

GILL ELEMENTARY SCHOOL

HYBRID & REMOTE LEARNING PLAN

Gill Elementary Hybrid Plan- Updated February 2021

Introduction

The Gill Elementary school hybrid safety and educational plan has been written in compliance with the Department of Elementary and Secondary Education guidelines and local public board of health guidance. This plan incorporates health and safety measures that allows for two cohorts of students to be in each grade level. To reduce the potential risks of exposure and spread of Covid-19, routines and schedules have been added and in some cases altered to allow proper distancing among students and staff. Dismissal and pick up procedures, recess locations, classroom configurations and new routines are embedded within this plan. Overall, the hybrid plan ensures students have equal access to educational opportunities while maintaining a healthy school environment.

- If Gill Elementary experiences a lack of staff, the hybrid model will have to account for flexibility with staff/teacher assignments, with special consideration for high needs populations.
- Whenever possible, student groupings will be created to support family units.

TEACHING AND LEARNING

Student Cohorts

This model allows for in-person face-to-face instruction two days a week and three remote live teaching days a week. In this model, students will alternate between in-person and remote live learning; but they will attend each class every day. Students will be assigned by the school to be a member of Cohort A or Cohort B. Cohort A students will attend in person on Mondays and Tuesdays and then remote the rest of the week. Cohort B Students will be remote for the beginning of the week and attend in person on Thursdays and Fridays. If a student has been identified as high needs, they might be in Cohort A & B; attending classes Mondays, Tuesdays, Thursdays, and Fridays. (A remote only cohort option must be approved by the Superintendent's office. This cohort will be attending all classes remotely or may be able to access an online learning platform) Cohort groups will be identified and information will be distributed to families. The remote only students would be attending all classes remotely Mondays through Fridays.) Note that on Wednesdays, no students will be in person which allows for a deep cleaning throughout the entire school. Students organized in cohorts help mitigate transmission of the virus.

CURRICULUM AND LEARNING

Curriculum and instruction are central to the mission of education. The alignment of the written, taught, and tested 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 outcomes of the district. Teachers are responsible to teach all state standards, within their subject area and/or grade level, this school year. Consistent with 603 CMR 27.08(3)(b), all students - whether learning in-person or remotely - must have access to grade-level instruction in all content areas included in the Massachusetts' curriculum frameworks. All students in grades 3-6 will be required to take the MCAS tests in spring 2021.

Technology is a critical component for both hybrid and remote learning so that every child is required to have a device to access their classes. This year, at Gill Elementary, all students were provided a ChromeBook and charger based on student need, to take home and bring back to school, fully charged. Each student and family will also be required to sign a Chromebook Agreement form.

An integrated Google Classroom and PlusPortals online resource will be provided to all teachers as their learning management software. Training and workshops to adapt these applications to the hybrid and remote plans will be provided. It is expected that teachers will adapt instruction to provide scaffolded support for students with diverse learning needs. This could include scaffolded instruction, use of tiered vocabulary, utilization of assisted technology features (word prediction software, closed captioning, read aloud, or speech to text) as may be required to accommodate student learning needs. Additionally, students should submit work through Google Classroom, Google Drive, Seesaw, and email when possible. Quizzes and tests may also be developed on Google Forms, or another platform, utilizing Google Classroom. Feedback should then be provided electronically. This will reduce contact and transmissions usually associated with paperwork.

Daily Schedule: 8:30 am - 3:15 pm

Students will enter the building and use the hand sanitizer upon entering the building. Students will stay in single file as much as possible and report to classroom assignment at 8:30 a.m. Students will remain in classrooms for their instructional time. Within their instructional day, students will also have scheduled mask breaks and when deemed necessary by the assigned teacher. Recess and opportunities to be outside will be embedded within the daily schedule.

Instruction During In-Person Learning

During in-person learning the primary focus will be the overall health and well-being of our students. Structured routines will be created so students and staff feel safe physically, socially, and emotionally. Emphasis will be placed on building and rebuilding school routines while promoting healthy socialization. Academic instruction will align with grade-level standards, established curriculum guidelines and the district's Fundamental Instructional Practices.

