

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
School Committee Special Meeting
Monday, August 10, 2020
7:00 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

7:00 p.m. Open Meeting

You are invited to a Zoom webinar.

When: Aug 10, 2020 07:00 PM Eastern Time (US and Canada)

Topic: School Committee Special Meeting, Monday, August 10, 2020, 7:00 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_DWyjowrSSlWlvoYQkuqTtA

After registering, you will receive a confirmation email containing information about joining the webinar.

7:05 p.m. Public Comment

Members of the public are asked to send written comments to kfitzgerald@arlington.k12.ma.us by 4:00 p.m. on Monday, August 10, 2020. All comments and questions received by the School Committee by the date and time indicated will become part of the packet and will be shared with the full School Committee and administration before the meeting.

Please indicate in your email if you want your email read out loud by choosing option 1 or 2.

- 1. I would like the chair of the School Committee to read my comments/questions out loud at the beginning of the meeting.*
- 2. I would like to register via the Zoom webinar and read my own comments/questions at the beginning of the meeting.*

7:20 p.m. Discuss and Approve Fall Reopening Plans, K. Bodie

8:30 p.m. Financial Report on Covid-19, M. Mason

8:50 p.m. Superintendent's Report, K. Bodie

9:10 p.m. Consent Agenda

All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:

Approval of Warrant: Warrant 21012 dated 7/28/2020 in the amount of \$4,627,118.03

Approval of Minutes: None

9:20 p.m. Policy: First Read EBC, BEDB, JJK

File EBC Supplemental: Policy Issues for the Pandemic

File BEDB: Agenda Format/Preparation and Dissemination

File JJK: School Logos and Trademarks

--

9:30 p.m. Subcommittee/Liaison Reports/Announcements

- Budget: Kirsi Allison-Ampe, Chair*
- Community Relations: Bill Hayner, Chair*
- Curriculum, Instruction, Assessment & Accountability: Len Kardon, Chair*
- Facilities: Jeff Thielman, Chair*
- Policies & Procedures: Paul Schlichtman, Chair*
- Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- Superintendents Search Process Committee, P. Schlichtman*

- Liaisons Reports*
- Announcements*
- Future Agenda Items*

10:00 p.m. Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Jane Morgan, Chair

Correspondence Received:

Questions and Comment emails from 4:01 p.m. July 30, 2020- 4:00 p.m. August 10, 2020

regarding Fall reopening school plans

*Philip Tedesco**

James Sultan

Arlind Ruca

Jennifer White

Monique Noelle

Karen Petho

Hilary Clay

Erin Daly regarding survey

Barbara Goodman

Rachel Ostrow

Janet Marsden

Emily Klein

Susan Lucas

Donna Coco

Maria Merkulova

Will Eisner

Holly Rossi

Carrie Finison

Hazel Dean Davis

Gloria Donald-Sosnoff

Jennifer Firreno

Alex Bilsky

Kate Elliot

Maria Merkulova

Margaret Moore

Christa Beranek

Michelle Lambert

Hilary Clay

Laura McKenney

AEA Comments regarding Fall reopening

Rob Brachowski

Michelle and Brett Lambert

Kai-Ting Chuang

Heidi Rosenberg

Kara Baskin

Gina Lieberman de Burca

Jessica Kesner

*Dean Carmen**

Steve Rosenstein

Dan White & Lise White

Alison Sekikawa

David Roger

Cindy ReVelle

Melissa Palermo

Nancy Butts

*Stefanie Carlson**

Suzanne Trottier

Patrick Mongeau

Alison Sekikawa

*Kimberly Serra**

Brian O'Haga

*Christine Griffin
Nancy Butts
Emily Veader
Martina Sullivan
Lilly Smith
Katell Guellec
Jennifer Mansfield
Mary Beth Wilkes*

*Cambridge Public Schools Opening Plan August 4, 2020
On the Desktop from Commissioner Jeffrey C. Riley & the DESE July 30, 2020
Student Learning Time Waiver Process
Projected enrollment numbers August 6, 2020
Extension Letter request of one day to August 11, 2020 to Commissioner Jeffrey C. Riley Aug 3
On the Desktop, DESE August 6, 2020 memo and ext deadline, and Feedback on Fall Reopening Plans and Black Lives Matter emails
The Arlington SPED alliance (TASA)
Lauren and Robert Bellon*
Wyndham Ayares
Katrina Bernstein-Lewicke
Ilana Blatt-Eisengart
Lauren Bloom
Robin Bova
Kristin Chalmers
Pietra Check
Chris and Aurora Connor
Claudia Donnet
Stephanie Ettinger de Cuba
Jennifer and Shiela Hinckley
Mallory and David Kelts
Rebekah Lea
Jennifer and Joshua Mansfield
Michaela May
Rachel Ostrow and Chris Burns
Krasimira and Dimitar Petkov
Heather Phelps
Lisa and Adam Rodda
Deborah Savage, PhD
Sarah Thompson
Bill and Stephanie Trinkle
Mary Beth Wilkes
Antonella Zanolatti*

*In support of Black Lives Matter sign
Erin Fera
Josh Smift
Paula Jordan
Janine Duffy
Mandy Ellenwood
Jennifer Mansfield
Mia G. Mansfield*

*Patrick Mongeau
Rajeev Soneja
Ryan Heather Rosenstein
Steve Rosenstein*

*Elisa MacDonald
Jenna Fernandes
Emily Kathan
Sharon Convery Walsh
Samantha Martin
Claudia Donnet, Ph.D.
Kate Fractal
Rebecca Aaronson*

*DESE Submission email from Dr. Bodie July 31, Template Plans
PreK draft preliminary plans
Emails Rebecca Walsh Bradley
N Wadke
Steve Key
Tony Siddall
Jenna Fernandes
Amy Yeager
Randi Flynn
Betty Ferree
Danielle Monroe
Christine Griffin
Linda Kang
Robin Bova
Laura O'Brien
Judith Pfeffer
Cmon Suleiman
Sarah Tao
Ariana Gomez
Kate De Lisi
Katherine Sweeney
Jennifer Truesdale
Steve Key
Jessica Cable
Rachel Applebaum
Amy McCann Antczak*

School Committee questions to Facilities

*Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance
<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote script
▢ Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Checklist
▢ Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Remote Participation

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

7:00 p.m. Open Meeting

Summary:

You are invited to a Zoom webinar.

When: Aug 10, 2020 07:00 PM Eastern Time (US and Canada)

Topic: School Committee Special Meeting, Monday, August 10, 2020, 7:00 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_DWvjowrSSIWlvoYQkuqTtA

After registering, you will receive a confirmation email containing information about joining the webinar.



Town of Arlington, Massachusetts

7:05 p.m. Public Comment

Summary:

Members of the public are asked to send written comments to kfitzgerald@arlington.k12.ma.us by 4:00 p.m. on Monday, August 10, 2020. All comments and questions received by the School Committee by the date and time indicated will become part of the packet and will be shared with the full School Committee and administration before the meeting.

Please indicate in your email if you want your email read out loud by choosing option 1 or 2.

1. I would like the chair of the School Committee to read my comments/questions out loud at the beginning of the meeting.
2. I would like to register via the Zoom webinar and read my own comments/questions at the beginning of the meeting.



Town of Arlington, Massachusetts

7:20 p.m. Discuss and Approve Fall Reopening Plans, K. Bodie

ATTACHMENTS:

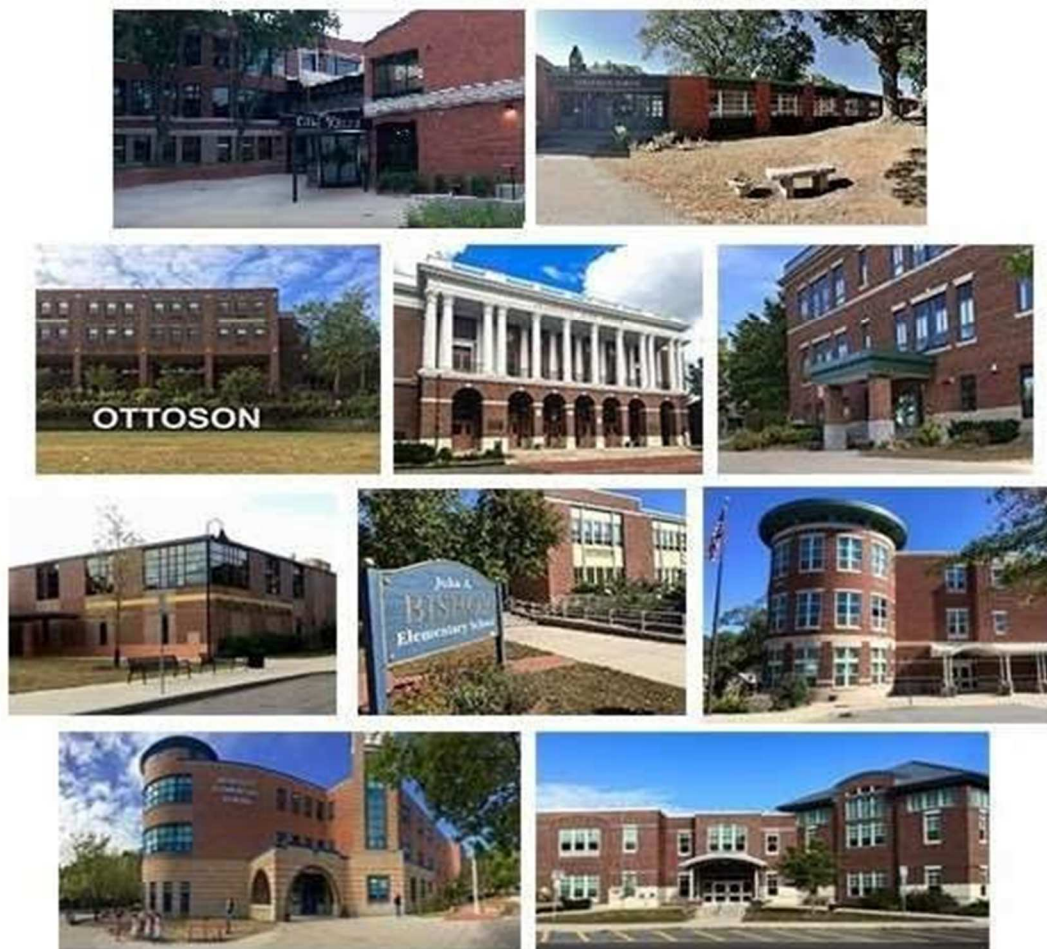
Type	File Name	Description
▢ Recommendations	APS_Fall_2020_Proposed_Reopening_Plan_8102020_400.docx	APS Fall 2020 Reentry Plan 08102020 400
▢ Correspondence	School_Committee__questions_re__Facilities.pdf	SC questions to Facilities

Arlington Public Schools

Fall 2020 Proposed Reopening Plan

Presented to School Committee and Families

August 10, 2020



Dr. Kathleen Bodie, Superintendent

To translate this document, Gmail users should make a copy of the Google Doc and save to Drive. You will then be able to click on "Tools" and "Translate Document." You can also download the document as a "docx" format and then upload to your favorite translation tool.

لترجمة هذا المستند ، يجب على مستخدمي Gmail إنشاء نسخة من مستند Google وحفظها على Drive. ستتمكن بعد ذلك من النقر فوق "أدوات" و "ترجمة مستند". يمكنك أيضًا تنزيل المستند بتنسيق "docx" ثم تحميله إلى أداة الترجمة المفضلة لديك.

要翻译此文档，Gmail用户应复制Google文档并保存到云端硬盘。然后，您可以单击“工具”和“翻译文档”。您还可以将文档下载为“docx”格式，然后上传至您喜欢的翻译工具。

Pour traduire ce document, les utilisateurs de Gmail doivent créer une copie du document Google et l'enregistrer sur Drive. Vous pourrez ensuite cliquer sur «Outils» et «Traduire le document». Vous pouvez également télécharger le document au format «docx», puis le télécharger sur votre outil de traduction préféré.

이 문서를 번역하려면 Gmail 사용자가 Google 문서를 복사하여 드라이브에 저장해야 합니다. 그런 다음 "도구" 및 "문서 번역"을 클릭 할 수 있습니다. 문서를 "docx" 형식으로 다운로드 한 다음 자주 사용하는 번역 도구에 업로드 할 수도 있습니다.

Para traduzir este documento, os usuários do Gmail devem fazer uma cópia do Google Doc e salvar no Drive. Você poderá clicar em "Ferramentas" e "Traduzir documento". Você também pode fazer o download do documento como um formato "docx" e depois fazer o upload para sua ferramenta de tradução favorita.

Чтобы перевести этот документ, пользователи Gmail должны сделать копию Документа Google и сохранить на диск. После этого вы сможете нажать «Инструменты» и «Перевести документ». Вы также можете загрузить документ в формате «docx», а затем загрузить его в свой любимый инструмент перевода.

Para traducir este documento, los usuarios de Gmail deben hacer una copia de Google Doc y guardar en Drive. Luego podrá hacer clic en "Herramientas" y "Traducir documento". También puede descargar el documento en https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzhmMGNhZTgtYmlwZS00OWUxLTkyOTEtMTMyMGYzY2U4NmVh%40thread.v2/0?context=%7b%22Tid%22%3a%22d78aee32-8f91-4f9e-90ea-fb72965d9d7c%22%2c%22Oid%22%3a%221abfab32-222e-41d4-a4d8-aabc96e62af7%22%7dfformato%22%3a%22docx%22%7d y luego subirlo a su herramienta de traducción favorita.

Superintendent's Message

August 10, 2020

Dear Arlington School Committee, Arlington Public Schools Families, and Colleagues,

I want to acknowledge the work of the School Committee, District Central Office Team, Principals, Assistant Principals, Curriculum Leaders, and Department Heads including Counseling and Social-Emotional Learning, Nursing and METCO, the Information Technology Department, the Facilities Department, Special Education Coordinators, and many educators. This wide-ranging team of leaders worked in a coordinated manner to make this Transition to School Plan possible. In addition, the Arlington Education Foundation provided financial support so that many of Arlington's teachers and administrators could take a Harvard Graduate School of Education course in Online Learning Strategies.

