

Welcome Back!

Some Guidelines and Important Information as you return to school

Daily Routines for School

1. Will you be taking students' temperatures and checking for symptoms prior to allowing them in the building?

No, we will not be checking students for symptoms prior to allowing them in the building. Parents must sign an attestation agreeing to complete the daily screening at home before students leave for school. Daily screening questions can be found here:

<https://www.aps1.net/2252/APS-COVID-19-Family-Attestation>

2. Who is monitoring the daily student symptom reporting?

Parents will be asked to take note of his/her child's symptoms from the decision tree (<https://www.aps1.net/2250/APS-Decision-Tree-for-COVID-19>) and report their child's absence and symptoms on the **WMS absentee line at (978) 247-5401**. The WMS School Nurse, Liz Brown, will record all absences and review them with Principal Corkery on a daily basis. Principal Corkery will report occurrences to Rita Casper, the APS Director of Nursing, who will be monitoring them for the district.

More on the district's policies, including the COVID-19 decision tree and other information on screening can be found here: <https://www.aps1.net/2235/Wellness-Checks>

3. What is the procedure for student arrival and dismissal?

Now that large spaces cannot be used for students to congregate, student arrival/dismissal will be staggered and each grade level and/or team will have a designated door they are assigned to enter and exit. Our doors will open at 7:15 AM this year. Dismissal is at 2:20 PM.

Arrival

Doors open at 7:15. This is a change!!!

- Between 7:15-7:30 **6th grade** students will go to cafeteria
- Between 7:15-7:30 **7th grade** students go to auditorium or out back
- Between 7:15-7:30 **8th grade** students go to gym or out back

At 7:30 students access home room by following routes:

- **Grade 6** students enter at main doors

- **Grade 7** students enter at door 14 (near engineering room), use stairwell in middle of 6th grade hallway
- **Grade 8** students enter at door 15 (end of 6th grade hallway), head upstairs unless going to a science room
- **All** students follow this regardless of how they arrive at school
- **All** students would wash hands or sanitize once arriving at school

Dismissal

We will have approximately 220 students in the building on any one day.

- Students need to wash hands before leaving.
- For parent pick up, students will be assigned a “square” in front of building. We have 211 squares.
- Students will remain in their “square” with mask on until car is in front of their position.

Grade 6 & EXCEL

- Bus Riders: Dismissed 10 minutes before rest of school to get to their bus line. 6th Grade IA’s will escort students to bus area.
- Parent Pick-up: Dismissed 10 minutes early, exit via main doors and go to their assigned square out front.
- Walkers/Bikers: Dismissed 10 minutes early, exit main doors and walk to outdoor bike racks near the cafeteria or proceed home on sidewalks leaving the school. No loitering will be permitted.

Grade 7

- Parent Pick-up: Exit the building through door 14 and head to assigned square in front of the auditorium outside. Any student who’s upstairs for the last period will be dismissed 5 minutes early and use the center stairwell to get to door 14 for exit.
- Walkers/Bikers: Exit the building through door 14 and walk to outdoor bike racks near the cafeteria or proceed home on sidewalks leaving the school. Any student who’s upstairs for the last period will be dismissed 5 minutes early and use the center stairwell to get to door 14 for exit. No loitering will be permitted.

Grade 8

- Parent Pick-up: Exit the building through door 15 (at the end of the 6th grade hallway) and head to assigned square in front of the gym outside.
- Walkers/Bikers: Exit the building through door 15 and walk to outdoor bike racks near the cafeteria or proceed home on sidewalks leaving the school. No loitering will be permitted.

4. What if my child is late for school?

Students arriving after 7:50 should enter from the front door and go to the main office.

5. What if my child forgets something at home?

There will be no visitors permitted into the school. Forgotten items, therefore, may NOT be dropped off at school. The **only** exception is for medication which requires prior communication with the school nurse and a scheduled time for the nurse to meet a parent outside of the front door.

6. What if my child needs to be dismissed from school?

Students needing to be dismissed early from school must bring a note informing the office that includes the time of dismissal. When a parent arrives to dismiss, a photo id must be presented to the camera at the front door and a staff person will escort the student out of the building.