Instruction During Remote Learning

In grades K-2, remote learning in the Hybrid Plan will be primarily asynchronous. In this case, asynchronous learning involves a balance of on-line learning, (for example, i-Ready,) and off-screen assignments. For remote learning, there will be some required synchronous participation in activities such as daily morning meetings and whole group mini-lessons, related arts, and other activities at teacher discretion. Teachers will determine what activities will be synchronous to optimize engagement and learning.

In grades 3 through 6 remote learning in the Hybrid Plan will be primarily synchronous for four days Monday, Tuesday, Thursday and Friday, with occasional asynchronous activities when needed.

Wednesdays afternoons will be asynchronous for grades K-6 so that staff can engage in planning and collaboration with; administration, IT Director, Curriculum Director, colleagues-PLC, data meetings, related arts (OT, PT, Speech, EL, Counselors).

TYPES OF ASSIGNMENTS

- Based on the grade level standards
- Using current instructional approaches: Bridges Math (PK - 5), Foundations (K - 3), Heggerty (K - 2), Lively Letters (PK), Tools of the Mind (PK & K), Writing Workshop (Grades 1 - 5), Guided Reading (K-5), IXL-Grade 6
- Using agreed upon software and platforms: i-Ready, Seesaw, Bridges, RAZ Kids
- Other resources such Scholastic News, Mystery Science, Discovery Ed, and EPIC

MODES OF INSTRUCTION

- Live daily teaching via Google Classroom in both whole group and small group formats
- On-line learning via IReady, Seesaw and Google Classroom

Teachers may create assignments, tasks, or projects that students complete on or off the computer. However, assignments will be posted electronically and student responses will be sent.

FEEDBACK/GRADING

Feedback on student work will be provided through Google Classroom (and Seesaw in grades K - 3) on an ongoing basis. This should be both individual - on each student's work, and collective - to the whole class.

Expectations of Behaviors/Grades

Each teacher may establish their own classroom norms in addition to the following school recommendations for online learning; as well as all behavior expectations stated in the Student Handbook.

- each student will keep their camera on themselves or their school work at all times
- if a student wants to make a comment, a student can raise their hand; unless the teacher has instructed to do otherwise
- a student will remain muted unless a teacher asks them to unmute.
- a student should be respectful of how much time they talk during class, so others can also share their ideas
- students need to follow all in-school dress rules and class behavioral expectations
- students should be in an appropriate place conducive to learning within their house

One significant difference between the learning in the spring and now, in the fall, is that grades will be given. The expectation is that students complete all assignments given to them by their teachers. If a student chooses not to complete an assignment, or part of an assignment, an appropriate grade will be given.

Example structure for students

<i>In School</i>	<i>Off Site</i>
<ul style="list-style-type: none">● Students participate in <i>synchronous</i> activities● Teachers will give completion times for all activities● Students will have access to teacher and peers● Wednesday afternoons will be asynchronous	<ul style="list-style-type: none">● Students participate in <i>synchronous</i> and <i>asynchronous</i> activities● Teachers will give completion times for all activities to help guide families and prepare students for return the following week● Some remote work is designed to allow students to work independently, but with support as needed.● As appropriate, students may also be supported by designated staff members at agreed upon times as needed.

FREQUENCY OF COMMUNICATION

- Teachers and students will communicate daily via Morning Meeting and small group instruction.
 - Morning Meeting
 - Whole group lessons
 - Small group instruction
 - Daily office hours
- Teachers and families/caregivers may communicate via office hours, Plus Portals, Google Classroom and district email

SPECIAL POPULATIONS

- Special Education Students -- will have additional live sessions to meet grid services
- EL Students -- will have additional live sessions to provide services
- Reading Intervention- Those students identified as requiring additional reading support will meet for specified times with the Reading Specialist.