APS parents provided key contributions by attending listening sessions, responding to surveys, and serving on advisory committees. Students also participated in responding to surveys, attending listening sessions across all levels as well as in working groups at the high school level. This back to school plan is the result of a broad community-based effort across Arlington.

The Department of Elementary and Secondary Education asked districts to develop preliminary reopening of school plans for three models:

1. In-person learning with new safety requirements: In this model, all students return in person to school settings that are appropriately modified to accommodate health and safety requirements.
2. Hybrid learning: In a hybrid model, students would alternate between in-person and remote learning either by alternating days or weeks in the event that all students are not able to be back to school due to health and safety requirements.
3. Remote learning: This model provides a learning plan for students who cannot yet return in-person, and for all students in the event of future classroom or school closures due to COVID-19.

Arlington's preliminary plans can be found on the [district website](#). The development of these plans had as priorities: health and safety, equity, social-emotional well-being, academic engagement and return to learning, and a commitment to educator professional development and collaboration and two-way communication with all members of the APS community.

While the District recognizes that there is no equivalent substitute for students being in school to learn, based on this wide-ranging input, as well as the space feasibility study conducted by principals in early July, we cannot recommend a full return of all students to school in September.

The recommendation for the reopening of schools in September is that students return to school in a hybrid model, provided that the status of COVID-19 cases in Arlington and the state are within metrics provided to districts by the Governor of the Commonwealth and Department of Elementary and Secondary Education (DESE). During the coming weeks, the District will continue to develop both the hybrid and the remote plans for all levels. Continued development of both plans will ensure that both alternatives are available for the start of school and the District can open in accordance with the state's guidance and metrics at that time.

Identified high needs students will attend school in-person four days a week under the hybrid and remote plan. The APS elementary after-school programs will follow the same hybrid model as the elementary schools.

Families at all levels will be provided with the opportunity to choose a remote learning program, which will primarily be taught by Arlington teachers. The schedule for this program will parallel the remote program that is being developed for all students should it be necessary to transition to an all-student remote plan from a hybrid plan. However, the choice remote program and the all-student remote plan will remain distinct from each other. Parents and guardians will be asked to commit to a choice remote program by August 20. The choice will be binding. With two weeks notice, parents/guardians may request a return to the hybrid program, but any return will be subject to space availability. Further information will be sent to parents regarding this option.

A further recommendation is that the Arlington Public Schools (APS) apply for a waiver from DESE for September 16-18 for teacher professional development and planning. On July 27, the Commissioner of Education reduced the number of required school days from 180 to 170 in order to provide sufficient training and preparation time for educators and staff prior to the start of the school year, but with the caveat that students begin receiving instruction on September 16. Since the school year begins in Arlington on September 8, APS educators and staff would have only six days of preparation prior to September 16. An application for a waiver from this requirement to start instruction on September 16 can be submitted to DESE by August 14.

Assuming approval of the waiver application, we further recommend that schools reopen on September 21 at all levels. At the elementary level, a phase-in plan for students returning to school will be developed for the week of September 21. The phase-in week will have small groups of students coming to schools, as well as a remote instruction plan for the week.

While having all students return to school in-person for two days every week in the hybrid plan is the goal for all students beginning on September 21, most high school students will begin the school year remotely. This District needs to analyze and resolve ventilation issues in certain areas of the high school campus. The completion date for this work is yet to be determined.

The District has been performing an evaluation of the ventilation systems in all K-8 schools, beyond the usual maintenance performed every summer. Parmenter School is opening in the fall for preschool students. All of the HVAC systems in elementary and middle school buildings will be adjusted to maximize the amount of fresh air flowing into classrooms and those systems will run 24/7. However, before the heating season begins, readjusting dampers and repairing air leaks in the system at Ottoson Middle School will require the school to operate according to the remote learning plan for about two weeks.

The Arlington Board of Health is developing a COVID-19 testing program for APS educators and staff before schools reopen. Testing will be free and administered at a site in Arlington with 24-36 hours turn-around time. The testing will continue through the school year as needed.

This recommendation is made based on the current status of state guidance, and input from APS families, students, and staff. The District is grateful for the work that all stakeholders have engaged in, and pledges to continue working collaboratively with the community to ensure that the 2020-2021 school year is safe, equitable, engaging, and responsive to changing situations and needs. Together we will support all our learners in this challenging environment.

Sincerely,

Kathleen Bodie, Ed.D.

Superintendent of Schools

Table of Contents

[How to Translate this Document](#)

[Background and Context](#)

[Feasibility Analysis](#)

[Guiding Values and Priorities](#)

[Phases of Implementation - Overview of the Transition to School](#)

[Communications](#)

[Choosing the In-Person or the Remote Learning Program](#)

[Equity and Student Engagement](#)

Social/Emotional Learning (SEL)

Technology

Curriculum and Assessment

General Education Services

504 Accommodations

English Language Learners

METCO

For In-person Learning Mode Quarantining

[Special Education Services](#)

[In-Person: Hybrid Mode](#)

[Menotomy Preschool](#)

[Elementary Schools](#)

[Gibbs School](#)

[Ottoson Middle School](#)

[Arlington High School](#)

[Other Learning Modes: Full Return and Full Remote](#)

[Menotomy Preschool Full Return](#)

[Menotomy Preschool Full Remote](#)
[Elementary Full Return](#)
[Elementary Schools Full Remote](#)
[Gibbs School Full Return](#)
[Gibbs School Full Remote](#)
[Ottoeson Middle School Full Return](#)
[Ottoeson Middle School Full Remote](#)
[Arlington High School Full Return](#)
[Arlington High School Full Remote](#)

[Educator Collaboration](#)

Professional Learning

[Common Safety Measures for all In-Person and Hybrid Models](#)

DESE Health Protocols
Personal Protective Equipment (PPE) Preparedness
Transportation Safety
School Attendance Guidelines
When a Student or Staff Member becomes Ill
Notify Health Officials and Close Contacts
What families should know about COVID-19 for safe return to in-person school

[Facilities and Operations](#)

Food Service
Indoor Air Quality
Sanitization of Buildings
Exit and Entry Access Points
Interior Building Decals
Student Learning Spaces
Outdoor Spaces
Office Spaces and Plexiglass Barriers
Isolation Rooms in Nursing Suites
Air Purification
Water Fountains
Hand Dryers

[Appendices](#)

[A - DESE Frequently Asked Questions](#)

B-Secondary Level Schools Plan Documents

[Arlington High School](#)

[Ottoson Middle School](#)

[Gibbs School](#)

C - [Themes from Students Services Team Listening Sessions](#)

D - [Results of Parent Survey](#)

E - [Results of Staff Survey](#)

F - [Our Climate Spring 2020](#)

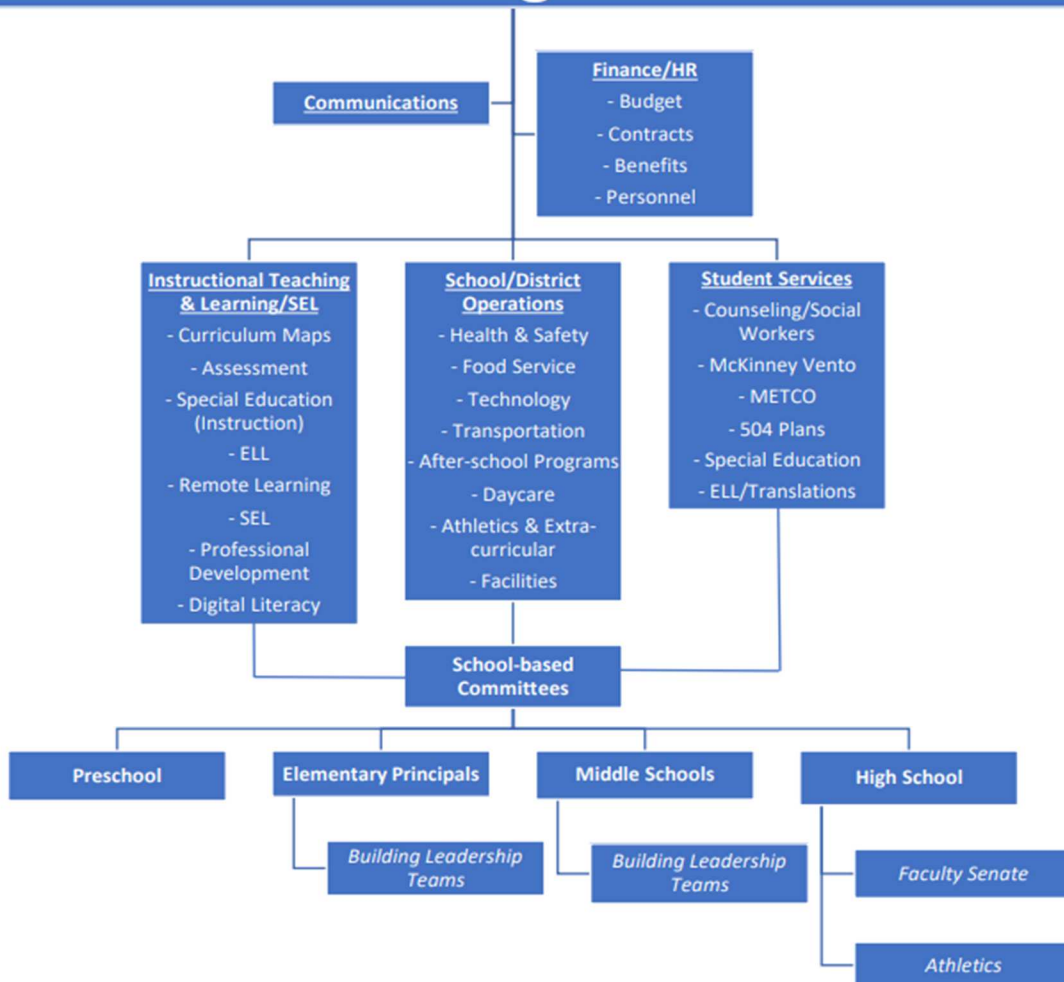
Background and Context

Massachusetts Department of Elementary and Secondary Education (DESE) released its [Initial Fall Reopening Guidance](#) on June 25, 2020. Following the initial guidance, the DESE provided updates and additions throughout the summer. Most of these are found on the [COVID-19 On the Desktop Messages](#). Topics include facilities and operations, transportation, courses requiring additional safety considerations, remote learning, and additional staff training days this fall. Separately, the State shared [Guidance on Fall 2020 Special Education Services](#).

In brief, DESE encouraged districts across the state to study the current conditions of their schools with the desire of having students return to school in the fall. This requires students and staff to maintain social distances of three to six feet throughout the day to the extent possible, to wear face-masks (grades 2-12), and to significantly minimize the amount of movement and interaction that takes place during a traditional school day. The guidance provided by the MA DESE and [endorsed by medical professionals](#), sets the expectation that the benefits of children returning to school this fall, while minimizing risk, outweighs the potential health risks according to the research gathered on COVID-19, at this point.

The district created a COVID-19 Operation Reopening of Education (CORE) planning team with a steering committee to work on developing plans in accordance with the DESE guidance. This chart shares the components of the planning team.

CORE Steering Committee



Steering Committee members are:

Central Administration

Kathleen Bodie, Superintendent
 Roderick MacNeal, Jr., Assistant Superintendent
 Michael Mason, Jr., Chief Financial Officer
 Alison Elmer, Director of Special Education
 Rob Spiegel, Director of Human Resources
 Julie Dunn, Grants and Communications
 David Good, Director of Information

Ancillary Services and Other Departments

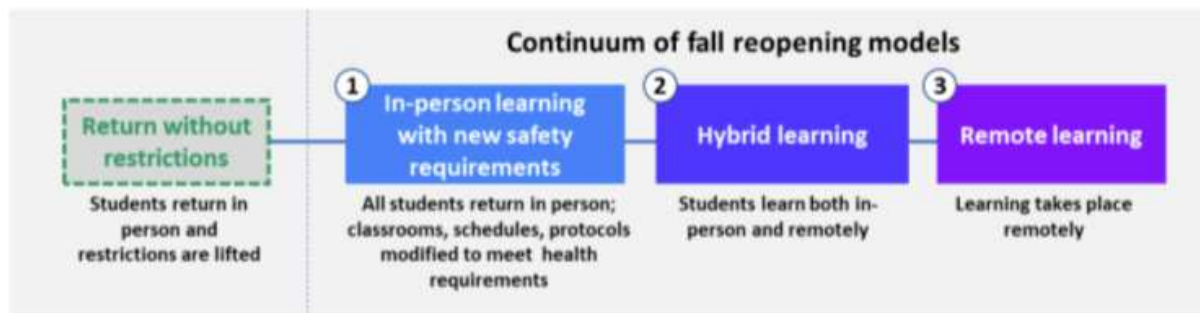
Jim Feeney, Interim Director of Facilities
 Susan Franchi, Director of Nursing
 Denise Boucher, Director of Food Service
 Steve Angelo, Transportation Director
 Margaret Thomas, METCO Director
 Cindy Sheridan-Curran, Security and Homeless Liaison
 Juliana Keyes, Teacher and AEA Teachers

<p>Technology</p> <p>Principals</p> <p>Matthew Janger, AHS Principal (9-12)</p> <p>Brian Meringer, Ottoson Middle School Principal (7-8)</p> <p>Fabienne Pierre-Maxwell, Gibbs Middle School Principal (6)</p> <p>Mark McAneny, Elementary Principal (K-5)</p>	<p>Union Representative</p> <p>Todd Morse, Director of Arlington After School Programs</p>
---	--

In preparation for the reopening of school, DESE required school districts to outline three plans:

- A plan for in-person instruction with a goal of returning virtually all students to school full-time
- A hybrid model of in-person coupled with remote learning
- A plan for fully remote instruction

DESE required districts to assess the facilities, safety, scheduling, and instruction for each of the three plans. Although DESE released guidance documents to support the planning of multiple components of the school day, it is important to note that the guidance is subject to change based on medical and scientific developments. Depending on guidance from DESE as well as the Department of Health, districts may need to flow in and out all three models at any given time.



