

Clark-Wilkins Elementary School

School Reopening Logistics Plan for Parents



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School Hours

9:15 - 3:05
 Arrivals: 9:15 - 9:30
 Dismissals: 3:05- 3:30

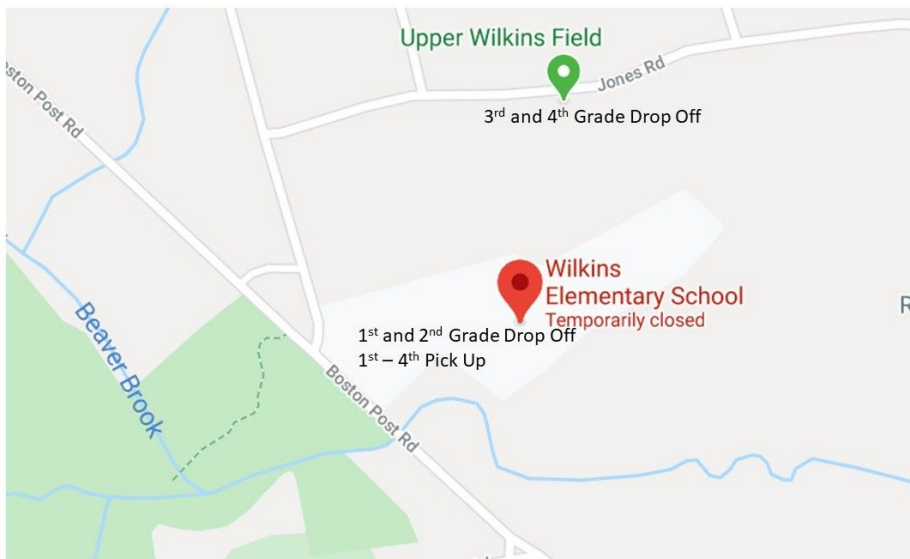
Administrative Coverage Schedule

**Draft schedule as of 8/6/20*

	Monday	Tuesday	Wednesday	Thursday	Friday
Clark	Morgenstern	Morgenstern	Morgenstern	Parrill	Rimol
Wilkins	Parrill Murphy	Parrill Murphy	Parrill Murphy	Morgenstern Murphy	Morgenstern Murphy

Kathleen will be available during common planning time before school school to support K teachers at Clark with curriculum, instruction, and assessment needs.

Morning Arrival - Wilkins School



At both **parent drop off** locations, parents will be directed to pull into a designated area and only 8-10 vehicles will be allowed to open their doors and allow for students to exit and use their designated entrances to enter the building.

- First grade students will exit parent vehicles from the front loop and enter the building using the front entrance doors and proceed to their classrooms.
- Second grade students will exit parent vehicles from the front loop and enter the building using the 1st/2nd grade recess doors OR the middle hallway recess doors.
- Third grade students will exit parent vehicles on Jones Road at the Upper Wilkins field. They will enter the building using the 3rd grade entrance closest to the end of the stairs.
- Fourth grade students will exit parent vehicles on Jones Road at the Upper Wilkins field. They will enter the building using the 4th grade portable entrances and the 4th grade recess doors.

Students riding the **bus** will enter the building through the middle hallway. Buses will be unloaded one at a time and physical distancing will be encouraged as students enter the building.

Students riding **specialized transportation** will enter the building through the middle hallway. The specialized transportation buses will be unloaded one at a time and staff members will be available to meet students and walk into the school building.

Walkers will enter the building through the main entrance, 1st/2nd grade recess doors, the middle hallway recess doors, or proceed to the 4th grade portables.

Morning Arrival - Clark



Parent drop off will occur at the front loop of the building. Parents will be directed to pull into a designated area and only 8-10 vehicles will be allowed to open their doors for students to exit and use their designated entrances to enter the building. Students can enter the building using the main entrance doors and the MPR doors.

Staff WILL NOT be allowed to open car doors or assist students in exiting vehicles.

Bus students will be dropped off at Davis Lane and will be unloaded one bus at a time. Students will walk from the Davis Lane drop off to the playground and directly into classrooms.

Walkers may be escorted to the beginning of the crosswalk in front of Clark school by parents. They will then enter the building using the main entrance doors or the MPR doors with the parent drop off students.

Preschool

Parents will park in either three designated spaces in the Clark parking lot or on Foundry Street. They will escort their students to the doors of the preschool classroom.

This will be the SAME procedure at pick up.

Staff WILL NOT be allowed to open car doors or assist students in exiting vehicles.

