



HIGHLAND ELEMENTARY SCHOOL  
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**Mrs. Jill M. Phelan**, *Principal*  
**Mrs. Jennifer Roux**, *Assistant Principal*

Dear Highland Families,

At Highland Elementary, we are proud of the sense of community and the culture of kindness, caring, and understanding we have been fortunate to create. Now, more than ever, we realize how important our community is. It is our goal to keep the lines of communication open with all of our families. We know that you are eager for the details of how we plan to keep your children safe when they return to our building, and we want to provide you with as much detail as possible on the reopening of school this year. We appreciate the patience and understanding you have shown as we navigate these plans. Below is a bulleted overview of our Highland reopening guidelines. We hope it answers many of the questions you may have.

As the school year begins and we receive additional details, we commit to providing our Highland family with regular updates on any changes to our plans or policies, as well as updates on how our safety measures are being implemented. We feel so fortunate to have your trust, patience and understanding as we navigate this new approach to education, keeping the safety of our children and staff at the forefront. As always, please do not hesitate to reach out to us with any questions or concerns.

With Warm Regards,

Jill Phelan, Principal  
Jennifer Roux, Assistant Principal

# Highland Elementary School

## 2020-2021 Reopening Guidelines

### Arrival to School:

- **Walkers:** When walking on school grounds to drop students off, we ask that all individuals wear a mask. We also ask that you follow social distancing protocols and remain six feet apart from those who are not in your household.
  - Kindergarten walkers will enter at the doors on Western Avenue.
  - First and Second grade walkers will enter the building around the back of the school at the door leading to the grade level hallway.
  - Third and Fourth grade walkers will enter the building around the back of the school at the door leading to the grade level hallway.
  - Staff members will be at each door to escort children into the building.
- **Car Line Drop Off:** Drop off will take place in our side parking lot just as we have done in past years. Please remain in your car and staff members greet children as they exit the car and direct them to the appropriate entrance. All children must wear a mask as they exit the vehicle and enter school.
- **Bus Students:** Students who ride the bus will be helped off of the bus by a staff member. They will enter the building through the Western Ave. entrance and will be greeted and guided to their classrooms by staff.

### Attendance:

- Attendance will be taken for each Google Meet session. Students must attend greater than 50% for it to be counted as a full day.
- Attending Google Meets is part of the school day.

### Bathrooms:

- Most K-2 classrooms have bathrooms in the room.
- Other bathrooms are located in the grade level hallways.
- Older students will sign out in the classroom using their own writing utensil.
- If there is another person in the bathroom, students can wait in a designated, socially distant area outside the bathroom.
- Students must wash hands for at least 20 seconds after using the bathroom.
- Bathrooms will be cleaned approximately every two hours and cleaned and sanitized at the end of every day.

### **Breakfast:**

- Students will be assisted by cafeteria staff in getting their breakfast.
- Breakfast will be eaten in the cafeteria following social distancing protocols.
- Students will be monitored while waiting in line to ensure social distancing protocols are followed.
- All food choices and utensils will be handed to the student by gloved staff.
- Students will be directed by staff to designated seats allowing for six feet social distancing.
- Tables and seats will be cleaned between lunches by staff.

### **Bus Safety:**

- All students who enter the bus must wear a mask for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Buses will be loaded and emptied one at a time.
- Cameras will monitor student behavior to ensure all students remain safe.
- Buses will be wiped down between runs and disinfected at the end of each day.

### **Chromebooks:**

- Chromebooks are available for students.
- When we move to the hybrid model, students should bring their Chromebook to school on Monday of their in-person week. It will be kept safely in their classroom for the week and students will bring it home on Friday to use during their remote week.
- No homework requiring a computer will be given during the in-person academic week.

### **Classrooms:**

- Classroom layouts will be arranged to support social distancing requirements.
- Students will bring their backpacks and any outdoor gear into the classroom when they arrive at school.
- Each student will have their own set of supplies to use and will be provided an individual supply caddy to keep them in.
- Some supplies will be provided by Highland School. As in past years, each grade level is also requesting some additional supplies. These supply lists can be found on our school website.
- Classroom tables, desks, and chairs will be sanitized daily by custodians who have been trained on proper sanitizing and safety procedures.

### COVID Room:

- There will be a designated COVID Room that is separate from the Nurse's office.
- If the nurse believes that a student has symptoms consistent with the Coronavirus, the parent/ guardian will be called. The student will then be brought to the COVID room and a staff member will remain with them.
- The COVID Room will be equipped with furniture to provide comfort for the child until a caregiver can get to school to pick them up.
- Return to school protocols will be discussed with the family.