DESE required districts submit their reopening plans through a two step process:

- School districts submitted a preliminary reopening plan by July 31st. DESE committed to responding with comments and requests for adjustments by August 7.
- By August 14th, districts are requested to submit their comprehensive plan documents.

This document outlines Arlington's response to DESE's continuum of fall reopening models shared in the image below.

Arlington Public Schools sought feedback from multiple stakeholders in the creation of this plan for return to instruction. Starting in the spring, teams of educators met regarding updating curriculum to account for the changes in spring 2020. Teams also met to study technology improvements and software choices for adoption to support student learning both to allow students to retain skills over the summer and to support any need to teach remotely in the 2020-21 school year. During the summer, teams of educators met at the elementary, middle and high school levels to assess building spaces, create and review potential schedules, and to incorporate student support and social-emotional services across all potential plans.

In addition, school principals meet with their buildings based leadership teams on an ongoing basis throughout the summer to prepare for reopening school. Additional input to the plans were provided by parents through surveys and focus groups and listening sessions both at the district and the school level. APS staff also provided responses to surveys and district leaders held listening sessions with a broad range of educators in listening sessions at the elementary, middle, and high school levels. Students also responded to a summer survey, participated in listening sessions, and at the high school level, participated in working groups.

Feasibility Analysis

Arlington Public Schools submitted a feasibility analysis to DESE as part of the preliminary plan shared with the state. Following the guidance from DESE, principals in all ten schools conducted an analysis of classroom spaces, as well as auxiliary spaces to determine how many desks could be placed at three feet and six feet distance seat to seat.

In all of the elementary schools, placing desks at a three feet distance would allow all students to return in person to classrooms wearing masks. However, DESE guidelines for safe social distancing state that in order to eat lunch and snacks and take mask breaks, students should be distanced at six feet. Therefore, students in classrooms with desks spaced at three feet would need to eat or take mask breaks at different times or move to a space where they could be socially distanced at six feet.

Elementary principals first determined the number of students who could eat lunch at six feet in the cafeteria with existing tables and then with the replacement of tables with desks. The number of students who could be accommodated for lunch with tables as compared to desks ranged from 16% fewer students to 45% fewer students with an average differential of 27%.

Using desks in cafeterias as well as gyms, the number of lunch periods that would be necessary ranged from six lunch periods to 23 periods. The Director of Facilities estimated that the custodial staff would require a minimum eight minutes between lunch periods in order to sanitize the desks, which would extend the time in the school day for lunch periods in all schools.

Since the gym in each elementary school would be needed to provide space for multiple lunch periods, the gym would not be available for mask breaks for most of the school day. Mask breaks would need to either happen in classrooms at staggered times or happen outside.

At the **Gibbs School** (sixth grade), the classroom capacity of desks spaced at three feet ranged from 17 to 21 students within each learning community (four teachers – math, science, ELA and history/social studies). The total number of students who could be accommodated would be 361 students. The expected enrollment in September is 505. In order to accommodate the expected enrollment 1.5 learning communities would need to be added using all exploratory classrooms, as well as the library.

If tables are removed from the cafeteria and replaced with desks to have six feet distance between students, only 35 students could be seated during a lunch period. If desks were also spaced at six feet in the gym, then an additional 68 students could eat lunch during the same period. The school would require six lunch periods, if students remain in cohorts for lunch. Given the span of time needed for lunch and cleaning, the gym would not be available for any other purpose most of the school day.

At the **Ottoson Middle School**, (seventh and eighth grades) all students could be accommodated in classrooms at three feet spacing. However, the cafeteria can only seat 56 students at six feet distance for lunch. If desks are placed in both gyms, an additional 207 students can eat lunch during the same period. Even with expanding lunch seating to the gyms, the number of lunch periods will need to increase to accommodate 950 students, which will necessarily require changing the schedule, eliminating large interior spaces most of the day for mask breaks and in-person physical education classes.

At the **high school**, it will be extremely difficult to accommodate all students in classrooms, even at three feet spacing. The high school has a limited number of classrooms (52) that can accommodate 20-22 students at the three foot distance. Only roughly $\frac{1}{3}$ of classrooms meet the recommended size. Even before COVID 19, our classroom usage was over 90% and it is expected to be higher this year given that enrollment will increase to over 1,500 students. In order to keep classes at a cap of 20-22 students the high school will require more course sections and likely would require creation of multiple classrooms in the two gyms. However, in

order to accommodate over 1,500 students for lunch with students spaced at six feet, the high school will require 4 lunches and use of the two gyms as well.

The four lunches could be held in overlapping shifts to allow cleaning between with the cafeteria accommodating 150 students with desks or 90 students with existing tables. The two gyms with six feet spacing can hold 350 and 175 students respectively. That, however, would conflict with use for classrooms. Mask breaks can only occur in classrooms on a staggered basis or outside.

For the **high school**, an engineering firm has been hired to evaluate the ventilation system. The report has not been submitted at this time. Rooms not meeting recommended fresh air standards for COVID-19 safety will not be scheduled for classes in the fall. Last year the classroom utilization rate was ninety percent. It is challenging to schedule a high school at this rate of utilization. If even five percent of the classrooms prove to be not usable this fall, the impact on the high school will be significant. The necessary repairs to the HVAC system, if needed, will need to be considered in light of the demolition schedule for buildings in the construction of the new high school, which has begun.

Without COVID-19, construction at the high school has presented challenges for how classrooms facing the construction site can be ventilated and protected from ambient dust and noise.

Desk Acquisition: Assuming that all students return to school, the District would need to purchase between 1,000 and 2,000 desks to accommodate students during lunch periods.

Guiding Values and Priorities

Reflection on Values

Throughout our return to school planning process, we have identified Guiding Values to drive our decision-making. The most important is the health, safety, and well-being of our school community.

Guiding Values for Returning to School

- Health, safety, and well-being of our students, staff, and families above all else.
- Equity will remain at the core of our work as we design learning programs for students.
- We will support student and staff social-emotional well-being, acknowledging that the school experience will be very different when compared to previous years.
- We will consider the strengths and limitations of returning to school for all stakeholders: students, families, staff and community, and build in continued flexibilities.
- We will need to be flexible and fluid in how we deliver instruction to ensure that we address student learning in age-appropriate ways.
- Ensure that plans are sustainable and take into account the mental, physical, social, and emotional needs of the school community.
- We recognize the continued investment needed in professional development to support our staff in creating engaging, high-quality, digital learning environments.

As submitted to DESE, and reflecting the values above, the following are the top priorities of the district that guide this plan:

Safety, Equity, Engagement, Collaboration, Communication, Guiding Documents

- The mental and physical safety of all the adults and students in the district
- Equity in learning for all students
- Highly engaged teaching and learning
- Teacher collaboration
- Two-way communication with students/families
- Guiding documents that reflect our values
 - [Vision of Student as a Learner and Global Citizen](#)
 - [Transferable Skills](#)

In preparation for opening in the fall, Arlington Public Schools has already made a significant number of investments in the priority areas to prepare for the beginning of school. Readers will

find more details on these areas in later sections of this document, but this is a summary of work completed already.

- Physical safety of adults and students
 - The district has purchased additional cleaning supplies, established hand-washing stations, In addition, building ventilation is being improved.
 - Required PPE has been collected
- Equity in learning for all students
 - Normal summer educational programs offered by the district have been offered this summer, including Extended School Year, Summer English Language Learner Programs and summer Title I programming
 - Additional summer programming has been provided: - small group and individual tutoring sessions for Boston-resident students who participate in the METCO program, and the expanded summer programming in district at the elementary and secondary levels.
 - The IT Department has continued to improve its ability to offer remote learning for a variety of levels, and ensuring families have access to the appropriate technology at home
- Highly engaged teaching and learning
 - Administrators and and teachers have been planning changes to the curriculum based on the experience of the last three months of last school year, changing both scope and sequencing and working to adapt curricula to flexibly move between educational models
 - The district is reviewing staffing needs and allocation, ensuring that the appropriate levels of staffing are available to engage and support all students,
- Teacher collaboration
 - Many teachers are pursuing professional development this summer to learn best practice in remote learning, with 54 educators enrolled in a Harvard course on Developing Strategies for Online Learning (Thanks to the Arlington Education Foundation for the funding)
 - Two cohorts, one of administrators and another of nurses, counselors and teachers have taken Anti-Racist Teaching Practices offered by the EDCO-IDEAS program, learning to collaborate and supprt each other in a journey toward anti-racist educational practices

Phases of Implementation - Overview of the Transition to School

The Arlington community has continued to see COVID-19 mitigation efforts prevail. Families can view the most up-to-date data on the [Town of Arlington COVID-19 Data Dashboard](#). Arlington families have done their part these past few months to reduce the spread of the virus. Our community has committed to limiting interactions, staying at home, and wearing face masks when social distancing wasn't feasible. Experts agree, a safe reopening to school isn't just about the adjustments a school makes. It's also about how much virus is circulating in the community, which affects the likelihood that students and staff will bring COVID-19 into their classrooms.

Arlington Public Schools will follow these phases in the return to school, in all models:

The MA Department of Elementary and Secondary Education (DESE) has designated ten school days at the beginning of the year that districts can use for teacher professional development and collaboration. As a result, the state announced a start date for the return of students to school for September 16. However, districts that have fewer days for professional development than 10 due to the date of opening can apply for a waiver to allow school districts to have 10 days before students return to school. Given that APS reopens on September 8, this DESE mandate, which was agreed to with teacher unions, would provide only six professional development and planning days before September 16. The recommendation is that Arlington apply for a waiver of three additional days.

If the waiver is approved, students will return to school the week of September 21. The recommendation is that students begin with a phased-in hybrid model combined with synchronous and asynchronous remote instruction during the week of September 21 with a full implementation of the hybrid educational program during the week of September 28.

Educators are carefully planning the first six weeks to re-acclimate students to school structure and new routines, informing and practicing health protocols, focus on community building and social-emotional well-being, and assessing content knowledge and skills.

AHS Fall 2020 Strategic Phase-in Proposal

Because of both the age and the growing population of the high school, we are limited in adequate spaces for socially distanced instruction. Prior to the current pandemic AHS was already using classrooms at a rate over 95% and this included repurposing many small spaces to create extra classrooms. Our feasibility review of classroom spaces found only 52 classrooms which could accommodate 9-12 students with 6 foot spacing. It would require more than this to house half the school under these conditions. In addition, the facilities department has

identified challenges around our ability to confirm adequate ventilation to rooms, which could further reduce our usable spaces.

For this reason, we propose to begin the school year focused on remote instruction and to phase in a hybrid model focused on those students who have a high need for in-person instruction. The state defines this population as follows:

“prioritize the following student groups for full-time in-person instruction:

1. Students with disabilities and English learners, particularly those with more intensive needs;
2. Students whose parents/caregivers report that they do not have access to reliable internet or a suitable learning space at home (particularly students experiencing homelessness or housing insecurity and students in foster care or congregate care);
3. Students who are significantly behind academically;
4. Students who were disengaged and/or who struggled significantly during previous remote learning periods...” (Riley, *Remote Learning Guidance for Fall 2020*)

We propose to follow this approximate schedule. Exact dates and activities will depend, in part, on identifying adequately ventilated spaces in the building, the needs of the specific student populations, and logistics.

Phase 1 9/16-10/2 (12 days)	Begin remote instruction for general education Phase in in-person instruction for categories 1-4 in priority order Possible outdoor in-person meetings for grade 9 orientation
Phase 2 10/5-10/23 (14 days)	Continue remote instruction for general education Continue to phase in in-person instruction as able for categories 2-4. Possible outdoor in-person meetings for gen ed. classes
Phase 3 10/26-on	Based on epidemiology, policy, and facility information: Continue with Phase 2, or Consider capacity to adopt some hybrid in-person instruction

Communications

This summer, the district has been engaging in a multi-level two-way communication process.

To gather ideas, reactions, hopes, fears and suggestions, the district has held:

- Listening sessions with families at the elementary, middle and high school levels
- Listening sessions with students at the elementary, middle and high school levels
- Dedicated listening session with METCO families
- Dedicated listening session co-hosted by Special Education Advisory Council with families of student who receive special education services
- All listening sessions included a method for listening forms to be submitted in writing

The district has also:

- Shared surveys with families
- Shared surveys with students
- Included family members and students on the Safe and Supportive Schools Advisory Council

District administrators also made all the above forms of providing input to all APS staff.

Information has been shared by the district through weekly School Committee meetings held every Thursday evening of the summer.

Individual schools have also been communicating with families and APS staff members in a variety of methods consistent with established communication norms.

Choosing the In-Person or the Remote Learning Program

Families with students in grades K-12 will have the option to enroll their students in an In-Person or a Remote Learning Program for a specified period of time to be determined by the Superintendent. The In-Person model that has been chosen as the goal for the opening of the school year is the Hybrid Option. Families will need to select the option that is most appropriate for their family's needs and situation. This choice is personal and unique to each student and their family.

The Remote Learning Program will provide all subject areas, both core and specials, as well as electives at the high school level. The remote program will include both synchronous and

asynchronous instruction with attendance required. Students will be expected to complete assignments and their work will be graded. Students in this program will remain enrolled in the Arlington Public Schools.

In-person classes will be designed around the need to maintain safe distancing at all times, and balancing the enrollment numbers safely. All requests to change to In-person enrollment will be evaluated based on available space in each grade level and each school.

Should a family want to request a change in enrollment, a minimum of two weeks notice will be required. The decision will be at the discretion of the Superintendent who will also be in contact with the School Principal.