7. What if a student is sick and needs to be dismissed?

If a student is sick and needs to be dismissed, the school nurse will contact the family to pick up the student. When a parent arrives to dismiss, a photo id must be presented to the camera at the front door and a staff person will escort the student out of the building. *Please see the district website for health information and protocol if there is a Covid illness at school.*

<https://www.aps1.net/2243/Isolation-Room-Protocols>

Masks and Social Distancing Measures

8. How do we navigate the hallways and staircases?

Arrows and signage will be throughout the building for everyone to follow at all times. The stairwells are over 6 feet wide and will be marked to denote which side of the staircase is to be used to travel up/down. Everyone must wear a mask when using the staircase.

9. What are the guidelines for students with regard to masks?

All students must wear a face mask or suitable face covering that covers the mouth and nose before entering the school building; and throughout the school day (bandannas, scarves and gators are not acceptable). Students must provide their own masks. There will be at least two mask breaks each day. Lunch does count as a mask break.

10. What are the guidelines for mask breaks?

Ideally mask breaks (at least two per day, one in the morning and one in the afternoon) would happen outdoors or at least with the windows open. Students must remain six feet apart during the breaks. These breaks will last for a minimum of 5 minutes. Teams will work the schedule for mask breaks according to each student's schedule.

11. Will students be allowed to use lockers?

No, there is no locker use at this time. Students will carry all of their items (school supplies, lunches from home, laptops, coats, water bottles, phones, etc.) in their backpack from class to class. This policy is subject to change as winter arrives.

12. How will student materials be managed in the classrooms?

Students should have their own materials and **an assigned seat** in each of their classrooms. Students will keep materials in their backpacks at their desk and not share with others.

13. How will classrooms be set-up?

Classrooms will accommodate between 10-12 students. The school is trying to minimize student movement as much as possible with classroom rotations. The school will review this policy after one month to determine effectiveness or any adjustments to be made.

Lunch, Recess & Bathroom Considerations

14. How do we manage hand washing/sanitizing and how often each day?

Given the importance of maximizing hand washing and sanitizing stations, it may be permissible to have students within 3 feet of distance for a brief period of time (20 seconds) during hand washing as long as masks are worn and students are not directly facing one another. Students should wash/sanitize hands when they enter in the morning, before and after lunch, and prior to dismissal. Hand sanitizing stations will be at the 3 entry and exit doors (Main Door, Door 14, and Door 15). One portable hand-washing station will also be at the Main Door and one will be in the cafeteria.

15. Can students bring their own hand sanitizer or wipes?

Yes, students can bring their own sanitizer or wipes. For more information, review <https://www.aps1.net/2220/Health-Protocols>.

APS Custodial staff will continue to clean WMS using cleaning products approved by the district. General cleaning will occur, as well as, enhanced cleaning and disinfecting, especially on Wednesdays when no one will be in the building and on one weekend day.

16. Where will students have lunch?

Student lunch will be held in the cafeteria and will be supervised. Lunches will be organized according to grade. Students will be assigned a seat and there will be 11 rows of 7 desks all facing in the same direction. Students will not be allowed to turn around in their seats to talk with their neighbor. This set-up is according to state guidelines for transmission and will also allow for easier cleaning between the rows.

There will also be some outdoor seating available surrounding the exterior of the cafeteria. Students will be required to sit 6 feet apart, facing the same direction.

Students must wash their hands before and after conclusion of lunch. Some will use their own hand sanitizer, hand sanitizer available in the cafeteria or their classroom. Students may also use the bathrooms by the cafeteria for hand washing.

Students will be allowed to remove their masks when they sit at their desk for lunch. If they need to get up from their desk, they must put their masks back on.

17. Can students still purchase lunch?

All student breakfasts and lunches will be FREE this year. Students may pre-order a lunch online using Meal Magic. More information will be sent from Andover Food Services regarding the process. Purchased lunches will be bagged with student names and placed on the student's assigned desk in the cafeteria.

18. What is the procedure for cleaning up lunches?

There will be no recycling or composting following lunch. Students will be responsible for cleaning their desk after their lunch and provided with the materials to do so.

19. How are we managing student bathrooms?

Each bathroom can hold three students. Laminated sheets will be attached to the front of the bathroom door with boxes for students to check off to show occupancy. Students will be provided with a dry erase marker from his/her teacher which will serve as a bathroom pass. Students will erase their check mark as they leave the bathroom and return the marker to the teacher for cleaning.

20. What is the plan for water throughout the day?

Students are being asked to bring their own water bottles to school each day. The water filling stations will be functioning, but water fountains will not.

