



# **P**ANDEMIC **S**UPPLEMENT

For Families

*2021-22 School Year*

## **INTRODUCTION**

This document is intended to supplement the [Union Memorial School Family Handbook](#). It describes the changes to normal operations due to the safety protocols that are in place because of the pandemic.

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# ARRIVAL

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## Bus Arrival

Buses will disembark beginning at 8:20 AM. Students will enter the building through the main entrance and go directly to their classrooms.

## Vehicle Arrival

There are two checkpoints for students who arrive to school via a personal vehicle. The process upon arrival in the parking lot is:

1. Pull up to one of the checkpoints (indicated by the stars) and/or form a line.
2. The adult in the vehicle will remain in the vehicle unless there is a problem with the student exiting the vehicle.
3. The student will exit the vehicle, enter the building through the middle doors and go directly to his or her classroom.



Some other notes regarding students who arrive by personal vehicle:

- Parking is not allowed in the staff parking spots (along Main Street) or the parking spots along the fence.
- If you arrive before 8:15 AM, please stay in your vehicle and pull up to one of the checkpoints. The playground is closed at this time of day and the structures are closed indefinitely.
- The travel lane must remain open.
- Visitors are not allowed in the building. If you need to drop something off (like paperwork) the adults at the checkpoints will take it for you. If you need to speak with someone, you will need to call them.
- All open parking spots are available for use during dismissal.

# BIRTHDAY TREATS AND PARTIES

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Students will not be allowed to bring in an edible treat or other individual items (e.g. pencils, stickers) to share with their classmates. Birthday treats for sharing are limited to non-food items, such as donating a book or game to the class in honor of the student if a family so chooses. A student can bring their own edible treat.

Classroom parties that include outside edible “treats” and/or visitors will not be allowed.

## BREAKFAST

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Breakfast will be consumed in the classroom and is free for all students. The breakfasts will be delivered in a cooler and handed to each student by an adult. Students are not allowed to go into the cooler. If more are needed, the adult supervising the room will need to call the kitchen.

## BUILDING USE

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ACE is the only program that can use the building other than the usual students, faculty and staff. There will be no non-school meetings (e.g. 4H, scouting, condo association, PTA). There will be no Rec programs (other than ACE) or other student programs.

## COHORT GROUPS and CONTACT TRACING

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There are essentially three (3) cohort groups and students may be a part of one (1) or all the groups. The cohort groups are:

**Bus** – If a student rides a bus to/from school, they are part of the bus cohort group. It is possible for a student to be a part of more than one (1) bus cohort (e.g. they ride Bus 10 from home to school in the morning and Bus 4 to daycare in the afternoon).

**Classroom** – Every student will belong to a classroom cohort group and spend the near entirety of their day with this cohort. Lunch and unified arts classes (except for PE when the weather allows it to be outside) will happen in the classroom.

**Grade Level** – Students may be in a grade level cohort group for support services (e.g. Title I) which will require them to be in a cohort with other students in their grade level. We will do everything possible to minimize the use of these types of cohorts and, whenever possible, create support groups that are composed of students in the same classroom cohort. There will be no cross-grade level instructional support groups/cohorts.

## CONFERENCES

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Both the November and March conferences will be done virtually either using Zoom or Google Meet or over the phone.

Parents/Guardians will sign up for a 20-minute timeslot through Sign-up Genius.

## COVID-19 COORDINATORS

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The Colchester School District COVID-19 Coordinators are Lindsey Campion and Moriah McCullagh. The Union Memorial School COVID-19 Coordinator is Kathleen Kelly. Their contact information is:

Linsey Campion (264-5723) – [lindsey.campion@colchestersd.org](mailto:lindsey.campion@colchestersd.org)

Moriah McCullagh (264-5923) – [moriah.mccullagh@colchestersd.org](mailto:moriah.mccullagh@colchestersd.org)

Kathleen Kelly (264-5948) – [kathleen.kelly@colchestersd.org](mailto:kathleen.kelly@colchestersd.org).

## DISMISSAL

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### ACE

ACE students will be dismissed at 3:05.

### Bus

Buses will be called one at a time. Students will go directly to their assigned seat on the bus.

### Pick-ups

Pick-ups will be dismissed at 3:00 PM. Grownups need to check in with the staff member by the clipboards to have the child they're picking up "signed out" (the staff member will check off the student's name to prevent the sharing of pens). Once the student has been "signed out", they will exit the building as follows:

- Students in classrooms that face the playground (Thomas, Trieb, Bassett, Kelly, Collins and Thibault) will exit through their classroom's exterior door:
  - Hill – **D16**
  - Thomas – **D18**
  - Bassett/Kelly – **D14**
  - Collins/Thibault – **D13**
- Students in Davis', Barnett's and Haddock's classrooms will exit through the back doors (**D12**).
- Students in Hughes', Anderson's and Helfrich's classrooms will exit through the middle doors (**D15**).

During winter, when it's unsafe to be under the roof overhang due to ice buildup, all students will be dismissed either through the middle doors (**D15**) or the back doors (**D12**).