**PreK information will be sent separately to all Pre-K families.*

K-12 Student Enrollment Options (a one-year commitment)		
K-6 (Elementary)	In-Person: Hybrid Mode: In-Person and Remote Learning	K-6 Remote Learning Program: Full remote learning experience
7-12 (Secondary)	In-Person: Hybrid Mode: In-Person and Remote Learning	7-12 Remote Learning Program: Full remote learning experience

Equity and Student Engagement

Social/Emotional Learning (SEL):

The district understands that in all circumstances, educators will need to be cognizant of equity when students return to school. In particular, with new classroom management procedures and behavioral expectations, educators will need to be mindful of equity considerations. Students with disabilities, students of color and other high needs students often experience inequity in their school experience, and the district will focus minimizing various inequities for these groups of students.

The elementary team in particular has shared the following thoughts on SEL: Educators will be learning and collaborating to create *Caring Connected Classroom Communities* that employ specific practices, routines, and strategies. As a district, we will reinforce the Child Study Team and Student Support Team models to identify students with increased SEL needs and employ school-based and community-based supports that students and families can access virtually.

The district is working with a District Social Emotional Learning Plan for 2020. Highlights from the plan are shared here. The district is also addressing the critical equity planning questions contained in [DESE's Guidance on Social Emotional Learning and Mental Health](#). The three overarching principles of the district's plan are:

Parity and Interdependence of Physical and Emotional Safety. Physical and emotional safety are inextricably linked at the most fundamental level. As we implement [reopening guidance](#) related to the physical, logistical, and technical aspects of the three teaching and learning models, we need to engage in a parallel assessment of the social emotional implications of each scenario, with an emphasis on how we will communicate with and support staff, students, and families before, during, and after reopening.

Equity and Racial Justice. Schools will reopen in the fall after experiencing school closures due to the COVID-19 pandemic *and* months of heightened national discourse related to our country's long history of institutional racism. In addition, the pandemic's disproportionate impact on people of color will reverberate long after we return to school. As a result, we need to put racial equity and cultural responsiveness at the center of our work, including in our COVID-19 planning.

Collective Care. In the year ahead, it is vital that we take care of each other by fostering a sense of common purpose, building strong relationships, and reinforcing the social emotional skills we use to support each other and respond to challenges together. The concept of collective care is inclusive of self-care practices but goes further by asking us to show proactive compassion for one another - both on interpersonal and systemic levels.

The Four Critical Practices that will be implemented during the coming school year are:

SEL Critical Practice 1: Take time to cultivate and deepen relationships, build partnerships, and plan for SEL

- **Foster new relationships that elevate student & family voice**
 - SASS Advisory Council and Family/Student Listening Sessions

- University of Alabama partnership on community communication and Whole Child/Safe and Supportive Schools AEF Grant Program. Front Porch Listening Sessions TBA
- **Use two-way communication strategies**
 - Engaging Families as Partners: Maintain strong two-way communication with families prior to and during the school year using culturally and linguistically responsive practices.
 - [District SEL Website](#) and social media presence TBD
 - Strengthen [School SEL/Leadership teams](#) and their partnerships with the District SASS Leadership team.
- **Examine impact of SEL efforts**
 - [Youth Mental Health First Aid trainings](#) and impact with Arlington Education Foundation grant
 - SEL walkthrough audit 2019-2020(Appendix)
 - Youth Risk Behavior Survey Data/ Views of Climate and Learning Survey Data
- **Build a broad coalition and integrate SEL into plan**
 - SASS Advisory Council
 - SASS District and School Teams/ Student Services Subcommittee

SEL Critical Practice 2: Design opportunities where adults can connect, heal, and build their capacity to support students

- **Allow space for connection & healing among adults**
 - Supporting Staff: Stay connected with staff and help to manage uncertainty. [Self assessment and self care plans](#) and resources.
 - Wise @ Work App and Webinar
 - [Mental Health and WellBeing Website and Calendar](#)
- **Ensure access to mental health and trauma support**
 - EAP/ INTERFACE
 - Screener TBD
 - Mindful Schools/ Yoga 4 Classrooms/ Mind Up/ Breath For Change
- **Identify opportunities for innovation & anti-racist practices**
 - Mobilizing Around this Work Articulate the Roles of Key Stakeholders Before and After School Reopens
 - Synchronous study group and other academic PD

- [SEL PD](#) over the summer and ongoing through in service days
- SRI Summer sessions and book groups
- **Provide embedded professional learning**
 - [Rennie Center Blueprints](#)
 - [Trauma Courses](#) continue to be offered to staff at a discounted rate
 - 3-Year MTSS Academies

Mental Health and Social Emotional Learning	Thompson
Positive Behavioral Interventions and Supports	Bishop, Hardy, Thompson, Gibbs,
Culturally Responsive Teaching	Bishop, Brackett, Hardy, Thompson, OMS (?)

- [Student and Family Voice PD](#)
- Continue to use the [3 Signature SEL Practices](#) in all adult learning spaces.

SEL Critical Practice 3: Create safe, supportive, and equitable learning environments that promote all students' social and emotional development

- **Build adult-student and peer relationships**
 - Re-envisioning School Culture and the Conditions for Learning: Allocate a structured period of culture-building time as school first opens.
 - [Connection mapping virtual](#) and in person with all staff
 - Train increasing numbers of staff and families in YMHFA
 - Provide students with [multiple, consistent opportunities for relationships building](#) and interaction with adults and peers.
 - Intentionally build relationships with BIPOC using antiracist practices.
- **Weave in opportunities for SEL practice and reflection*** (see Move Beyond Academics)
 - Through direct instruction and embedded instruction, SEL in PK-12 will have space in each students' schedule.
 - A focus on 3 major competencies for direct instruction in student learning in the 2020-2021 school year. ([Relationships, Self-Awareness, Self-Management](#))
 - A focus on [two integrated SEL adult teaching approaches](#) for the 2020-2021 school year to support the mastery of above competencies. (Conductive Environments, Strong Relationships)
- **Implement a comprehensive system of supports** (see Build Systems of Support)

- Mapped MTSS Resources in development with subcommittee
- Bolstering Tier 1 supports (see above bullet)
- Preparing to Address Increased Tier 2 & Tier 3 Needs -Supporting More Intensive Mental Health Needs: Assume and plan for an increase in mental health needs and adjust methods of delivery accordingly.
- **Discuss the impact of the pandemic and racial equity**
 - Intersection with [Social Studies/History work](#) and the above links in [equity and SEL](#)
 - IDEAS courses and continued partnership with CHNA 17
 - Develop district goals in SASS, SEL and Counseling resulting in [Building Equitable Learning Environments student outcomes](#)
- **Collaborate with families and partners**
 - SEL resources in Google Classroom and in virtual settings weekly/integrated
 - [Family trainings/sessions](#) to teach SEL skills and provide family supports and resources

SEL Critical Practice 4: Use data as an opportunity to share power, deepen relationships, and continuously improve support for students, families, and staff

- **Elevate student voice in reflecting and acting on data** (see Build Systems of Support)
 - SASS Student Advisory Council members
 - Student Art used to inform decision making through reflective protocols
- **Support educators in reflecting on instruction and environment**
 - Use of VOCAL, YRBS data and the district is exploring the use of a SELIS DESE Pilot or Panorama pilot
 - Plan-Do-Act cycles of continuous improvement with connectedness data
 - Mental Health Screeners (Pilot at Dallin and OMS) during fall 2020
 - School Counseling data through [SCUTA](#) at the secondary level for student relationships and engagement
- **Partner with families and community members to improve**
 - Mobilizing Around this Work - articulate the roles of key stakeholders before and after school reopens

In addition to implementing the SEL District Plan 2020, **School Social Workers /School Counselors** will be supporting all school levels PK-12.

All in-person learning

- Students will receive scheduled counseling services and programming as indicated on their IEPs. Students who participate in groups will follow health and safety guidelines.

- Social Workers/Counselors will be available to all students as part of the general education support available in all schools. Particular attention will be paid to students who are transitioning between buildings (grades K, 6, 8, and 9.) In addition, clear intervention plans will be developed for students who are chronically absent or appear disengaged with instruction.
- Social Workers/Counselors will be assisting all students with the transition back into school after the extended period of closure. Universal screening measures may be used to ensure no students are left without appropriate supports.
- SEL/Counseling curriculum will be delivered in the classroom as scheduled (while meeting current health and safety requirements).

Hybrid learning

- Students will receive their scheduled counseling services via in person on the days they are in school, or via phone/remote platforms if they are at home. Schedules will be adjusted as needed to meet the needs of students.
- Social Workers/Counselors will be available to all students via in person or remote platforms. HIPPA and FERPA compliant platforms will be utilized for counseling services.
- Social Workers/Counselors will be collaborating with school administrators to monitor student participation in remote learning.
- SEL/Counseling curriculum will be delivered in the classroom as scheduled (while meeting current health and safety requirements) on the days students are in school and via remote platforms in a classroom model if they are home.

Remote learning

- Similar to the hybrid model, social workers/counselors will be available to all students via in person or remote platforms. HIPPA and FERPA compliant platforms will be utilized for counseling services.
- Social workers/ Counselors will be collaborating with school administrators to monitor student participation in remote learning.
- SEL/Counseling curriculum will be delivered via remote platforms in a classroom model.

Family communication.

Due to the rapidly evolving model of learning model (full in-person, hybrid or remote), parents/guardians should expect more frequent communication with counselors and learning team of teachers, TAs and support staff to share information about the student, and help connect student and family to appropriate external resources (community mental health, pediatrics, etc.) if and when necessary. Counselors will also provide resources to all families.

Care coordination.

Social Workers/Counselors will continue to work with outside agencies and providers, as well as communicate with faculty and staff to support students, whether full in-person, hybrid or remote.

Technology:

Technology will play an important role in both in-person learning models and remote learning. The District will provide an individual device for every student at all grade levels (Grades PreK-2 will receive iPads; Grades 3-12 students will receive ChromeBooks). The timing of the remaining distributions is dependent on the arrival and the provisioning of the devices.

In order to provide equal access for all students to the curriculum the district has invested in online learning platforms. Educators will utilize on-line learning management systems, with Google Classroom being the main hub, and district-approved digital tools that allow educators and students to collaborate. These tools will support both teacher directed and independent learning. The chosen platforms will support best practice by assisting classroom teachers in enhancing engagement and peer-to-peer interaction among students.

Funding for these devices and learning platforms has come from both local and federal sources.

The following online learning platforms have been included in the suite of tools that will be provided to students to supplement classroom instruction and to provide curriculum enrichment for students in all content areas:

- All content areas (K-12)
 - Google suite of apps
 - EDpuzzle
 - Pear Deck
 - Screencastify
 - SeeSaw (PreK-2)
 - Newsela (6-12)
 - Edgenuity (6-12)
 - Zoom (PreK-12)
- English/English Language Arts
 - Raz-Kids (K-6)
 - Scholastic Pro (K-5)
 - Lexia Core 5 (K-5)
 - IXL (7-12)
 - Read & Write (3-12)
- Math

- Dreambox (K-6)
- IXL (7-12)
- Keyboarding
 - Keyboarding Without Tears (3-5)
- Visual Art
 - Padlet (K-12)
- Music
 - Smartmusic (3-6)
 - Sight Reading Factory (6-12)
 - Sound Track (6-12)
- Quaver (K-5)
- Counseling
 - SCUTA School Counseling App
- Science
 - Gizmos (3-8)
- World Language
 - Extempore (7-12)
 - Padlet (7-12)

Curriculum and Assessment:

In preparation for the fall reopening of school, curriculum leaders and directors have led planning sessions with coaches and teachers at all levels to make adjustments to the scope and sequence in each content area. Although the overall goal is to cover all of the standards in each area, how this will be accomplished will vary from past practice. Best practice and research dissuades educators from trying to cover all of the content that was not covered in the spring due to school closure.

Planning for the fall has centered on reviewing the standards that were covered in the spring and identifying the standards that are essential for moving students through the curriculum. Thus, the time teaching each standard will vary based upon significance and level of understanding needed to advance students in the curriculum. Teachers will also use formative assessments, student work and observations to adjust their instruction as needed.

Assessment tools will also be utilized after the first month of the school year to support individual student learning needs, create fluid groups, and develop necessary supports where needed. Educators will continue to teach prioritized grade level content knowledge, concepts, and skills while addressing the most critical prerequisite knowledge and skills for each discipline/grade or course. Scope and sequence or pacing guides will be adjusted to reflect the prioritization of knowledge, concepts and skills, the teaching or review of critical prerequisites, and time required for health and safety protocols.

General Education Services:

Students will continue to receive their general education supports (reading, English language learning, counseling, and/or academic support center).

504 Plan Accommodations:

All 504 plans will be fully implemented and any changes that need to be made based upon the plan that is adopted by the district should be discussed within a 504 planning meeting with the entire team. On days when students are not in school, because of remote learning, counselors will be available to support students as indicated on their 504 Plans via phone/remote platforms. HIPPA and FERPA compliant platforms will be utilized for counseling services.

504 meetings

- In order to maintain appropriate safety requirements, all team meetings will be held remotely. This will minimize bringing visitors into school buildings and requiring staff to travel between schools. When school resumes, Annual Review meetings that were delayed will be held to review the students' 504 Plans.
- If this presents a hardship, the district will conduct meetings in a hybrid fashion where some members are present and others are remote during the in-person and hybrid models. All meetings will be held remotely if the district has moved to a remote learning model.
- Appropriate In-person re-evaluations prior to determining continued eligibility will continue during the hybrid and remote situations as long as health and safety requirements allow.

English Language Learner Program (ELL):

The APS (ELL) Department is committed to building on the strengths of students. EL students will be provided equitable access and participation in school and community opportunities. Our EL students will continue to engage in high-quality instruction in a community that is culturally responsive. While instructing in different models, EL teachers will continue to implement research-based best practices. Language learning occurs through authentic, meaningful student-to-student interactions. Students at English WIDA proficiency levels 1, 2, and 3 (entering, emerging, and developing) will be prioritized for in person learning. Our students will maintain their connection to their teachers, their classmates, and work towards meeting content and language learning targets. The federal and state legal mandates for English language instruction will continue to be in place.