HYGIENE AND CLEANING

Students will all be taught to ask themselves the following four questions each time they enter a new space:

- 1. *Is my work surface clean?***
- 2. *Are my hands clean?***
- 3. *Is my mask on?***
- 4. *Am I six feet away from the person next to me?***

These questions will be posted in writing and with visual cues in all learning spaces. The nurse has developed protocols and videos to share with students and resources will be provided to teachers, parents, and students.

All student learning spaces (desks, etc.) will be cleaned and disinfected at the end of each day. Students will be assigned one desk in each classroom. Students will not share desks. If for some reason, a student must use a different desk/learning space or change desks/learning spaces, all spaces will be cleaned prior to another student utilizing the space. During the school day, clearing materials will be available to clean student work areas, i.e. prior to eating, upon arrival, before leaving for the day. Specifics will be shared with staff and students.

Hand Hygiene Protocol:

All homeroom classes at Gill are equipped with sinks, running water and hand soap. Handwashing teaching and practice will be implemented at the start of the school year and continue throughout. If a learning space does not have a sink, the student will be escorted by a staff member to the closest bathroom sink. Hand sanitizer may be used in between hand-washing and/or when soap and water is not convenient, and will be available in all classrooms/offices/spaces. Classrooms will all be supplied with hand sanitizer which will be checked and refilled daily.

Students will be required to wash hands after organizing materials from home and hanging up items on hooks in cubbies. Students will be required to wash hands after bathroom breaks, in between transitions, after meals, after recess/physical education, or using electronic devices or other shared equipment, before boarding buses, and any other time deemed appropriate by supervising staff. Hand hygiene is also recommended after contact with high touch areas such as door handles, knobs, stairway railings, etc.

Masks

All Gill students will be required to wear masks while at school. In the event that a student removes their mask or does not wear their mask without permission, a teacher or staff will conference with the student and encourage the student to comply with the expectation. If the student continues to refuse wearing a mask, the teacher will call the office to request assistance from the counselor, the nurse and/or the principal. When a student continues to not comply, the parent will be called to pick up their child. Alternative plans may be developed based on individual student needs. The student will attend school remotely until it has been determined that they will comply with all safety protocols.

Mask Breaks

- During recess during other classes held outdoors, when physical distancing permits it, masks may be removed for a mask break. Masks will be removed in the classroom and stored safely prior to exiting the classroom to go outside.
- Additionally, mask breaks will occur during breakfast, snack and lunch to allow students to eat—they need to be seated at their desk/cafeteria table and not walking around.
- Within a classroom if students need a mask break and they are six feet or more apart, teachers may allow students to take a mask break in a designated space within the classroom.
- Where this is not possible and a break is needed, teachers may take their class outside

for a brief mask break. Students must be supervised at all times during a mask break.

Ventilation

Air flow should be encouraged. Unit ventilation blowers will run continuously while students are present. Where possible, keep windows to the outside open and classroom doors open. Classes may be held outside with approval. Necessary school supplies will be provided to each student in individual kits. Students should not bring school supplies from home.

Other Protocols for Sanitation

- Each classroom will have a pump bottle of hand sanitizer that is room specific. They will be checked and refilled daily by custodial staff. Staff will request refills as well as needed through the work order system.

HEALTH AND SAFETY PROTOCOLS

All students, faculty and staff should remain home if at any time they are exhibiting COVID-19 symptoms.

Protocols for Sending Students to the Nurse

When a student requests a visit to the nurse's office, identify the reason for their request and call the nurse to make the request. If the student is exhibiting non-COVID symptoms (ie. sprained ankle, etc) the nurse may opt to have the student move to the nurse's office on their own or with an escort. Staff must monitor themselves for symptoms daily. Students, with the assistance of families, must also be monitored daily for symptoms. All students, faculty, and staff should remain home if at any time they are exhibiting COVID-19 symptoms. Everyone must do their part to protect others. Below is a list of symptoms for which caregivers should monitor their children, and staff should monitor themselves.

- fever (100.4 degrees Fahrenheit for higher), chills, or shaking chills
- cough (not due to other known case, such as 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*

The Health Office will be reserved for non-COVID 19 health concerns and for medication administration.

