

Concord
PUBLIC SCHOOLS

Concord-Carlisle
REGIONAL SCHOOL DISTRICT

Opening Information



August 2021



Willard Elementary
Updated 8/19/21

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Dear Willard School Families,

I hope you and your children are enjoying summer vacation and have found time to relax with family and friends. The staff is looking forward to a successful, fun and productive year and can't wait to welcome you and your students back to Willard.

If you are new to our Willard community, you will quickly realize that you have landed in a wonderful place. The staff is not only warm, but also incredibly dedicated and has been hard at work preparing to welcome your children back to school.

What follows is the result of a collaborative effort between staff, parents, and community partners who came together over the summer to create district-wide, and school-specific, plans for all aspects of reopening our schools. We hope you find this information helpful and are looking forward to the new year.

Best,
Matt Lucey
Principal

HEALTH AND SAFETY

The resurgence of more widely transmissible COVID-19 delta variant leads to the maintenance of certain COVID protocols as outlined below to start the 2021-2022 school year. The status of the virus will be reviewed every two weeks by the District Leadership and School Committee to determine any appropriate modifications to the protocols outlined below.

Face Coverings

The district will adhere to the School Committee Policy regarding Face Coverings EBCFA which indicates that face masks will be required indoors at all schools and on school transportation.

[Face Covering Policy](#)

Physical Distancing

Classrooms will space students 3' when possible. Students at lunch will have space between them and peers. Outdoor eating will be provided as much as possible.

Health Office Use

Isolation Space: The conference room has been turned into an isolation space for students presenting with COVID symptoms.

Minimizing Traffic to the Health Office: All classrooms are equipped with first aid materials to reduce traffic to the health office for minor issues.

Protocol for Access to Health Office: When staff believe a student may need to visit the health office, a phone call must be made before sending the child. Ms Sullivan, Willard's School Nurse, will determine whether the child should report to the health office or the isolation area.

Hygiene

Handwashing and the use of sanitizer will continue to be promoted and practiced regularly.

Cohorting and Assigned Seating

Elementary classrooms will be considered a cohort and seats will be assigned in each classroom. Inside of the school building, students will remain with their classmates throughout the school day as much as is possible. This year buses will be at full capacity and students on a school bus will be assigned seats to allow for contact tracing.

Screening

Staff and students will utilize an electronic form daily in Aspen to report any COVID symptoms and determine whether to stay home in alignment with [CDC](#) guidelines. Even mild symptoms should be screened in. Any staff or student demonstrating symptoms must refrain from attending the school setting. Any staff or student with such symptoms at school will be asked to leave school immediately upon onset of the symptoms. All symptomatic individuals will require a PCR test.

Quarantine and Illness

Should a student or staff receive a positive COVID-19 test, the Concord Health Director, and Public Health Nurse will be immediately contacted. They will determine close contacts in cooperation with the family and/or school staff. Close contacts will be contacted as a part of the contact tracing process, all coordinated through the Public Health Nurse and schools. Individuals testing positive will quarantine for 10 days. Vaccinated close contacts do not need to quarantine unless they become symptomatic. Unvaccinated close contacts will quarantine for 7 days. The entire classroom will quarantine in the event of a positive case in the elementary schools.

Individual students will receive asynchronous work during the time they are absent from school. Teachers will prioritize concepts and the workload.

If an entire elementary class is quarantined, remote learning instruction will be provided in the morning as it was during the 2020-2021 school year. Individual devices will be available at each elementary school when needed. Given that

laptops/ipads will be kept at school, there may be a delay in students' access from home.

Pool Testing

The District will participate in the DESE sponsored asymptomatic pooled testing program. All staff and students are highly encouraged to participate.

Travel

The Districts will follow MDPH and CDC guidance:

<https://www.mass.gov/info-details/covid-19-travel>

Testing is not required after travel.

Transportation

Masks

All staff and students on the school bus, regardless of age, are required to wear masks at all times inside the school bus. Exemptions for students due to medical and/or behavioral reasons and associated protocols are further described later in this document.

Ventilation

Windows will be kept open at all times on school buses during operation, unless not possible due to extreme weather conditions.

Seat assignments

Students will be assigned to a particular seat. Siblings may sit together. Older students will sit with younger students.

Sanitation and Training

The buses will be thoroughly cleaned daily.

Cleaning Protocols

We will continue our 2020-2021 COVID cleaning practices:

Common Spaces and Restrooms

- Common spaces, including high touch areas (i.e. railings and door handles), will be wiped down multiple times throughout the day with disinfectant .
- Disinfectant wipes will be located in conference rooms and office areas for employees to use.
- Where possible, we will eliminate high touch areas by propping open doors or installing foot door openers.
- Elevator use will continue to be limited to authorized people only. Hand sanitizer will be installed in elevators.

Classrooms

- Hand sanitizers will be wall mounted in every classroom.
- Hand sanitizer buckets will be placed in every classroom for students and teachers to wipe down their areas after every classroom change.
- Custodians will perform a daily deep clean of every classroom using backpack electrostatic sprayers.

Use of Outdoor Space

Tents will be available at every school with lunch being the primary purpose. Teachers and others are encouraged to utilize the outdoor environments at any time as appropriate.

Visitors

Parents will have access to the main office, principal's office, and nurse's office on an as needed basis. No classroom volunteers are allowed. Parent IEP meetings and teacher conferences will be held remotely.

Large Group Events

Indoor large group events will be held virtually. Outdoor events will be considered on a case by case basis with the expectation that they can run with little or no restrictions.

Field Trips

Student field trips will be reinstated upon approval of the principal and superintendent to a setting in accordance with School Committee policy where District COVID protocols can be applied.

OPERATIONS

Arrival and Dismissal Parking

Arrival

The academic day runs from 9:00 AM to 3:30 PM every day with the exception of Wednesdays when we dismiss at 12:30. We open our front door to receive students at 8:50 AM. **With buses now at full capacity, we are no longer using the morning car drop off protocol from last year. Cars can still enter to drop off students at the curb but, please keep to one line - as was the pre-Covid process.** All students should enter the building through the front door and head directly to their homerooms. Because we do not begin supervising students before 8:50 AM we ask a parent or guardian to stay with any students who arrive prior to this time.

Dismissal Protocol

We begin our dismissal procedures at 3:30 PM. **With buses now at full capacity, we are no longer using the afternoon car pickup protocol from last year. Cars can enter the lot to park in available spots - as was the pre-Covid process. Adults picking up, should meet students on the pavement area in front of the school.** Students will be escorted to their bus by a staff member. Parents walking or bicycling home with their students up should meet them by the bicycle racks. In the case of inclement weather, pick up is in the tents.

Food Service

Contactless Ordering and Payment

- NutriSlice, desktop & mobile platforms. Access to menus and daily, weekly and monthly ordering ability.
- Free lunch for the 21-22 school year.

Meals

- Packaged and labeled with ingredients and allergens.
- Complete, reimbursable and able to be eaten from the container they are packed in.
- Production based on pre-ordering model.

Reporting an Absence

Please report all absences/illnesses to the school office before the start of the school day via our new attendance form posted on our school website:

<https://willard.concordps.org/report-attendance-form/>

Changes to Dismissal Plans:

Please send in a note to your child's teacher if you need to change his/her dismissal plans for that day. If possible, all play dates should be arranged prior to your child's arrival at school. If you need to change your child's dismissal plan unexpectedly, please notify the office by 2:30 PM.

Specialist Classes:

All special subject classes will occur in person. Elementary music teachers will adjust their curriculum for health and safety considerations to focus on non-vocal activities for the beginning of the school year.