### Dismissal from School:

- **Walkers:** All walkers will be dismissed from the building via their assigned door. We invite caregivers to wait for their student at the assigned door and kindly ask that you wear a mask and follow social distancing protocols by remaining six feet apart from those who are not in your household.
- **Car Line Pick Up:** Pick up will take place in our side parking lot just as we have done in past years. Students will be dismissed further down from the gym doors. For the health and safety of everyone, we kindly ask that you remain in your vehicle with your car line sign displayed in the windshield. Students will be brought to the car by our staff. "Buckle-up Spots" are again designated in the upper lot for those who need to assist younger students in buckling into car seats.
- **Bus Students:** Buses will be called for dismissal one at time. Students will be escorted to their appropriate bus at the end of the day following all safety protocols.

### Grades:

- All assignments will be graded using our current report card.
- All parents will have a parent portal on PowerSchool for report cards.
- When students miss instructional time, mastering new content becomes more difficult.

### Hallways:

- All hallways will be marked with signs to support 6 foot social distancing.
- All hallways will be used by only one class at a time.
- Movement in the hallways will only occur when entering or exiting the building, going to and from lunch, recess, and masks breaks.
- Water fountains will not be available for student and staff use. If you wish, please have your child(ren) bring their own water bottle to school.

### **Hand Sanitizing/Washing:**

- Upon entering the building, all individuals will sanitize and/or wash hands.
- Students will wash hands after using the lavatory, before lunch, and after recess.
- There will be other times throughout the day that sanitizing/hand washing protocols will be followed as deemed necessary by the teacher based on the activities in the classroom and/or outside.

### **Lunch:**

- Each classroom will be escorted to the cafeteria at designated times.
- Lunch cards will no longer be used; students will memorize their numbers or give their name to the cashier.
- Students will be monitored while waiting in line to ensure social distancing protocols are followed.
- All food choices and utensils will be handed to the student by gloved staff.
- Students will be assigned seats allowing for six feet social distancing.
- Students will be called in a systematic way to discard trays at the end of lunch.
- Tables and seats will be cleaned between lunches by staff.
- When possible, lunches can be enjoyed outside following social distancing protocols.

### **Masks:**

- Per School Committee Policy, students in grades K-6 will be required to wear masks at all times. There will be scheduled mask breaks throughout the day.
- Per School Committee Policy, staff will be required to wear masks at all times except during scheduled mask breaks.
- Staff will continually review safety procedures with students to ensure each student's safety and well-being.

### **Mask Breaks:**

- Students will be given a minimum of 6 mask breaks per day, approximately one per hour.
- These breaks will be given at the teacher's discretion.
- Breaks can take place outside or in the building following all social distancing protocols.

### **Notes to Office/ Lunch Money:**

- All notes to the office/ lunch money will be placed in a classroom folder and picked up at the classroom by a staff member in the morning

### **Nurse Visits:**

- If a student needs to visit the nurse, the teacher will call the nurse before sending the student to her office.
- If a child is presenting with COVID symptoms, he or she will be brought to a designated COVID room.

### **Pull-Out Instruction:**

- Staff will pick up students at the classroom and escort them in the hallway using social distancing protocols.
- Procedures for small group instruction will be followed.
- Staff will escort students back to the classroom using social distancing protocols.

### **Recess:**

- Recess will be outside whenever possible. Please be sure students dress appropriately for the weather.
- Students will be asked to sanitize/ wash their hands prior to going to recess.
- Play structures will be utilized. They will be sanitized daily following COVID cleaning protocols.
- When able, staff will engage students in games that support social distancing (ie: Simon Says, Red Light/Green, calisthenics, etc.)
- Paw prints will be painted on the playground to support social distancing.

### **Small Group Classroom Instruction:**

- Students will bring their own seats up to the teacher table.
- Chairs will be placed around the table following social distancing guidelines.
- Dividers will be used between students.
- Staff will wash tables in between groups.

### **Specials:**

- Most specials will take place in the students' classroom.
- Specialists will bring any necessary materials to the classroom and materials will not be shared by students.
- Physical Education will take place outdoors when the weather is appropriate or in the gym using marks on the floor to designate 6 feet of space between students. Most activities will be independent (Stretching, Calisthenics, Simon Says, etc.) Students will not use equipment that is shared by others.

### Visitors/Parents:

- Parents and visitors to the building will be limited and monitored.
- If you are picking up your child for an early or unexpected dismissal, we ask that you please call the office prior to arriving when able to do so. Whenever possible, please send in a note for a change in dismissal routine.
- Anyone dismissing a student early or unexpectedly will be asked to show their ID.
- Students will be called to the main office for dismissal and school staff will sign the student out.