[Check out our video of morning arrivals at Clark and Wilkins!](#)

Lunch

All students will eat lunch in their classrooms at Clark and Wilkins.

School lunch will be delivered to classrooms by school staff.

Parent volunteers will not be assisting with lunch.

Specific lunch times will be determined in conjunction with the school nutrition team.

Teachers and paraprofessionals will work together to establish their lunch times for the Pod.

Recess

Wilkins

A Pod will attend recess together and design their recess schedules and coverage as a team. A staff member from the Pod will be available each day to support students at recess. A designated recess staff member will be at one of the three recess locations to assist with each Pod's supervision. The Pod will sign up for one of three locations. Three Pods will be permitted to be out at recess at one time.

Students will not be permitted to use shared equipment outside of the playground structures.

Clark

A Pod will attend recess together and design their recess schedule and coverage as a team. Two staff members from each Pod will be available for each recess time. The recess space will include all of the playground area. Additional recess times can be planned within the Pod and in conjunction with the grade level team in order to ensure that another Pod of students is not using the space.

Students will not be permitted to use shared equipment outside of the playground structures.

Preschool will be able to use their designated recess space and design their own schedule with existing staff.

Dismissal - Wilkins

Walkers	Group A - 3:05 Group B - 3:15 Group C - 3:25
Bus Dismissal	Called by bus beginning at 3:05
Parent Pick Up	Group A - 3:05 Group B - 3:15

	Group C - 3:25
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Walkers will be dismissed from their classrooms in groups of 10-12 students using the announcement system beginning at 3:05 PM. Students will be assigned to walker groups based on their family arrangements which could include cross-grade groupings.

Buses will be called by individual bus from their classrooms and will exit the building from the middle hallway and load the bus in the bus drop off/pick up location.

Parent pick up students will be called by grade level and groups into the MPR. Students will be physically distanced in the MPR using spaces based on shared cars/families. Students will be radioed out to vehicles using two exit points from the back of the MPR. Parents will not be permitted to join the car line until the start of their group. We will use colored group signs to indicate the start of a new group of students.

Parents will not be permitted to enter the building to dismiss students. In the event of an emergency, a parent may call the office to develop an individual plan for their child.

[Check out our video showing the early dismissal and student item drop off plan!](#)

Dismissal - Clark

Walkers	Group A - 3:05 Group B - 3:15 <i>*if needed</i>
Bus Dismissal	Called by bus beginning at 3:05
Parent Pick Up	Group A - 3:05 Group B - 3:15

Walkers will be dismissed from their classrooms in groups of 10-12 students using the announcement system beginning at 3:05 PM. Students will be assigned to walker groups based on their family arrangements.. Students will be escorted by a staff member to the tree outside of the main entrance and dismissed to parents.

Bus students will be called by bus and physically distanced on the recess area to load buses on Davis Lane.

Parent pick up students will be dismissed into the MPR and physically distanced using spaces based on shared cars/families. Students will be radioed out to vehicles using MPR exit doors. Parents will not be permitted to join the car line until the start of their group. We will use colored group signs to indicate the start of a new group of students.

Parents will not be permitted to enter the building to dismiss students. In the event of an emergency, a parent may call the office to develop an individual plan for their child.

[Check out our video of afternoon dismissal!](#)

Manipulatives and Shared Supplies

Students will need to use individual supplies as much as possible. Math manipulatives should be set up for individual student use within the classroom. Mystery Science consumables will be prepared for use by individual students.

Classroom libraries can be used for students to access independent reading books. Students will need to “book shop” on a dedicated day and use an individual bin to store books that they are reading.

Masks and Mask Breaks

Students should wear a well fitted cloth mask that covers their nose and mouth. Students should bring two masks to school each day, if possible, to allow for a change of the mask if needed. Masks should have designs that are appropriate for school use.

Mask breaks will need to be built in approximately every hour for each group of students. Mask breaks will be able to occur outside of the school building in designated spaces and in the MPR during inclement weather. These will be scheduled within the grade level and by Pod to prevent congregation in the outdoor spaces and MPR.

The mask may be a cloth mask that covers the nose and mouth. Masks may come off when students are outside, have downtime or reading time (a no-talking time), so they are not emitting as many aerosols for a scheduled mask break.

Distancing between students while engaging in these quiet activities in the classroom would need to be maintained.