If the student is demonstrating symptoms of COVID-19 the nurse, or a designee, will come to the classroom to retrieve the student and follow the COVID-19 protocols.

Covid 19-Protocols

The nurse will pick up the student exhibiting possible symptoms, conduct an initial assessment, and determine whether the student goes directly to the COVID-space, or to the Triage area of the Health Office for further assessment (small room within the health office).

Medical Waiting Room

A separate COVID-19 space will be provided for students who are demonstrating relevant symptoms. **This space is designated to be in a space directly adjacent to the nurse's room close to an exterior door to the outside for ease of dismissal. In addition, it is directly by one of the bathrooms so that it will be accessible to only students that are demonstrating relevant COVID symptoms.** Signage will be displayed identifying the bathroom and room and Covid-19 spaces only. The spaces may not be used for any other use.

Suspected cases will be escorted to this room. Students awaiting pickup by a parent and will be checked on by the nurse frequently. When it is time for pick up, students will exit through the exterior door in the classroom to the outside. The room will then go through cleaning and disinfecting according to protocol. Consider use of signage on the outside of doors to indicate rooms that require cleaning.

DAILY OPERATIONS

Attendance

Daily attendance will be taken whether a student is in person or remote. Consistent with 603 CMR 27.08(3)(b), districts must have a daily attendance policy and system for remote learning that can be reported into the state Student Information and Management System (SIMS). Students will need to be physically visible, no avatars, in order to be considered present if in remote learning. Parents/caregivers are responsible for ensuring their child attends school every day, whether for in-person or remote learning. Schools and districts must continue to investigate extended absences and to make and document reasonable efforts to locate the student and determine the reason for nonattendance. The school will work directly with families to identify barriers to student attendance and to support families in alleviating these challenges.

Entering the Building

The school day will begin for teachers and students at 8:30 am. Buses will make every effort to hold students until 8:30 am. Students arriving by drop off may not enter the building until 8:30 am. Students will line up outside in socially distanced marked areas outside the front area of the school and will be directed by staff to enter the building. All students will be going directly to their classroom exterior door to enter the building, except for sixth grade. Sixth grade students will enter through the front door. Parents may not drop off students prior to 8:30 am and need to

wait to see a designated school employee outside before dropping off. If a parent arrives with their child prior to 8:25 am, the child must remain in the vehicle until 8:25 am. Students will not be allowed to exit the vehicle if they are not wearing a mask. As students arrive via bus, they will go directly to their classroom exterior door. Staff will be given locations (i.e., hallways, classrooms) to monitor and maintain proper mask wearing and safety guidelines while entering the building. ESPs and additional staff without homerooms will be assigned to each door to direct students and maintain safety.

Bus Transitions

All students riding the bus will adhere to the transportation guidelines issued by DESE. Seat assignments and distancing guidelines will be reviewed and shared with General students and families prior to the start of the school. Students will be released slowly to allow proper distancing when entering the All Purpose Room upon arrival. Staff will be assigned to greet children, check to make sure students are distanced and wearing masks when exiting the bus. Dismissal will follow similar procedures.

As students enter the bus, they must sanitize their hands (if in winter, they can keep on gloves instead). All staff and students on the bus, regardless of age, are required to wear masks at all times. Students will be seated one student per bench, alternating sides each row, which allows students to maintain recommended physical distance. Children from the same household may sit together and in closer proximity (e.g., two students per bench). Distancing requirements apply both while waiting at bus stops and while in transit. Students should face forward at all times and refrain from eating, shouting, singing, or sharing items while in transit. As students board the bus, they will occupy seats starting from the rear of the bus and fill sequentially to the front. Upon arrival at school, the bus will be unloaded in a controlled manner, starting from the front of the bus and emptying sequentially to the back. All school buses will be cleaned and disinfected between runs and at the end of the day. All windows will remain open at all times during operation for ventilation, unless not possible due to extreme weather conditions. Students will be assigned to a single bus and a particular seat.