Identification and Assessment

- All new English learners will be assessed with the WIDA screener and/or the WIDA online screener within two weeks of completing APS registration.
- During in-person and hybrid models, informal assessments are embedded in instruction.

Instruction

- All instruction for English Learners will align with Massachusetts Curriculum Frameworks, CCSS, and WIDA Standards.
- During all models of instruction, academic conversations will be modeled and implemented.

In the event that the district moves to a Hybrid approach or all Remote Learning, students in APS who are WIDA levels 1, 2, and 3 will be prioritized for full-time in-person instruction as articulated above and in DESE Guidance:

School-based Supports for English Learners

- School-based Language Assessment Teams (LAT): LAT Meetings meet regularly in each school. Meetings can occur via teleconference and notes will be recorded.
- English Learner Success Plans (ELSP): LAT members create ELSPs. ELSP is required as a provision of the LOOK Act. (Guidelines for the Use of Benchmarks to Attain English Proficiency, p. 15. October 2018)

Family Outreach

“Teachers and administrators shall regularly communicate with students’ parents and guardians, including providing interpretation and translation services to limited English proficient parents and guardians, consistent with 603 CMR 27.08.” (MADESE FAQ 7-10-2020)

- The APS ELL Family Liaison (funded by the Title III grant specifically to work with APS ELL and bilingual families). The ELL family liaison has been trained in culturally responsive methods of communication and outreach. The ELL family liaison will reach out to families to ensure that there is two-way communication between families and school.

METCO:

The Arlington METCO team maintains close connections and is the primary support for our Boston-resident students and families. The relationships the Arlington METCO team and

families have built were essential in navigating the transition to remote learning. In the spring, through the coordination efforts of the METCO team, electronic devices and instructional supplies were provided from a central location in Boston for families who were not able to come to Arlington. The METCO Director delivered graduation diplomas and related items to students' homes.

During the school closure, Arlington METCO team members reached out to students and families to provide support regularly. The team continued social pragmatics virtual lunch groups to provide ongoing community connection and skill-building. The METCO team contracted for virtual tutoring for students receiving interventions during the spring closure and over the summer, using funding provided through the METCO grant.

In preparation for our safe return to instruction in the fall, the METCO program, including its Social Worker and Simmons University School of Social Work student intern, will work with the Department of Counseling and Social Emotional Learning to ensure appropriate social emotional support for Boston-resident students. Additionally, technology support and tutoring will continue throughout the school year. The METCO will invite families to meetings prior to the start of school to review the schedule and safety protocol details for the new year.

The METCO Director works closely with APS staff and administrators to continue to develop culturally responsive two-way communication and social and emotional skills curriculum to address the cultural needs of students of color specifically. The district has had four cohorts of teachers and administrators complete the [EDCO-IDEAS Anti-Racist School Practices to Support the Success of All Students](#) course.

The District is working with its transportation vendor to provide the appropriate number of buses and routes to support the required physical distancing and safety guidance from DESE. Arlington will meet or exceed all of the released DESE transportation guidance.

The METCO Department continues to be a valuable resource for students living in Boston and Arlington. The Arlington METCO Program has provided culturally sensitive insight, guidance, and support for professional development offerings on systemic racism and culturally responsive education to students, families of color, and the District.

To contact the Arlington METCO Director with questions, please email Margaret Credle-Thomas at mthomas@arlington.k12.ma.us.

For In-person Learning Mode Quarantining:

If a student or group of students is required to quarantine for two weeks, they would join the remote learning sessions each day that their grade or course meets for that period of time. This could include periodic wellness check-ins to support the absent student(s).

Special Education Services

Guidance issued by the Department of Elementary and Secondary Education (DESE) requires that school districts “must provide a free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students.” The Department specifically noted, **students with disabilities, particularly preschool-age students and those with significant and complex needs, should be prioritized for receiving in-person instruction during the 2020-2021 school year.**

The Department advised, “these students should receive as much in-person instruction as is feasible within the health and safety parameters in effect at each particular time. *Even if schools or districts are operating in a hybrid or remote model, educators and administrators must make every effort to continue to provide up to full-time in-person instruction to such students.*” (italics added for emphasis) While noting, “if in-person instruction cannot be provided and students with disabilities must receive instruction remotely in full, or in part, through a hybrid model,” then schools must deliver services through an “Instruction and Services model of delivery” which includes (but is not limited to):

- structured lessons
- teletherapy
- video-based lessons

The guidance clearly states, “students must receive all services documented in their IEPs through in-person instruction, remote instruction, or a combination of both, with a strong emphasis on providing in-person instruction to the greatest extent possible, while abiding by the current necessary health and safety requirements.” If the District is unable to bring in all students for in-person students than the following groups of students will be prioritized under our hybrid and remote plans:

- Students already identified as “high needs” (moderate & high needs as indicated on the PL3 page of the IEP) through the IEP process on the IEP form entitled “[Primary Disability/Level of Need-PL3.](#)”
 - o ***Such students must meet at least two of these criteria:***
 - o Services provided outside of the general education classroom;
 - o Service providers are special education teachers and related service providers;
 - o Special education services constitute more than 75% of the student’s school day;
- Students who cannot engage in remote learning due to their disability-related needs;

- Students who primarily use aided and augmentative communication;
- Students who are homeless
- Students in foster care or congregate care; and/or
- Students who are dually identified as English Learners.

Students with disabilities:

All in-person learning (while meeting current health and safety requirements)

- Students with disabilities will have their full schedule of instruction and services per their IEPs.
- Flexible solutions for reducing the mixing of student groups will be considered to ensure students with disabilities are receiving services safely in the least restrictive environment.

Remote learning

- This model is available for individual students with disabilities who are not returning in-person, and for all students in the event of future classroom or school closures.
- In-person services may occur for some students with significant and complex needs during this mode, if health and safety allow.
- Remote special education and related services will be provided via “Instruction and Service” mode of delivery per DESE guidelines. This mode includes:
 - Time spent interacting directly with teachers and related service providers on a regular basis;
 - Independent work time as appropriate;
 - Opportunities for interactions with classmates.
- The “Instruction and Services” model will include the following components:
 - A regular and consistent schedule of classes, interventions, services and therapies as required by the student’s IEP, delivered synchronously or asynchronously;
 - Frequent interactions with teachers and other staff members to ensure participation and technical and pedagogical support for family members overseeing remote instruction at home.

Services will be scheduled according to the IEP and implemented as they would be in-person (ex. If a student has 2 x 30 mins of Speech they will be scheduled for two synchronous sessions of teacher-led instruction with the licensed provider. If students have “B grid” or “inclusion/push-in support” the provider(s) will login to the general

education class to provide services during the remote instructional block scheduled by the classroom teacher.)

Hybrid learning

- When planning for the hybrid learning model, Arlington will prioritize its ability to continue in-person learning for students with disabilities. Preschool-aged students with disabilities will attend five days a week (as described in the preschool section below.) At all other levels, students with significant and complex needs will be considered for in-person learning four days a week, with the possible addition of a fifth day if required for service delivery. We have expanded this group to include students designated as both “moderate” and “high needs” (as indicated on the PL3/placement page of the IEP.) Other student cohorts, those not identified for increased support, attend only twice a week in the elementary and secondary models. For students identified as “low” need, scheduling of services will prioritize the delivery of services in-person, i.e. on the day(s) a student is attending school ‘in-person.’
- If learning and services are provided remotely during the hybrid model it will follow the guidance listed above in the Remote Learning model.
- In addition, learning and services provided in-person will follow the guidance in the Full time in-person Learning model listed above while meeting current health and safety requirements.
- In-person services may also be offered in the student’s home or in a community setting to ensure that as many services are offered in-person as possible instead of remotely, while also maintaining health and safety guidelines.

Evaluations & Team Meetings

- When school resumes, team meetings that were delayed or postponed at parent request will be held, while continuing to schedule upcoming meetings according to required timelines.
- Initial/Re-evaluation testing that was delayed will be scheduled. Some of this testing was completed over the summer months to address the backlog of testing due to the inability to complete evaluations remotely during the closure.
- Timelines for current IEPs and evaluations will be maintained.
- In-person evaluations will continue during the hybrid and remote situations as long as health and safety requirements allow.
- In order to maintain appropriate safety requirements, all team meetings will be held remotely. This will minimize bringing visitors into school buildings and requiring staff to travel between schools.

- If this presents a hardship, the district will conduct meetings in a hybrid fashion where some members are present and others are remote during the in-person and hybrid models. All meetings will be held remotely if the district moves to a remote learning model.

In-Person: Hybrid Mode

Menotomy Preschool Hybrid Learning Model

Hybrid Program	<p>All program students (students with disabilities) will attend according to their IEP and ½ of the general education cohort. If the district announces a hybrid plan MPS may still go in person unless the district determines a 6 feet minimum distance.</p> <ul style="list-style-type: none"> ● Integrated Classrooms up to 11 students ● 6' minimum distance during snack and lunch ● Increased distance between students ● General education students may have a tuition reduction and/or asynchronous learning activities to do on the off days
-----------------------	--

Preschool full time student hours would be adjusted 8:30 to 2:00 with one 1:30 release day. The 2:00 end time would allow for teacher planning and extra cleaning after the students leave.. Preschool early release day would change to 1:30 to allow for staff PD, planning and cleaning. The morning program would remain 8:30 to 11:30.

Students with special needs will be in school either half day or full day depending on IEP programs. Tuition based students would be divided into 2 cohorts. Cohort A will attend on Monday and Tuesday; Cohort B will attend Thursday and Friday. Wednesday would be at home day for all general education/tuition students with asynchronous activities.

Remote learning days could be a combination of live instruction, videos and other activities. The third day in the schedule is for work at home for all general education students. This could include some live instruction, recorded content, and home practice.

Below is a draft of the Menotomy Preschool hybrid learning schedule. It should be noted that the first few weeks of the school year will concentrate on social emotional learning, creating the learning community, establishing relationships, and supporting families in this transition. This schedule is a reflection of what we will work towards as we get acquainted with and build upon our preschooler's abilities. All lessons will be repetitive and playful, incorporating song, movement and visual/ gestural cues. We look forward to increases in time for academic learning as our preschoolers show readiness.

In the MPS hybrid model Group A and Group B students are general education students who tuition into preschool. Students with disabilities who have the preschool program noted in their IEPs will be in school the number of days/hours that are prescribed within their IEPs.

While a Cohort Group is not in school parents will have access to asynchronous activities to support in class learning.

TIME	MONDAY (Group A)	TUESDAY (Group A)	WEDNESDAY (high needs students)	THURSDAY (Group B)	FRIDAY (Group B)
8:30-8:50	Morning Meeting/ Second Step	Morning Meeting/ Second Step	Morning meeting/ Second step	Morning Meeting/ Second Step	Morning Meeting/ Second Step
9:00-9:30	Math Activity	Math Activity	Review/preview of math activity/math games	Math Activity	Math Activity
9:30-9:50	Snack	Snack	Snack	Snack	Snack
10:00-10:30	Recess	Recess	Recess	Recess	Recess
10:30-11:00	Literacy Activity	Literacy Activity	Review/preview of literacy activities	Literacy Activity	Literacy Activity
11:00-11:30	Story/Movement and Goodbye Circle for morning friends	Story/ Movement and Goodbye Circle for morning friends	Story/ Movement and Goodbye Circle for morning friends	Story/ Movement and Goodbye Circle for morning friends	Story/ Movement and Goodbye Circle for morning friends

11:30-1:00	Lunch/Rest/ Recess	Lunch/Rest/ Recess	Lunch/Rest/ Recess	Lunch/Rest/ Recess	Lunch/Rest/ Recess
1:00-1:50	Small Group Activities	Small Group Activities	Small Groups / Social (IEP goals)	Small Group Activities	Small Group Activities
1:50-2:00	GoodBye Circle	GoodBye Circle	GoodBye Circle	GoodBye Circle	GoodBye Circle
1:50-2:30	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult

Safety equipment considerations:

- All staff will be required to wear masks inside the building
- Preschool students will be encouraged to wear masks as much as feasible. In our current environment, mask wearing is considered a life skill. We can teach students to wear and tolerate them and to assist parents with this skill at home.
- All students and staff will be required to wash their hands multiple times throughout the day, including at arrival and dismissal
- Teachers/staff will be provided a PPE kit with masks, face shield, gowns and gloves
- Transition times will be scheduled to avoid multiple classrooms within the hallway as much as feasible
- Schools equipped with disinfecting machines
- Specific health needs of students and staff will be considered in consultation with the school nurse (including allergies)
- Students will primarily remain in their classrooms with teachers to limit student interaction between cohorts (with consideration to special education services).

Elementary Hybrid Learning Model

The following are the key elements and requirements of the hybrid model.

Safety equipment/considerations	<ul style="list-style-type: none"> • All students and staff will be required to wear masks inside the building • Hand washing will be required at arrival and dismissal, hourly, and after eating • Teachers/staff will be provided a PPE kit with masks, face shield, and gloves • Building hallways will be marked for one-way traffic/transition. • May require arrival/dismissal considerations (ex. possible staggered times) • Schools equipped with disinfecting fogger machines • Life-threatening food allergies will be considered as cleaning procedures are put in place (in consultation with the school nurse) • Students would primarily remain in their homeroom to limit student interaction between cohorts
Classroom capacity	<ul style="list-style-type: none"> • Classrooms of 9-12 students • 6ft minimum social distancing throughout the school day

Lunch	<ul style="list-style-type: none"> • Students will be able to eat in cafeteria, classroom, and other available spaces as needed • Minimum 6ft social distancing, no masks
Mask breaks/recess	<ul style="list-style-type: none"> • This will require access to outside space - <ul style="list-style-type: none"> ○ 6ft of social distancing will require 5,000 sq ft ○ This assumes limited freedom of movement beyond dedicated personal space • Cafeteria and gym spaces will be available for breaks and other purposes throughout the day

Specials	<ul style="list-style-type: none"> • Art, PE, Music, and Library/Digital Literacy will likely require remote options
Staffing considerations	<ul style="list-style-type: none"> • All staff members will be assigned to a cohort of students • For the adults, the cohort will include both students who are at home and those who are in school (faculty will work in school every day).