### Late Buses

If a bus is running significantly late (e.g. it broke down and they must send a replacement), the students on that bus will wait in the cafeteria, physically distant from one another and the ACE students, with facial coverings and proper physical distancing or on marked spots in the hallway near the main office. We'll see which one makes more sense.

### Early Dismissal

For students who are picked up early, the adult will "buzz" the main office. The administrative assistant (or other adult if she is unavailable or otherwise occupied) will call the student to the front of the building and escort them outside. In the case of inclement weather, the adult may wait in the vestibule. Otherwise, they will have to wait outside the building. Calling ahead is encouraged to reduce the amount of wait time for the adult.

## FACIAL COVERINGS

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All staff and students are required to wear facial coverings (mask and/or face shield) that cover their nose and mouth while around students in the building. Student are required to wear facial coverings on the bus. Facial coverings are not required

when outside. Students should wear one facial covering and have two (2) to use throughout the day. Disposable face masks will be available.

See Noncompliance section for information on what happens when a student refuses to wear a facial covering.

Here is a link to a good video for young children that explains the importance of wearing a face mask:

<https://www.facebook.com/watch/?v=280152349901209>

Here is a link to another series of videos in case you do not have a Facebook account:

<https://www.uvmhealth.org/pages/coronavirus/staying-healthy/masks-and-kids-what-you-need-know.aspx>

## FIELD TRIPS

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No field trips are allowed until further notice.

## HALLWAYS

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There will be very little need to travel as a class in the hallway. If there is a need, facial coverings and physical distancing must be maintained as described in these guidelines.

## HAND HYGIENE

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Staff and students will receive education on proper hand hygiene. All students, staff and contracted providers should engage in hand hygiene at the following times:

- arrival to school
- after staff breaks
- before and after preparing food or drinks
- before and after eating, handling food or feeding students
- before and after administering medication or medical ointment
- after using the toilet or helping a child use the bathroom
- after coming in contact with bodily fluid
- before and after handling facial coverings/face shields
- after playing outdoors
- before and after playing with classroom toys or manipulatives
- after handling garbage
- before and after cleaning and
- prior to switching rooms or locations.

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Steps for proper hand washing can be found on the [CDC website](#).

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## HEALTH OFFICE

Nurse Kelly will share the new Health Office procedures with faculty and staff during the August in-service. Families will receive a brochure explaining the new procedures later in summer.

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## LUNCH

Lunch will happen in the classroom and be increased to 30 minutes to allow for distribution, cleanup and free *limited* choice time. Here are the assigned lunch times:

11:35 – 12:00	Grade 2 (Barnett, Collins, Davis and Thibault) and Kindergarten (Hill and Thomas)
12:00 – 12:25	Grade 1 (Bassett, Haddock, Hughes and Kelly) and Kindergarten (Anderson and Helfrich)

When students are done eating and cleaned up, they will be given a limited choice of activities based on the classroom teacher's recommendation.

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## MEDICAL WAITING ROOM (aka Champ Chill Zone)

Students who are identified during the school day as potentially having the Coronavirus will stay in the medical waiting room until an adult can come to school and get them. The medical waiting room is in a section of the art/music room with a walkway directly to/from the Health Office. This allows the nurse to monitor the student in isolation while still running the Health Office. It also lets the student exit the building through the art/music room exterior door, eliminating the need for the adult who is picking them up to enter the building.

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## MEETINGS

Meetings that involve non-school personnel (e.g. parents, guardians, physicians) will be held virtually either using Zoom or Google Meet or over the phone.

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## NONCOMPLIANCE

Based on the recommendation from the Vermont Agency of Education, the Colchester School District requires every child attending a public school to wear a facial covering and physically distance during the pandemic. If a parent/guardian refuses to allow their child to wear a facial covering and/or physically distance, the student will have to learn from home. What follows is how noncompliance will be addressed for students who are learning in person.



As we do with all expected behaviors we want to encourage, we will approach the wearing of a facial covering and physically distancing in a positive way. That means we will:

- teach the expected behaviors,
- model the expected behaviors,
- reinforce the expected behaviors and
- provide logical consequences when a student does an unexpected behavior.

All these things are in alignment with Positive Behavioral Interventions and Supports (PBIS).

This approach should be successful for most students. What is challenging with expecting young children to wear a face covering and physically distance is how new these behaviors are for everyone, the developmental level of our students and the serious consequences for noncompliance. We can only be just so patient and understanding.

For the **very few** cases where there is a documented medical reason a student cannot meet the facial covering and/or physical distancing requirements, a school-based team will consult with medical personnel and develop a plan.

If there is a documented behavioral reason a student cannot wear a facial covering and/or physically distance, a school-based team will determine the need and develop appropriate accommodations and a training protocol for moving the student toward compliance with the guidelines.

For the student whose parent/guardian wants them to wear a facial covering and physically distance, there is no documented reason they cannot do those things, **all the things listed above have been tried** and they still refuse to comply, we will do the following:

1. If the rest of the students in the classroom can maintain a safe distance, the student will remain in the classroom and the parents/guardians will be contacted.
2. If the rest of the students in the classroom cannot maintain a safe distance, the student will be removed from the classroom and the parents will be contacted. Every effort will be made to find a safe space for the student to remain until they are willing to comply.
3. If there are repeated occurrences, a school-based team will meet to develop a plan.
4. There may come a point, at the discretion of the principal, where the student needs to be suspended from school for the safety of the other members of the classroom/cohort.