21. Will there be recess?

Historically, WMS provides one short recess after lunch for all three grades. We will be piloting recess with the 8th graders to start the year. We will share more information on this as it is developed for all grades.

We are considering alternative breaks or means of entertainment for students, such as approved Chromebook usage during lunch.

Cohorts and Hybrid-Home Days

22. What happens on Hybrid-Home days?

School hours remain the same on the hybrid-home days and they will follow their schedule of classes. Attendance will be taken and students will log into their Schoology account and complete the work assigned. Work will be largely asynchronous as teachers will be working with students in the classroom, but may include some small group work with an instructional assistant.

23. Will you be providing written guidelines for Hybrid-Home learning expectations of behavior?

Yes, we will be distributing our Digital Citizenship Expectations to all families via the WMS website, WMS PAC website and Schoology.

24. Can we change to the Virtual Academy or join the schedule for your opposite cohort during an illness or imposed quarantine?

We will review requests to change to the Virtual Academy at the end of the term which is December 10, 2020. In the event of illness or quarantine, we do not plan to change a student's cohort, but that policy will be reviewed over time.

25. Will the cohorts or the days each cohort is assigned for in-person learning change?

No, the cohorts will remain the same in order to minimize contact and exposure.

Special Education

26. If special education students are brought in more than 2 days for services, will they also be in the classroom on those days?

Yes, students who attend four days in person would be in the classroom all four days.

27. How will high needs students choosing remote academy have their services met?

It depends on the student and the program. They will have support from Special Education Staff as well as synchronous and asynchronous instruction. They will also have therapies through telehealth.

28. Are special education teachers expected to provide live instruction that correlate with the minutes on a child's grid? (Ex: 5X45 reading)

Special education under grid C will be live with the teacher and will also include independent work as during "normal operations."

29. Where will special education students be receiving their services?

Students will receive their IEP services in the special education classroom, unless there is an alternative mutually agreed upon by the teachers and school administration.

30. Can students group together from different classrooms for special education services?

We will make every effort to have cohorts from the same classroom receive their special education services together. If this cannot occur, such as in situations of multi-grade programs or due to space and size of a cohort of students needing services, these students will be considered another cohort and safety protocols will be implemented with the support of the building principals.

Technology

We ask all community members, at home and at school, to develop daily technology routines. Students will be taking their devices home each night and it is important that they develop habits to charge their device each evening. Students must come to school each day with a fully charged device. A very small number of spares will be available at each school.

As a reminder, while students are in school and using the school network, we take extensive measures to protect them from inappropriate content. While students are at home and using their personal network, it is a family's responsibility to determine what content the student sees in accordance with their family's standards. More information on technology can be found [here](#).

31. Will students get devices?

Technology is BYOD (Bring Your Own Device) for students in Middle School. This year, all students entering WMS must have a Chromebook. Students already using a Windows or MacOS device may continue to use that device if it is already purchased.

- Middle school Chromebooks will be managed. This is necessary to control applications and allow for use of these devices during MCAS. For more information, follow this link: <https://www.aps1.net/2133/Chromebook-Management>.
- Students who have ordered devices through the new rental program or who have qualified for a scholarship device will receive their devices on **Sept 14**. The current plan is to distribute these at West Middle.

32. What technology applications will be used?

All students will be utilizing the Schoology platform to access instructional videos, assignments, small group meetings, classroom meetings, and Google Classroom (among other applications). All digital applications used will be approved by the APS Digital Learning Coordinator. Attendance and grades will still be accessible via Aspen.

Transportation

33. Where do I go to find information on buses?

Bus service is only be offered to 6th graders. You can find bus routes and contact information for your specific busing questions at the transportation department here:

<https://www.aps1.net/87/Transportation>

34. I am worried about the amount of traffic we will encounter driving our student to school. Is the town going to help with traffic and/or extra crossing guards?

We are working with the police and the transportation department on the traffic flow. There will be police present to help with traffic control on the first few days of in-person learning. AHS will be starting and finishing school 30 minutes after WMS which should alleviate some of the congestion. In addition, we will be providing additional bike racks to encourage students to ride their bikes to school. We will constantly be assessing the safety of our students as they arrive and depart WMS.

Extracurriculars

35. Will you be changing your cell phone policy?

No, we will continue to enforce our “off and away during the day” policy for cell phones and we expect this policy will be continued while students are engaged in virtual learning at home too.

36. Will there be after school clubs and activities?

TBD - if there are any after school clubs, they will likely be remote.