Frequency Model - 2 days (aa, bb)

In this model, students attend school for two set days each week in person and two set days each week remotely. Remote learning days will be a combination of live and recorded remote instruction, project based activities, and guided independent practice within the set school day schedule. Students will have scheduled access to school staff for support.

Students will attend school at every grade level, K-5. Each homeroom class will be broken into two cohorts (**a** and **b**). Each cohort will attend two in-person school days a week and two and a half remote school days. *For example, cohort **a** may always attend school on Monday and Tuesday, while cohort **b** attends on Thursday and Friday. Students considered to be high needs will attend school every day.*

The third day in the schedule (Wednesday) is for work at home for the majority of students. This would include some live instruction, recorded content, and home practice. On this third day, other students who are considered high needs could attend school or receive support from a teacher remotely or in person for a portion of the day. The remaining portion of that day would be for educator professional development, collaborative work with colleagues and district coaches, student feedback, and managing virtual classrooms. This time will also be used to support the facilities cleaning and building improvements based on safety considerations.

Tuesday *would not be* an early release day, as in past years, but would be a full day.

In all versions of our plans in which students come to school, the arrival and departure times may need to be staggered.

Lunch and recess plans may also be adjusted based on social distancing guidelines.

Students and adults will be organized into cohorts, in compliance with health guidelines and to support contact tracing, as needed.

The kindergarten and first grade schedule is specifically designed with our youngest learners in mind. As in previous years, Kindergarten continues to be committed to the Tools of the Mind curriculum. This curriculum is a research-based early childhood model combining teacher professional development with a comprehensive innovative curriculum that helps young children to develop the cognitive, social-emotional, self-regulatory, and foundational academic skills they need to succeed in school and beyond. First grade will incorporate the district curriculum Units of Study, with the acknowledgment that the structure will require scaffolding for early learners. There will also be intentional non-academic opportunities built in for community building and structured social-emotional learning.

Our students will be slowly introduced to school throughout the first six weeks of school in both the hybrid and remote learning models. Our first priority will be teaching our students how to be members of this new learning community. Our first step will be a focus on establishing close relationships. In kindergarten, this will begin with 1:1 meetings with students and families. We will build up to small group meetings with students as we increase their capacity to be independent. Time that is “live” on the computer will be limited. We will increase our students’ abilities to participate in lessons with the larger group as the school year progresses. A model daily schedule is shared below for both hybrid and remote learning. The models presented here are our goal for what a schedule will look like following the first six weeks of school.

The morning meeting will be with the whole group and will focus on social emotional learning right from the start. Eventually, academic subjects will be included in the morning meeting, as appropriate. Young children learn through play, so our meetings will integrate song and dramatizations. They will be repetitive, and will support a sense of safety and belonging. This meeting will be for the whole class.

It is important to note that the schedules in **grades 2-5** will also begin with the consideration of social-emotional needs. In the first 6 weeks of school, the [Responsive Classroom](#) approach will be in place and teachers will be working to build strong relationships with students and among students. Academics will be integrated into the first days. For example, a math lesson might begin with a guided discovery of what math tools are being used throughout the year. Literacy activities will be designed to support our ability to know each other and to make connections. Responsive Classroom helps educators, “... to create safe, joyful, and engaging classrooms and school communities where students develop strong social and academic skills and every student can thrive.”

Kindergarten Schedule (Hybrid Model) (L) Live - (A) Asynchronous

	Monday	Tuesday	Wednesday	Thursday	Friday
	In-Person	In-Person	Remote and Early Release 1:00 PM	Virtually at home	Virtually at home
8:10 AM	Arrival/ Handwashing	Arrival/ Handwashing Morning Meeting	8:30-9:00 Morning Meeting	Getting ready for the day	Getting ready for the day
8:30 AM	Morning Meeting	Morning Meeting	9:15-9:45 Academic Block	8:30 Morning Meeting (L)	8:30 Morning Meeting (L)
9:00 AM	Mask Break Snack break	Mask Break Snack break	9:45-10:00 Offline Break	Screen & Snack break	Screen & Snack break
9:15 AM	Academic Block: (Literacy/Math) With Rotations	Academic Block: (Literacy/Math) With Rotations	10:15-11:15 Asynchronous Learning Activities	Academic Block: (Literacy/Math) Independent work (A/L)	Academic Block: (Literacy/Math) Independent work (A/L)
11:45 AM	Movement break Handwashing	Movement break Handwashing	11:20-12:00 Lunch	Movement break	Movement break
12:00 PM	Mask Break Lunch/recess Handwashing	Mask Break Lunch/recess Handwashing	12:00-12:40 Specials	Lunch/play	Lunch/play
12:40 PM	Science/ Social Studies	Science/ Social Studies	12:40-1:00 *student check-ins, as needed	Science/ Social Studies (A)	Science/ Social Studies (A)
1:20 PM	Specials (A/L)	Specials (A/L)		Specials (A/L)	Specials (A/L)
2:00 PM	Mask Break Handwashing Closing Meeting/ End of Day	Mask Break Handwashing Closing Meeting/ End of Day		Mask Break Handwashing Closing Meeting/ End of Day	Mask Break Handwashing Closing Meeting/ End of Day
2:30 PM	Dismissal	Dismissal		Daily Checkout	Daily Checkout

First Grade Schedule (Hybrid Model) (L) Live - (A) Asynchronous

	Monday	Tuesday	Wednesday		Thursday	Friday
	In-Person (L)	In-Person (L)	Remote and early Release at 1:00 PM (L)		Virtually at home (A/L)	Virtually at home (A/L)
8:10 AM	Arrival/ Handwashing	Arrival/ Handwashing	Getting ready for the day	8:20 AM	Getting ready for the day	Getting ready for the day
8:30 AM	Morning Meeting	Morning Meeting	8:30 AM Morning Meeting	8:30 AM	Morning Meeting (L)	Morning Meeting (L)
9:00 AM	Academic Block: (Literacy/Math)	Academic Block: (Literacy/Math)	9:00 AM Academic Block	9:00 AM	ELA Block 1 - <i>Direct Phonics Practice (A)</i>	ELA Block 1 - <i>Direct Phonics Practice (A)</i>
9:40 AM	Snack/Movement Mask break/ Handwashing/ Clean	Snack/Movement/ Mask break/ Handwashing/ Clean	9:40 AM Offline Break/Snack	9:45 AM	ELA Block 2 - Writer's Workshop (A)	ELA Block 2 - Writer's Workshop (A)
10:00 AM	Academic Block: (Literacy/Math)	Academic Block: (Literacy/Math)	10:00 AM Academic Block	10:15 AM	Screen Break	Screen Break
10:40 AM	Movement/ Mask break/ Clean	Movement/ Mask break/ Clean	10:30 AM Small Groups	10:30 AM	Math Block (A/L)	Math Block (A/L)

11:00 AM	Lunch/Play/ Screen Break/ Handwashing	Lunch/Play/ Screen Break/ Handwashing	11:00 PM Specials	11:00 AM	Class Meeting - (L)	Class Meeting - (L)
11:40 AM	Snack/Movement / Mask break/ Handwashing	Snack/Movement/ Mask break/ Handwashing	11:40 PM Lunch	11:20 AM	Lunch/Play/ Screen Break	Lunch/Play/ Screen Break
12:00 AM	Academic/ Intervention Block	Academic/ Intervention Block	12:20 PM Small Groups/Closing Meeting	12:00 PM	Academic Choice Block (A/L)	Academic Choice Block (A/L)
12:30 AM	Specials (A/L)	Specials (A/L)	1:00 PM Exit Ticket/ Checkout	12:30 PM	Specials (A/L)	Specials (A/L)
1:15 AM	Academic Block: Social Studies/ Science	Academic Block: (Social Studies/Science)		1:10 PM	Screen Break/Snack	Screen Break/Snack
2:00 AM	Closing Meeting/ Checkout	Closing Meeting/ Checkout		1:30 PM	ELA Block 3 - <i>Choice/Menu</i> <i>Activities (A/L)</i>	ELA Block 3 - <i>Choice/Menu</i> <i>Activities (A/L)</i>
2:15 AM	Handwashing and Dismissal	Handwashing and Dismissal		2:00 PM	Social Studies/Science (A)	Social Studies/Science - (A)
Notes: Please note slight time differences between in-person and remote schedule. Remote Day instructional blocks are scheduled in 30 minute intervals to acknowledge realistic developmental abilities related to engagement and stamina.				2:30 PM	Exit Ticket/ Checkout (A)	Exit Ticket/ Checkout (A)

Grades 2-5 Hybrid Schedule (L) Live, (A), Asynchronous

	Monday	Tuesday	Wednesday		Thursday	Friday
	In-Person (L)	In-Person (L)	Remote and early Release at 1:00 PM		Virtually at home	Virtually at home
8:10 AM	Arrival/ Handwashing	Arrival/ Handwashing	Getting ready for the day	8:10 AM	Getting ready for the day	Getting ready for the day
8:30 AM	Morning Meeting	Morning Meeting	8:30 AM Morning Meeting	8:30 AM	Morning Meeting (L)	Morning Meeting (L)
9:00 AM	Academic Block: (Literacy/Math)	Academic Block: (Literacy/Math)	9:00 AM Academic Block	9:00 AM	Academic Block (A): (Literacy/Math)	Academic Block (A): (Literacy/Math)
9:40 AM	Snack/ Movement/ Mask break/ Handwashing	Snack/ Movement/ Mask break/ Handwashing	9:45 AM Offline Break	9:45 AM	Screen Break/Snack	Screen Break/Snack

10:00 AM	Academic Block: (Literacy/Math)	Academic Block: (Literacy/Math)	10:00 AM Academic Block	10:00 AM	Academic Block (A/L): (Literacy/Math)	Academic Block (A/L): (Literacy/Math)
10:40 AM	Movement /Mask break/ Handwashing	Movement/ Mask break/ Handwashing	10:40 AM Offline Break	10:45 AM	Screen Break/Movement	Screen Break/Movement
11:00 AM	Class Meeting	Class Meeting	11:00 AM Specials	11:00 AM	Class Meeting (L)	Class Meeting (L)
11:15 AM	Academic Block: (Literacy/Math)	Academic Block: (Literacy/Math)	11:45 AM Lunch	11:15 AM	Academic Block - <i>Choice/Menu Activities</i> (A/L)	Academic Block - <i>Choice/Menu Activities</i> (A/L)
11:45 AM	Lunch/Recess/ Handwashing	Lunch/Recess/ Handwashing	12:15 PM Academic Block	11:45 AM	Lunch/Play/ Screen Break	Lunch/Play/ Screen Break
12:30 PM	Specials	Specials	12:45 PM Closing Circle/Dismissal	12:30 PM	Specials (A/L)	Specials (A/L)
1:15 PM	Academic Block: (Social Studies/ Science)	Academic Block: (Social Studies/ Science)		1:15 PM	Academic Block - <i>Choice/Menu Activities</i> (A)	Academic Block - <i>Choice/Menu Activities</i> (A)
2:00 PM	Closing Meeting	Closing Meeting		2:00 PM	Closing Circle - (L)	Closing Circle - (L)
2:15 - 2:30 PM	Handwashing Dismissal	Handwashing Dismissal				

Gibbs School Hybrid Learning Program

In all modalities, the Gibbs School will begin the year spending time having conversations about how to address the challenges presented by COVID-19 to ensure a safe and healthy environment for all. We will work on developing community, discussing and embedding social emotional wellness in every class, every day, for every student. The primary tool we use at the Gibbs School to guide the work around social emotional learning is Responsive Classroom. It is student-centered and takes a social emotional approach to learning, socialization, and discipline. More than ever, our students will need and benefit from interactive modeling virtually and/or in person; consistent routines, consistent teacher language, positive messaging with high expectations for all. We will use mindfulness practices to facilitate brain breaks and a growth mindset approach to learn to welcome our shortcomings as opportunities to grow. Our students will thrive and connect with the adults and peers at Gibbs School, in-person and/or virtually.

The Gibbs School Community is an environment where students and adults work cooperatively to strive for academic achievement and social-emotional growth. Our community encourages

being **Understanding** of each other and what makes us unique, being **Unified** in our efforts to support one another's abilities to grow and learn and being **Unstoppable** when reaching for our personal and community goals. Vision of Student as Learner & Global Citizen.

Below are some of the key drivers that help define the teaching and learning and interactions among our student learners and their peers.

- **Social-Emotional Learning:** Students demonstrate resilience and persistence while developing skills related to self-management, social awareness, decision making and relationship building.
- **Academic Rigor:** Students experience a challenging, standards-based curriculum in an inclusive, diverse, and equitable environment and are encouraged/supported to perform to their highest potential.
- **Project Based Learning:** Students gain knowledge and practice skills, including executive functioning, through the completion of projects that are taught and coached through a release of responsibility.
- **Resourcefulness:** Students become self-directed and independent learners with a growth mindset by identifying and pursuing goals that are important to them.
- **Community:** Students feel supported and safe emotionally, intellectually, and physically. Staff and students collaborate to create a cohesive sense of significance, belonging and fun using the philosophies and common vocabulary of Responsive Classroom.
- **Creativity:** Students are encouraged to take creative risks in all areas and are provided with academic choice that allows them to explore their own interests.

The following are two schedules for a hybrid model at the Gibbs School. They vary based on whether students attend alternate days with their cohort or consecutive days.

The following are two schedules for a hybrid model at the Gibbs School. They vary based on whether students attend alternate days with their cohort or consecutive days.