## OUTSIDE TIME: BRAIN/BODY BREAKS, RECESS and TEACHING LESSONS

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Because the lunch recess time has been eliminated, classrooms have been assigned two 15-minute outside times per day to use for brain/body breaks, recess and/or teaching lessons. All areas and structures on the playground are open for students.

The soccer field area is reserved for PE classes and is off limits during those times. Also, there will be a large tent installed on the soccer field so PE can be outside as much as possible – even during a light rain.

## PARENT-TEACHER ASSOCIATION (PTA)

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The Parent-Teacher Association (PTA) will continue to meet on the second Tuesday of the month from 6:30 PM to 7:30 PM. All meetings will be held under the tent, when weather permits, and virtually through Zoom when it doesn't. As always, all parents are welcome to attend. A link to each meeting will be sent out in advance.

## PHYSICAL DISTANCING

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Physical distancing to reduce the frequency of close contact between individuals is still the single most effective way to slow the spread of Coronavirus. As much as possible, and especially when facial coverings are not being worn (e.g. you are outside having recess), adults should maintain a distance of six (6) feet and students as much as the space allows, preferably three (3) to six (6) feet. Brief periods (defined as less than fifteen (15) minutes) of closer contact can do things like: conference with a student, assist with clothing and pass out materials.

Given the developmental level of our students, hugs, handholding, high-fives and handshakes are going to happen, but should be discouraged. "Air" high-fives and hugs should be encouraged to let students know they are acknowledged and valued. The adult must wear a facial covering while helping the student and wash their hands afterward.

See Noncompliance section for information on what happens when a student refuses to socially distance.

## PULL-OUT SERVICES

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### English Language, Reading, Title I and Special Education

These services will "push in" as much as possible. When it is not possible, students will ideally be grouped with their classroom cohort, but never grouped across grade levels, wear facial coverings and physically distance as described in these guidelines.

### Guidance Groups

Guidance groups will continue in the guidance office with facial coverings and physical distancing as described in these guidelines.

### Social Work and Therapy

We will work with the Howard Center and University of Vermont Medical Center to develop guidelines for services.

### Speech-Language/Articulation

Speech-Language/Articulation will continue to be a "pull-out" model. Plexiglass barriers will be utilized, as necessary. Students may remove their facial coverings as directed by the Speech-Language Pathologist and Speech-Language Pathologist Assistant.

## SINGING

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Singing (including adults and students) is not allowed inside the building until further notice. Unfortunately, singing increases the spread of respiratory droplets. Singing is allowed outside provided there is proper physical distancing.

## VISITORS and VOLUNTEERS

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Visitors will not be allowed to enter the building beyond the main office. The only exceptions to this are:

- approved vendors (i.e. psychologists, social workers, Climate Systems, the copier guy),
- parents/caregivers of anxious kindergarten students during the first week of school only,
- meetings the school team determines are better to be held in person (e.g. meetings that require an interpreter), and
- student teachers (provided physical distancing can be maintained).

An adult picking up a sick child will do so through the art/music room exterior door. Visitors who show up and want an impromptu meeting will be informed they must call the person with whom they wish to speak. UMS employees' children who attend school in a Colchester school may wait in the cafeteria or on the playground for the bus in the morning or until dismissal in the afternoon. They cannot enter classrooms.

Volunteers, including parent volunteers and those community members who help with curriculum, will not be allowed in the building. Teachers will have to find ways to accommodate (e.g. find a virtual solution) volunteers used in certain units like the Community Helpers unit in first grade.

## APPENDIX A: Frequently Asked Questions (FAQs)

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**QUESTION:** Is ACE still happening?

**ANSWER:** Yes, ACE is still happening. ACE is run by the Parks and Rec Department and they are still planning on running a program at Union Memorial School. Please contact them with any questions or to enroll your child if you have not done so already.

**QUESTION:** Does my child really have to wear a facial covering all day?

**ANSWER:** Yes, they do. There will be times when they don't (when they are outside or eating) and scheduled "mask" breaks, but other than that it is a state requirement for reopening schools. If you have not done so already, start getting your child(ren) used to wearing a facial covering. The only exceptions will be for documented behavioral or medical issues.

**QUESTION:** What happens if my child forgets, loses or dirties their facial covering?

**ANSWER:** Though we will not be providing facial coverings, we do have a supply of child-size masks we will be able to give to children.

**QUESTION:** What happens if my child flat out refuses to wear a mask?

**ANSWER:** These are young children and we are going to do everything we can to get them to wear a mask (teach, model and reinforce). I was pleasantly surprised last year in that this wasn't an issue at all. The students did a fantastic job with this and got used to wearing them quickly. The bottom line, though, is the safety of all students is critical and if a child flat out refuses to wear a mask and there is no documented medical or behavioral reason they can't, they won't be allowed to stay in school.