Student Bathroom Procedures

Students in classrooms with individual bathrooms will use those throughout the day. Students in classrooms without individual bathrooms will use the shared bathrooms in the hallway. Students will be sent down to the bathrooms one student at a time from the class in an effort to prevent congregation within the bathrooms. Proper hygiene (handwashing, minimizing touching high contact points) will be emphasized with students and parents will be asked to reinforce this at home. All bathrooms will be cleaned on a regular basis by the custodial staff.

Nurse Procedures

- Teachers are to call the health office if they have a student that they would like to be seen by the nurse.
- The nurse will then come to the classroom to assess that child.
- Please do not send a child to the health office without calling the health office.
- Nurses will bring daily scheduled medications to the students receiving them to the classroom.
- Students requiring morning medication need to take their medication at home to decrease traffic in the health office.

Parents will screen their child daily at home prior to sending them to school with the following:

- check temperature if Fever ≥ 100.0 do not send to school
- chills
- Headache
- GI symptoms—nausea, vomiting, diarrhea, stomachache
- Upper respiratory symptoms—cough, sore throat, runny nose, shortness of breath
- Fatigue
- Body aches

- Loss of taste or smell
- Known exposure to COVID-19 + person
- Recent travel outside of the New England States

If the answer to any of these questions is yes then the child should remain home.

Staff will self-check temperatures at home and prior to entry to school building daily and to complete symptom questionnaires as designated by the SAU.

Thermometers and PPE will be located at designated entrances for the staff for them to use prior to entering the building.

If the answer to any of the same questions above as students is yes then the staff person should remain home.

If a child or staff presents with any of the above symptoms even if they are mild symptoms (without previously reported history of condition) then they will be dismissed.

Once a child/staff is dismissed they will be required to contact their primary care provider and to be tested for COVID-19. The person may return to school with proof of a negative test result. There will be a required quarantine of 10 consecutive days after dismissal while test results are pending or if no test was done. There is also a requirement to be 24 hours symptom free (10/1 rule). This is NHPHD state guidelines. Sibling(s) from the same household may be dismissed as well.

Parents will be required to sign off on the above guidelines during the registration process to show understanding and acknowledgement of them.

Office Procedures

The office will be off limits to all staff, students, and parents. Mailboxes will be relocated to hallways outside of the office. Staff members will be able to come to the office window to ask questions and/or drop off materials. Students will not be permitted to enter the office without prior permission from the office staff.

Guidance Services - Response Team

We will be relocating our guidance counselors to spaces throughout the building to be closer to specific Pods. Each counselor will be assigned to a specific group of Pods. Students may receive guidance services in person or remotely.

Outdoor Classroom Space & Outdoor Learning Opportunities

We encourage the staff to utilize the outdoor classroom spaces at Clark and Wilkins. We will establish a schedule that will allow for teachers to sign up for their class/Pod to use the space. We are seeking additional tents to provide more outdoor spaces that will allow for teachers to conduct learning activities outside as they see fit.

Specials

All specials will be conducted remotely at Clark and Wilkins. Specials will include music, art, library, PE, and guidance. Specialists will provide weekly instruction that will be available for students to access in their classrooms or at home in the remote environment. Specials will be approximately 15-20 minutes in length during the school day and teachers will remain in their classroom during the Specials time. Students will be able to continue assignments and activities posted by the specialists at home.

Google Classrooms and Parent Communication

All teachers will have a Google Classroom setup with their homeroom of students and will provide co-teacher access to the teachers and paraprofessionals assigned to the Pod. Students will use Google Classroom to access specials while in person at Clark-Wilkins and also if they are participating in remote instruction.

Google Classroom will be our main platform for parent communication. In an effort to streamline the communication tools, we ask that teachers do not use additional platforms to communicate with families outside of email and Google Classroom.

Classroom Set Up and Furniture

- Priority furniture placement goes to the student furniture in each space.

- Student seating will need to be configured with three to six feet of distance between all students.
- After placing student furniture, additional furniture for storing instructional materials and for teacher use can be considered.
- Students and staff must be able to EASILY navigate the classroom to minimize contact with others.
- Classroom libraries can be set up for student use and we will build plans for students to “book shop” on a weekly basis from the classroom library.
- Storage units will be set up at Clark and Wilkins for excess furniture and materials that are not being used in the classroom this year. This storage can only be used for equipment and materials purchased by the district and it will not be climate controlled.
- Personal materials and furniture should be taken home.
- Heating and ventilation units in the rooms cannot have anything placed on top of them or anything placed in front of the unit within 2 feet.
- Each classroom can only have one rug space in it for students. This will allow for proper cleaning of the rugs on a daily basis.
- In-person classroom teachers should plan for a classroom space with 15 students at this time. Excess student furniture will be relocated to other classrooms or storage.