AB/AB Hybrid Rotation

		Monday	Tuesday	Wednesday	Thursday	Friday
		In School Team A	In school Team B	All Remote All High Needs in person	In school Team A	In school Team B
Adv	8:30	Announcements & Advisory	Announcements & Advisory	Announcements & Advisory	Announcements & Advisory	Announcements & Advisory
Pd.1	9:00	English	English	9:00 - 9:51 BCO/ CO-TO	English	English

Pd.2	9:54	Math	Math	9:54 - 10:45 W.I.N./CO-TO	Math	Math
Pd.3	10:48	Science	Science	10:48 - 12:09 W L/ CO-TO	Science	Science
Pd.4	11:42	Anc Civ	Anc Civ	11:13 - 11:43 Lunch	Anc Civ	Anc Civ
Pd.5	12:43	PE	PE	Asynchronous Learning /	World lang	World Lang
Pd.6	1:11	ELC	ELC	Asynchronous Learning	ELC	ELC
Pd.7	2:05	W.I.N.	W.I.N.	Asynchronous Learning	W.I.N.	W.I.N.

- Lunch happens between Periods 3 & 5 (we plan to have 3 lunch rotations each lasting about 20 minutes)

AA/BB Hybrid Rotation

		Monday	Tuesday	Wednesday	Thursday	Friday
		In School Team A	In school Team A	All Remote All High Needs in person	In school Team B	In school Team B
Adv	8:30	Advisory	Advisory	Announcements & Advisory	Advisory	Advisory
Pd.1	9:00	English	English	9:00 - 9:51 BCO/ CO-TO	English	English
Pd.2	9:54	Math	Math	9:54 - 10:45 W.I.N./CO-TO	Math	Math
Pd.3	10:48	Science	Science	10:48 - 12:09 W L/ CO-TO	Science	Science
Pd.4	11:42	Anc Civ	Anc Civ	11:13 - 11:43 Lunch	Anc Civ	Anc Civ
Pd.5	12:43	PE	World lang	Asynchronous Learning & O.H.	PE	World Lang
Pd.6	1:11	ELC	ELC	Asynchronous Learning & O.H.	ELC	ELC
Pd.7	2:05	W.I.N.	W.I.N.	Asynchronous Learning & O.H.	W.I.N.	W.I.N.

- Lunch happens between Periods 3 & 5 (we plan to have 3 lunch rotations each lasting about 20 minutes)

KEY of Hybrid Rotation
ELC= FACS, Art, CompSci, Tech, Music
World Lang (WL)- French, Spanish, Mandarin, Latin
W.I.N.= Math Intervention, Reading Intervention, Ac Support or a Study. We may be able to put some BCO in this space if we have a place for students to work
5 terms 1 for each ELC
O.H. = Core Teachers' Office Hrs

This hybrid plan offers flexibility in keeping students 6 feet apart in class and everywhere in the building. Students will still remain in their assigned homerooms and teachers will move from room to room. The school will need to add a 6th Learning Community to adhere to the 6 feet apart requirements. Many of the classrooms at GibbsSchool present limitations to how many students can be seated 6 feet apart; the classrooms are not identical in size.

- Students will be assigned to either Cohort A or Cohort B; they will attend class in person during their assigned cohort designated days.
- Students will stay home during their assigned cohort remote learning days, complete their assignments on those days through: **Morning Advisory; Check-ins; Google Classroom assignments; Pre-recorded video of lessons; Small group conversations supervised by TAs and/or other support staff; Student directed tasks; and one to one as scheduled by individual teachers.**
- To place students 6 feet apart in the Hybrid plan, we must add a 6th learning community; in addition to the purchase of extra desks & chairs, the hiring of 4 core teachers, 1 special education, and 1 world language teacher; plus the .2s for each exploratory class.
- Classes will not necessarily be split exactly evenly between cohorts.
- Students will earn letter grades as they would in a normal year.
- Teachers will design curriculum and lesson plans to switch to remote, if necessary.
- Parents will receive weekly communication from teachers as a learning community and/or per subjects.

- In September & October, teachers will intentionally focus on & embed relationship building in their routines and, if necessary, be ready to switch to fully remote. It is the expectation that social emotional wellness (SEW) will be smartly embedded into all interactions in every class, everyday, for each individual student.
- Wellness curriculum will be: responsive classroom, the same as previous years. Students in each Advisory will receive community building lessons through advisory sessions daily.
- Students identified as having high needs “Such as students with disabilities who spend 25% or greater of their time in substantially separate classroom settings; and students who are English Learners at WIDA level 1 or 2 are exempt from Hybrid Learning.” They will be in attendance daily, even if the entire district goes to hybrid.
- Upon arrival students will be assigned a door to enter the building based on their Learning Communities.
- Students will be trained during pre-orientation correspondence to parents/guardians; at in-person or virtual orientation to learn the new entry protocols
- We will need to hire additional staff to support: Hallways transition, bathroom access, lunch, arrival and departure, among other things.
- Hire substitute teachers to temporarily take on assignment of teachers who are opting out of in-person teaching and for non-COVID-19 teacher illnesses/absences.

Ottoson Middle School Hybrid Learning Program

Introduction

Our hybrid plan seeks to maximize in-person learning and minimize risk for students and teachers. Each learning community will be divided in half (Group A and Group B). Each group will attend school two days a week (e.g., Group A attends Monday/Tuesday; Group B attends Thursday/Friday). All students will work remotely on Wednesdays. This will reduce in-person class sizes to approximately 12 students, allowing for 6 feet of social distancing.

When students are at home, they will work on asynchronous learning assignments provided by teachers. Teachers will be available to support students with their asynchronous learning assignments on Wednesdays. Teachers are expected to be online to answer questions and provide guided support for students as needed. If there is a four-day week, the Wednesday remote day will not happen. Students will still come into the building twice that week.

Hybrid Schedule

Time	Group A	Group A	Wednesday	Group B	Group B
------	---------	---------	-----------	---------	---------

	(In-Person) Monday	(In-Person) Tuesday	(all students are remote)	(In-Person) Thursday	(In-Person) Friday
8:30 - 8:40	ASPIRE	ASPIRE	ASPIRE 8:30 - 8:55	ASPIRE	ASPIRE
8:42 - 9:30	Period 1	Period 1	Period 1 9:00 - 9:25	Period 1	Period 1
9:32 - 10:20	Period 2	Period 2	Period 2 9:30 - 9:55	Period 2	Period 2
10:22 - 11:10	Period 3	Period 3	Period 3 10:00 - 10:25	Period 3	Period 3
11:12 - 12:26 1st Lunch 2nd Lunch 3rd Lunch	Period 4	Period 4	Period 4 10:30 - 10:55 Lunch 11:00 - 11:25	Period 4	Period 4
12:28 - 1:16	Period 5	Period 5	Period 5 11:30 - 11:55	Period 5	Period 5
1:18 - 2:06	Period 6	Period 6	Period 6 12:00 - 12:25	Period 6	Period 6
2:08 - 2:56	Period 7	Period 7	Period 7 12:25 - 1:00	Period 7	Period 7

Details

- Each learning community will be divided into Group A and Group B.
- Each group will attend school in person twice a week.
- Students will follow a daily seven-period schedule.
- Students will remain with their learning community on in-school days.
- In-person class sizes will be approximately 12 students per class.
- ASPIRE will take place at the beginning of the day and serve as a homeroom period.
- Students will rotate change classrooms each period.
- ASPIRE/Homeroom will take place at the beginning of each day.
- Students will have four learning community classes (English, math, science, social studies) with their learning community classmates.

- Students will have their three out-of-learning-community classes (PE, art, world language, etc.) with their learning community classmates. Historically, these classes were mixed with students across learning communities. This year, we will not mix learning community students.
- When traveling to a world language or a specials class, students will follow arrows so that students are not too close to other students in the hallway.
- Stairways will be labeled as “up” or “down” so that students are only going in the same direction (except in the case of an emergency).
- Lunch will be a combination of students eating lunch in the cafeteria (6 feet apart) or supervised in classrooms (6 feet apart). Students will bring in their own lunch or request a hot lunch from the school cafeteria at the beginning of the day.
- Students will not use school lockers; they will carry backpacks.
- The PE block will take place outdoors as often as possible.
- All students will engage in remote learning on Wednesdays.

Health & Safety Details

- All persons will be required to wear masks at all times; mask breaks will be incorporated throughout the day.
- Frequent and regular handwashing opportunities will be provided, as well as constant access to hand sanitizer.
- Hallways and stairwells will be clearly marked with directional arrows to promote one-way traffic and support social distancing.
- Each learning community will be assigned to a specific entrance of the building in order to maintain appropriate social distancing during arrival and dismissal.

Arlington High School Hybrid Learning Program

This description of the AHS Hybrid Learning Program also shares the elements that are common to all three models of learning.

The State has issued health guidelines indicating that students and staff will be expected to:

- maintain social distances of three to six feet
- wear face-masks (grades 2-12)
- organize students at the middle and high school levels by cohorts to minimize interaction

- regularly wash hands across the school day and frequently disinfect all used surfaces
- The state guidance would allow groupings of 15-24+ in some of our classrooms.

Guiding Principles for Planning

This past spring, school closed suddenly without planning or guidance. We understand that this created significant gaps in terms of learning opportunities, engagement, and equity for our students. While this fall will not be an ideal learning situation, we expect it to be very different from this spring. We learned a great deal this spring about the demands of remote learning and the needs of our students. There will be more planning, an emphasis on synchronous instruction, a focus on covering essential standards, adjustment of the schedule, and preparation focused on student engagement and support. At the same time, we continue to aim at a moving target in terms of both epidemiology and policy. Our planning is guided by the following commitments:

- Decision making based on the latest research and epidemiology as well as input from staff, students, and families
- Prioritizing the health, safety, and well-being of our students, staff, and families above all else
- Equity will remain at the core of our work as we design learning programs for students
- We will support student and staff social-emotional well-being, acknowledging that the school experience will be very different when compared to previous years
- Support for teacher planning, preparation, and training, both before and during the school year

Fall 2020 Common Program Elements

Because the situation is both unpredictable and likely to change over the course of the year, we are committed to developing an **overarching framework that will adapt to all three options** with the ability to switch to all-remote or phase-in hybrid instruction as appropriate. For this reason, all three program plans are built on a common semesterised course schedule. The final process and decision for beginning schooling this fall will need to balance medical safety, mental health, equity, and educational goals. All three plans share the following elements.

As they do currently, students take the following number of classes during the school year. Final options will depend on available offerings.

- Grade 9 - 5 required, 1 elective, PE
- Grade 10 - 5 required, 1.5 electives. PE
- Grade 11 - 5 required 1-2 electives or possibly PE
- Grade 12 - 5 required 1-2 electives or possibly PE

Educational Program Details

- Schedule with 4x80 minute blocks per day with semester long classes
- One day per week (Wednesday) for structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock (ends by 2:45 per contract to allow for staff/department/PLC meetings) (Detailed view is included in this section)
- Physical Education all (or mostly) remote - PE classes will meet once per week online and teachers will check in with students once per week in small groups (built around student schedules). Grade 9 will meet all year. Other classes will be 1 term.
- Teachers teach 5 classes per year (3 one term and 2 another)
- Students would take ~3 classes per semester, plus PE
- Students can register for 6-7 classes per year, plus PE (see above)
- Consider heterogeneous grouping (Honors and Curriculum A combined) for specific 9-11 requirements to increase equity, teacher attention, and even class sizes
- Special Education, ELL, and 504 services will be delivered per student plans
- Instrumental/chorus can register yearlong
- Some electives may move all or mostly remote
- Open campus - students leave or are assigned when not in class
- No homeroom
- 8:30a-2:56p School Day

Common weekly 4x4 schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a	A - 30" 8:30a-	A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a
		B - 30" 9:30a-		
		Advisory - 30'		
B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a	C - 30" 10:30a-	B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a
		D - 30" 11:00a-		
		PE - 30" 11:30a		
Lunch - 30"	Lunch - 30"	PE - 30" 12:00p	Lunch - 30"	Lunch - 30"
C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p	PE- 30" 12:30p	C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p
		PE - 30" 1:00p		

		X/Counseling 1:30-2:30p		
D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p		D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p
		Staff Meetings 2:45-3:45p		

Sample yearly 4x4 schedule

Term 1	Term 2	Term 3	Term 4
A - English	A - English	E - History	E - History
B - Math	B - Math	F - Science	F - Science
C - Elective	C - Elective	G - World Language	G - World Language
D	D	H - Elective	H - Elective

Sample Lunch Schedule

Period	Start	Finish	Minutes
1st Lunch Gym	11:36 AM	12:06 PM	30
1st Class	12:06 PM	1:26 PM	80
2nd Class	11:36 AM	11:56 AM	20
2nd Lunch Cafe	11:56 AM	12:26 PM	30
2nd Class	12:26 PM	1:26 PM	60
3d Class	11:36 AM	12:36 PM	60
3d Lunch Gym	12:36 PM	1:06 PM	30
3d Class	1:06 PM	1:26 PM	20
4th Class	11:36 AM	12:56 PM	80

4th Lunch Cafe	12:56 PM	1:26 PM	30
----------------	----------	---------	----

The Hybrid Learning Program combines in-person instruction with independent student work to provide space and staffing for social distancing and limiting classroom contact among students and staff. If levels of community spread of COVID-19 are low and school-based precautions can be shown to be safe, we could use this option to allow for more interaction. We might start the year with this option or phase it in following a period using the Remote Learning Program.

