

Remote Learning Expectations

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

Entrance to Zoom: An invitation to classroom zoom meetings will be sent to students via Google classroom by the classroom teacher and should not be shared with students not enrolled in that particular class. No one other than a parent or guardian may attend the zoom session with the student in that class. When a student is admitted to zoom, the correct first and last name must be used, and the video must be turned on. (If for whatever reason a student is unable to participate with the camera on, accommodations need to be discussed between the teacher and parent in advance.)

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Behavior: The same in-class/school code of conduct applies to students participating remotely. In order to maintain a positive learning environment, we expect students to behave in a way that reflects mutual respect, cooperation and tolerance. Students whose behavior interrupts the learning process, threatens the safety, property, and/or self-esteem of others are subject to disciplinary action. Students should refrain from using alternative backgrounds and names on zoom (unless allowed by the teacher) and be sure to have their first and last name listed on the screen. In addition, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration.

During a remote learning session, students may not take a screenshot, or in any way, copy a portion, or the entirety of the session. For a complete description behavioral expectations, please refer to the Student Handbook at: <https://www.gssapp.org/GeorgetownPublicSchools/pennbrook/penn-brook-handbook/>

Dress Code: On remote learning days when a student is participating in virtual learning, students are expected to be dressed in clothing appropriate for in-school. Clothing may not advertise or promote drugs, tobacco, and alcohol or contain an obscene message or a message which disrupts the educational process. For a complete description of the dress code, please refer to the Student Handbook at: <https://www.gssapp.org/GeorgetownPublicSchools/pennbrook/penn-brook-handbook/>

Workspace: In order to optimize the learning environment and limit unnecessary invasion into the student's space, the student should be provided a quiet space from which to participate in virtual learning. Students need to be seated at a desk or table, or in an otherwise upright position. Participation from a reclining position on a couch or bed is not an example of an acceptable workspace.