Arrival/Dismissal

Students being dropped off by parents/guardians should proceed directly to their exterior classroom door, except for sixth grade. Sixth grade will enter through the front door. Staff will be outside in the drop off circle to greet students and direct movement. **Parents/Caregivers are not allowed to exit their vehicle at any time.** Staff will be outside classroom door/drop off locations to help students enter the building safely.

For dismissal, bus students will be dismissed first and will exit through the All Purpose Room and directed to exit the exterior door by the basketball court side. Spacing will be determined for student waiting spaces outside. During inclement weather, kindergarten and first grade students will report to All Purpose Room and staff will radio to the space as Parents/guardians arrive. Parents must remain in the car line upon entering the school driveway. The outside tent will be utilized as appropriate and weather permitting.

Recess

Students will be allowed to use the outside play structure until protocols are in place to ensure hygiene and safety. Students will be required to wear masks while on the playground.

Passing/ Transition Time

Students will remain in the classroom until a designated time for transitions such as leaving classroom, recess, services, and dismissal. They will leave the classroom in single file order and remain on the right side of the hallway, following the guiding arrows and floor decals that represent appropriate distancing.

Student Belongings

Belongings from home should be limited to only necessary outerwear, water bottles and lunch (for those not eating school lunch). Coat hooks and cubbies will be assigned to provide adequate distance between students. All belongings will need to be removed from cubbies, coat hooks by the cohorts after their two day in-school session.

Breakfast/Snack

Breakfast and snacks will be eaten in the classroom. Students will remove masks when eating. Procedures for ordering meals will be the same as in previous years. We encourage students to bring a water bottle daily as water fountains will be off limits to the public until further notice. Kindergarten students will be taking lunch home on the days they attend, and breakfast for the next day.

Student Belongings

Belongings from home should be limited to only necessary outerwear, water bottle and lunch (for those not eating school lunch). Coat hooks and cubbies will be assigned to provide adequate distance between students.

See district plan for additional Food Services Information.

Lunch- Tentative Plan

Students will be using the cafeteria to eat lunch. Tables will be set up distanced from each other and students will be assigned seats. Students will remove masks when eating. We encourage students to bring a water bottle daily as fall water fountains will be off limits to the public until further notice, excepting the one hands-free water fountain by the office.

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- Teachers will walk students to the cafeteria.
 - Following 6 foot guidelines, students will enter line and collect lunch- in a container
 - Students will walk to their assigned seats and remain seated unless directed to move otherwise.
 - All food/containers will be placed in trash.
 - Students will sanitize hands after eating lunch
 - Plans will be made for student removal of masks.

*****Please note that the district will be nut-free until further notice.
See district plan for additional Food Services Information.**

Bathroom Breaks --

Grades Kindergarten and First Grade will use the bathrooms inside the classroom only. Grades 2-6 students will use the bathrooms by the office. Only one student at a time will be allowed in the bathroom. Signage will be used to provide guidance for students. Students must wear a mask at all times and wash their hands prior to returning to class. Students will be granted permission to use the restroom one at a time from each classroom. Passes will not be used. Washing hands is expected after using the restroom. When students go back to their classrooms, they will not be touching any classroom handles, as all they will have to do is gently push the door open with their shoe. While in the hallway, students must follow the guidelines for passing. Students must minimize time spent out of the classroom and only go to the bathroom.

Main Office Protocols

Students will no longer be able to utilize the phone in the main office due to COVID-19, so families will need to plan accordingly. In emergency situations only, a staff member will make the phone call for the student from the classrooms. Students will not be allowed to enter the main office. File folders will be mounted outside each classroom to facilitate paperwork drop off and pick up by staff only.

Visitors

During a hybrid model, we will be limiting our acceptance of visitors into our buildings for the safety of staff and students. Protocol will be established and communicated.

CLASSROOM SIZE AND LOCATION

Size and Assignment

In the hybrid model, class sizes will be decreased to provide 6 feet of social distancing in all classrooms. Students may not work in hallways. In order to accommodate for larger classes, additional spaces may be utilized and a paraprofessional may assist with supervision as needed.