[Check out our video showing a sample first grade classroom!](#)

Remote Learning

[Check out this video explaining remote learning schedules at Clark-Wilkins!](#)

4th Grade Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday		
9:30 - 9:50	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting		Independent
9:50 - 10:15	Read Aloud and Mini Lesson - Reading	Read Aloud and Mini Lesson - Reading		Read Aloud and Mini Lesson - Reading	Read Aloud and Mini Lesson - Reading		Synchronous and Asynchronous Teacher Directed Instruction
10:15 - 10:45	Independent Reading	Independent Reading		Independent Reading	Independent Reading		Scheduled by students and teachers - Not LIVE on Zoom for the full time for all students
10:45 - 12:00	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		
12:00 - 1:00	Lunch and Outdoor Time	Lunch and Outdoor Time	Lunch and Outdoor Time	Lunch and Outdoor Time	Lunch and Outdoor Time		
1:00 - 1:15	Specials	Specials	Specials	Specials	Specials		
1:15 - 1:45	Math Lesson	Math Lesson		Math Lesson	Math Lesson		
1:45 - 2:30	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Independent Work Time - Science	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		
2:30 - 3:00	Mystery Science/ Museum of Science	Mystery Science/ Museum of Science		Mini Lesson- Writing	Mini Lesson- Writing		

3rd Grade Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday		
9:30 - 9:50	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting		Independent
9:50 - 10:15	Fundations	Fundations	Small Groups and Individual Check-Ins	Fundations	Fundations		Synchronous and Asynchronous Teacher Directed Instruction
10:15 - 10:45	Independent Reading	Independent Reading		Independent Reading	Independent Reading		Scheduled by students and teachers - Not LIVE on Zoom for the full time for all students
10:45 - 11:15	Read Aloud and Mini Lesson - Reading	Read Aloud and Mini Lesson- Writing		Read Aloud and Mini Lesson - Reading	Read Aloud and Mini Lesson- Writing		
11:15 - 11:35	Specials	Specials	Specials	Specials	Specials		
11:35 - 1:00	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		
1:00 - 2:00	Lunch and Outdoor Time	Lunch and Outdoor Time	Lunch and Outdoor Time	Lunch and Outdoor Time	Lunch and Outdoor Time		
2:00 - 2:30	Math Lesson	Math Lesson		Math Lesson	Math Lesson		
2:30 - 3:00	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time	Independent Work Time - Science	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		

1st and 2nd Grade Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday		
9:30 - 9:50	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting		Independent
9:50 - 10:15	Phonemic Awareness and Foundations Skill	Phonemic Awareness and Foundations Skill	Small Groups and Individual Check-Ins	Phonemic Awareness and Foundations Skill	Phonemic Awareness and Foundations Skill		Synchronous and Asynchronous Teacher Directed Instruction
10:15 - 10:45	Independent Reading	Independent Reading		Independent Reading	Independent Reading		Scheduled by students and teachers - Not LIVE on Zoom for the full time for all students
10:45 - 11:15	Read Aloud and Mini Lesson - Reading	Read Aloud and Mini Lesson-Writing	Independent Work Time	Read Aloud and Mini Lesson - Reading	Read Aloud and Mini Lesson-Writing		
11:15 - 12:30	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		
12:30 - 1:30	Lunch and Outdoor Time	Lunch and Outdoor Time		Lunch and Outdoor Time	Lunch and Outdoor Time		
1:30 - 1:45	Specials	Specials	Specials	Specials	Specials		
1:45 - 2:15	Math Lesson	Math Lesson	Independent Work Time - Science	Math Lesson	Math Lesson		
2:15 - 3:00	Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		Small Groups and Individual Check-Ins/ Independent Work Time	Small Groups and Individual Check-Ins/ Independent Work Time		

- The small group and individual check-in times will be established by the teacher and be shared with families for a consistent schedule. Students will not be expected to be “live” on Zoom for the full block of time as students will be provided specific times to meet in small groups and/or individually with their teacher.
- The “live” Zoom times may include pre-recorded lessons that will need to be viewed prior to participating in a live lesson related to this content. This will also allow for parents to watch the pre-recorded lessons at a time that is convenient for them and for students to access them after the instructional day.

** * We encourage all parents to log in alongside their children to view their work and progress within the Google Classroom. This will also help parents set up a weekly schedule for their child with their individual and/or small group Zoom sessions outlined on a calendar.*

[Remote Learning Rules of the Road - Expectations](#)