Responses to Covid Related Situations:

CERT (Covid Response Team) group and list serve. As soon as an illness is reported, the nurse who is the responder (which custodians have been trained to ensure the nurse is notified as step one of their response) should initiate an email outlining the WHO (with caution for HIPAA), WHAT, WHERE, WHEN of an incident so all concerned constituents in the CERT group are aware of the facts. From there we can respond to the chain of communication to share information as to what response actions are taken, or make requests or suggestions on what is needed next.

If students need to be evacuated from the classroom, the All-purpose room will be utilized.

Additional Resources:

[ht](#)TECHNOLOGY TOOLS AND REMOTE LEARNING

Communication: Announcements, Notifications, Alerts

Parents/Guardians – Please continue to make sure we have your current contact information. This may be provided by calling your school’s main office. Here is how we are using your information.

Parents’/Guardians’ email addresses were collected throughout the school year and added to our student information system (SIS), called AdminPlus. These were then synced with teachers’ tools called Teacher PlusPortals/Gradebook. The PlusPortals system is then accessible to teachers, students, and parents/guardians. This system remains functional and, per usual, contact information is regularly updated as information is provided to school main offices by parents/ guardians.

Educators may continue to communicate to parents/guardians and to students through their parents’/guardians’ provided email addresses. Some teachers may also choose to send their communication using our supported PlusPortals and Google Classrooms. Please note that PlusPortals and Google Classrooms are now integrated. Please contact Tech Support to learn more.

Google Classroom and PlusPortals are the district’s learning management systems available to post, ask questions, run discussions, and receive responses and/or submissions of assignments/ classwork online. These systems will help in organizing lessons and activities

teachers would like their students to participate in; especially by providing flexibility and variety in lesson delivery.

G SUITE for Education: Google Docs, Google Sheets, Google Slides, and Google Cal are just some of the collaborative tools available within our domain that teachers and students have been using throughout the school year. All students have been provided with a Google account by the district.

Google Meet is the platform to be used for video conferencing or face- to-face interactions with students/classes. The tool is available for teachers/staff who would like to make video-recordings of lessons, read-alouds, activity instructions, lab experiments, etc. Please note any video-recording made by a teacher should NOT show any student or contain any student interaction or information.

Please note that for every video-conference teachers initiate, the following message should always be read or provided in order to protect both the teacher and students' privacy:

It is important that we follow our school rules when we meet through the computer. We will be respectful of each other's words and ideas. Students and their families may not save, record, share or post this session or any photos from this session. If students or families do not agree with these requirements, please disconnect from this meeting. Families may contact me for a different learning plan.

Student and Data Privacy While we encourage the use of digital tools in remote learning, we need to consider student safety and student data privacy. Many software companies offer "free" apps and software, but consumers should be wary and exercise caution. Student data can be used for marketing and other purposes and personally identifiable information about students may be revealed. Staff has been given clear guidance about the privacy of students, staff, and families. GMRSD has processes for using software and apps and how to request the use of those software/apps, as we work to protect student data. Google Meet has been provided for free by Google for the duration of this crisis to be used within our Google for Education domain. Their security features and privacy agreements meet our needs as a school district.

Equitable Access to Learning Tools Each GMRSD student will be loaned a ChromeBook for the 2020-2021 school year. In terms of equitable access to technology during this emergency, we have been identifying students who need assistance in accessing internet services. We are encouraging families to contact their students' teachers or their school main office if their child is unable to access remote learning because of internet connectivity. In addition, our family engagement coordinator and Spanish speaking liaison are helping assemble this list.

Internet: As an alternative, there are scores of free hotspots around our communities where internet signals can be received for free. Locations for these may be found by going to [XFINITY Wifi Hotspot Finder](https://www.doe.mass.edu/covid19/Wifi%20Hotspot%20Finder). <https://www.doe.mass.edu/covid19/>