Educational Program Details

- Hybrid learning will combine 80-minute in-person seminars (9-12 students) with independent work such as videotaped lectures, readings, online quizzes, projects, and written assignments.
- Students in each class section alternate one cohort in synchronous online instruction and one cohort working independently (2 days per week “in person seminars” and 2 days per week independent work).
- Cohorts would meet on alternating days to keep class groupings between 9-12 students
- Select programs needing additional support (e.g., substantially separate programs) could be scheduled 4 days per week.
- The Remote Learning Program will be available to all students by request. Students will choose a program option.
- One day all-remote per week (Wednesday) for structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock (ends by 2:45 per contract to allow for staff/department/PLC meetings)

Safety Program Details

- Distancing - 6 feet distancing in all classes and activities
 - Density - Cohorts create smaller groupings 9-12 for classes (or much bigger rooms)
 - Air Quality - Classrooms are being reviewed for ventilation. Air conditioning is being added in rooms adjacent to the construction or as necessary. Only rooms with adequate outside ventilation will be used.
- Passing time - 10+ minute passing time would be scheduled with one-way hallways and shifts to minimize interactions
- Lunches - 4 lunch periods in 2 different lunchrooms (Cafeteria and Blue Gym) with individual tables and 6 foot distancing. Shifts allow cleaning between groups.

- Busing - capacity will be ~12 students, requiring multiple runs (~3) per Boston bus route
- Monitoring - self-certification, monitoring, and testing protocols are being developed above state guidelines in coordination with our nursing staff and the Board of Health
- PPE - Students and staff will be required to wear masks (available on request). Face shields and barriers will be available and used where appropriate.
- Hygiene - handwashing, sanitizer, cleaning, sanitizing units
- Community Behavior - Students and families are requested to maintain social distancing discipline outside of school.

Hybrid weekly 4x4 schedule (alternating cohorts by day)

Monday	Tuesday	Wednesday	Thursday	Friday
A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a	A - 30" 8:30a-	A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a
		B - 30" 9:30a-		
		Advisory - 30'		
B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a	C - 30" 10:30a-	B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a
		D - 30" 11:00a-		
		PE - 30" 11:30a		
Lunch - 30"	Lunch - 30"	PE - 30" 12:00p	Lunch - 30"	Lunch - 30"
C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p	PE- 30" 12:30p	C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p
		PE - 30" 1:00p		
		X/Counseling 1:30-2:30p		
D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p		D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p
		Staff Meetings 2:45-3:45p		

Other Learning Modes: In-person Full Return and Full Remote

While the District has chosen to open with a hybrid In-person model, it is possible that with changes in COVID-19 local spread, the District will need to move to a full remote model. Or that, with greatly improved prevention and treatment options, a full return may become possible.

Menotomy Preschool Full Return Program

Full Return Program	All Students In School <ul style="list-style-type: none">• Up to 15 students per classroom• 3' minimum distancing for most of day• 3' minimum distance required for snack, lunch and mask breaks per July 17, 2020 DESE guidance• Provides for the most in person teaching opportunities
----------------------------	--

Preschool full time student hours would be adjusted to 8:30 to 2:00 and one 1:30 dismissal day. The 2:00 end time would allow for teacher planning and extra cleaning after students leave. The morning program would remain 8:30 to 11:30. The one 1:30 dismissal day would support staff planning, professional development, meetings and cleaning.

The same safety equipment considerations as in the in-person hybrid program would apply.

Menotomy Preschool Full Remote Learning Program

Below is a draft of the Menotomy Preschool remote learning schedule. It should be noted that the first few weeks of the school year will concentrate on social emotional learning, creating

the learning community, establishing relationships, and supporting families in this transition. This schedule is a reflection of what we will work towards as we get acquainted with and build upon our preschooler's abilities. All lessons will be repetitive and playful, incorporating song, movement and visual/ gestural cues. We look forward to increases in time for academic learning as our preschoolers show readiness

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY**
8:30-8:50	(½ class) Morning Meeting/ Second Step	(½ class) Morning Meeting/ Second Step	(½ class) Morning Meeting/ Second Step	(½ class) Morning Meeting/ Second Step	
9:00-9:20	(½ class) Morning Meeting/ Second Step	(½ class) Morning Meeting/ Second Step	(½ class) Morning Meeting/ Second Step	(½ class) Morning Meeting/ Second Step	Small Groups / Social (IEP goals)
9:30-9:50	Math (1/2 Class) Activity	Math (1/2 Class) Activity	Math (1/2 Class) Activity	Math (½ class) Activity	Small Groups / Social (IEP goals)
10:00-10:30	Math (1/2 Class) Activity	Math (1/2 Class) Activity	Math (1/2 Class) Activity	Math (1/2 Class) Activity	Small Groups / Social (IEP goals)
10:30-10:50	Literacy (½ class) Activity	Literacy (½ class) Activity	Literacy (½ class) Activity	Literacy (½ class) Activity (LWOT/LL)	Small Groups / Social (IEP goals)
11:00-11:20	Literacy (½ class) Activity	Literacy (½ class) Activity	Literacy (½ class) Activity	Literacy (½ class) Activity	Small Groups / Social (IEP goals)
11:20-11:30	GoodBye Circle (whole Group)	GoodBye Circle (whole group)	GoodBye Circle (whole group)	GoodBye Circle (whole group)	
11:30-1:00	Break/ Lunch/Rest	Break/ Lunch/Rest	Break/ Lunch/Rest	Break/ Lunch/Rest	
1:00-2:00	Asynchronous / activities	Asynchronous / activities	Asynchronous / Activities	Asynchronous activities	(12:30-1:50) Teachers meet with TAs/RSPs

1:50-2:30	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult	Teacher Planning / Consult with RSPs / Family Consult
------------------	---	---	---	---	---

While one-half class is live, the other half is taking a screen break/snack/playing/doing an asynchronous activity

Special Education related services will occur when students are not engaged in classroom live learning activities. Related service providers will also be able to attend live classroom learning activities throughout the week for their “push in” therapy opportunities.

General education students and students with IEP placement can attend Monday-Thursday. Only students with IEP placement attend on Friday.

Friday’s groups are used to support social IEP goals in a small group activity or direct teaching opportunities defined by individual IEP goals. (Can also be 1:1 with teaching staff.) **Please note that this may be a different day and not Friday. Related Services can also occur on this day.

Full Remote Program	All Students Fully Remote <ul style="list-style-type: none"> • All classes taught remotely by in-person staff • To be used only if public health concerns preclude in-person learning • Least advantageous for learning and social-emotional support
----------------------------	--

Elementary Full Return In-School Learning Program

If public health guidelines were to relax physical distancing requirements across the school day, schools may be able to increase the number of students who can be present in our schools. This

would allow all students to attend school in-person each day. Though school will look and feel different than what students are used to, our goal is to adhere to all safety recommendations.

Safety equipment/considerations	<ul style="list-style-type: none"> • All students and staff will be required to wear masks inside the building • All students will be required to wash their hands multiple times throughout the day, including at arrival and dismissal. • Teachers/staff will be provided a PPE kit with masks, face shield, and gloves • Building hallways will be marked for one-way traffic/transition. • May require arrival/dismissal considerations (<i>ex. possible staggered times</i>) • Schools equipped with disinfecting equipment. • Life-threatening food allergies will be considered as cleaning procedures are put in place (<i>in consultation with the school nurse</i>) • Students will primarily remain in their homerooms with teachers to limit student interaction between cohorts
Classroom capacity	<ul style="list-style-type: none"> • Traditional classrooms of 18-24 students <ul style="list-style-type: none"> ○ Larger cohorts would require repurposing larger spaces (<i>gym, cafeteria, library, art, music room</i>) • 3 ft minimum social distancing with masks K-5
Lunch	<ul style="list-style-type: none"> • Cafeteria capacity of 18-22 <ul style="list-style-type: none"> ○ <i>Addition of classroom and gym space would be required to fully accommodate lunch</i> • Minimum 6ft social distancing, no masks

Mask breaks/ recess	<ul style="list-style-type: none"> • This will require access to outside space - <ul style="list-style-type: none"> ○ <i>6ft of social distancing will require 5,000 to 10,000 sq ft</i> ○ <i>This assumes limited freedom of movement beyond dedicated personal space</i> • Significant limitations to using inside space when accommodating 6ft distancing • Tents could be an option for some buildings
Specials	<ul style="list-style-type: none"> • Art, PE, Music, and Library/Digital Literacy will likely require in- person and remote options
Staffing considerations	<ul style="list-style-type: none"> • Each class (cohort) will be assigned teachers and paraprofessionals who will make up learning communities. • When considering the capacity of any given classroom, three adults were included (<i>based on the metric provided by DESE</i>)

Elementary schedules would be similar to schedules created in a typical school year, allowing for time for safety precautions and cleaning to be put in place.

Elementary Full Remote Learning Program

In this model, students will be placed in fully remote classes. Instruction will be primarily synchronous with classroom teachers, with some time dedicated to guided independent work and recorded content, depending on age and ability. Under current guidelines, student schedules will include 5 hours per day of learning time (a mix of synchronous, asynchronous, and independent activities) and also include all specials (*art, music, PE, and library*).

Throughout the time of school closure this past spring, we took note of what worked and what did not in the remote learning environment. We learned a great deal about how to navigate remote learning and how to engage our learners. *If we participate in remote learning for all students at any point during the year, it will be a different experience than it was before with more time dedicated to synchronous direct instruction and live experiences between student and school staff.* We will also continue to be thoughtful about the needs of families and will maintain a level of flexibility while working with families. We appreciate the feedback given by all families and teachers/staff. Our partnership is what will keep our programming strong.

Kindergarten Schedule (Fully Remote Learning)

Time	Monday - Friday
8:15 AM	Getting ready for the day <ul style="list-style-type: none"> - <i>Teacher is welcoming students</i> - <i>Materials are listed for the AM</i>
8:30 AM	Morning Meeting <ul style="list-style-type: none"> - <i>Community Building, self regulation activities and movement breaks</i>
9:00 AM	Screen break/Snack break
9:15 AM	Academic Block- Literacy or Math Rotations Group A-work with teacher Group B-read-aloud Group C-independent work Group D-screen break
11:00 AM	Movement Break
11:15 PM	Academic Block- Literacy or Math Rotations Group A-screen break Group B-work with teacher Group C-read-aloud Group D-independent work
12:00 PM	Lunch/Play/Screen Break
12:45 PM	Social Studies/Science - Independent Activity
1:15 PM	Small group/Check in with students who need extra support
1:50 PM	Specials

First Grade Schedule (Fully Remote Learning)

Time	Monday - Friday
8:15 AM	Getting ready for the day <ul style="list-style-type: none"> - Teacher is welcoming students - Materials are listed for the AM
8:30 AM	Morning Meeting <ul style="list-style-type: none"> - Community Building, self regulation activities and movement breaks
9:00 AM	ELA Block 1 - Phonics, Readers, or Writers Workshop
9:30 AM	Screen Break/Snack
9:45 AM	ELA Block 2 - Phonics, Readers, or Writers Workshop
10:15 AM	Screen Break
10:30 AM	Math Block - whole group, small group, opportunity for off screen math practice and games
11:30 PM	Lunch/Play/Screen Break
12:15 PM	Class Meeting
12:30 PM	Specials
1:15 PM	ELA Block 3 - Phonics, Readers, or Writers Workshop
1:45 PM	Social Studies/Science Block
2:15 PM	Closing Meeting

Grades 2-5 Remote Schedule

Time	Monday - Friday minutes breakdown
8:15 AM	Getting Ready for the Day
8:30 AM	Morning Meeting 30 minute synchronous meeting greeting, sharing, activity, review goals for day
9:00 AM	Academic Block 30 minute synchronous mini-lesson 45 minute small group instruction or teacher directed practice
10:15 AM	Snack and movement break
10:30 AM	Academic Block 30 minute synchronous mini-lesson 30 minute small group instruction or teacher directed practice
11:30 AM	Social Break SEL activity
11:45 PM	Academic Block Asynchronous/Synchronous mini-lesson and practice Direct Instruction/ Independent Activity/Small Group
12:20 PM	Lunch Break
1:00 PM	Specials
1:40 PM	Academic Block Asynchronous/Synchronous mini-lesson and practice Direct Instruction/ Independent Activity/Small Group
2:20 PM	Closing Circle 10 minute synchronous class meeting Review homework, reflect on the day, wrap up
2:30 PM	Exit System/Checkout

** Wednesday Schedule would mirror Hybrid Schedule*

Gibbs School Full Return Learning Program

“All In-person”, means students return with classrooms schedules, and safety protocols in place to meet health requirements. All spaces at the Gibbs 6th Grade School regardless of designation, i.e. library, cafeteria, gymnasium, and theatre would be used for classroom sessions and/or lunch.

Scenario 1: All 505 Students Return to School

Gibbs Grade 6 Sample Student Schedule Scenario								
Return of ALL students								
Cluster of 100 Students - Avg 25 Students Per Section								
			In School					
				Monday	Tuesday	Wednesday	Thursday	Friday
Duration	Start Time	End Time	Periods	Day A	Day B	Day A	Day B	Day A
20	8:05 AM	8:25 AM	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
51	8:28 AM	9:19 AM	Period 1	Eng	Eng	Eng	Eng	Eng
51	9:22 AM	10:13 AM	Period 2	Hist	Hist	Hist	Hist	Hist
51	10:16 AM	11:07 AM	Period 3	Math	Math	Math	Math	Math
Pr4=51 Lunch=3	11:10 AM	12:38 PM	Period 4	Sci	Sci	Sci	Sci	Sci
51	12:41 PM	1:32 PM	Period 5	PE	Fr/Lat/Mand/Sp	PE	Fr/Lat/Mand/Sp	PE
51	1:35 PM	2:26 PM	Period 6					
		36 Days	Term 1	FACS	FACS	FACS	FACS	FACS
		36 Days	Term 2	Art	Art	Art	Art	Art
		36 Days	Term 3	CompSci	CompSci	CompSci	CompSci	CompSci
		36 Days	Term 4	TECH	TECH	TECH	TECH	TECH
		36 Days	Term 5	Music	Music	Music	Music	Music
		Total= 180 Days						

This scenario will undoubtedly be challenging to execute. There would be changes, challenges and limitations. They include:

- Six lunch rotations to keep students in their cohorts with 20 minutes for cleaning in between rotations. Lunch would last from 11-1:20ish
- DESE ... “ We encourage districts and schools to aim for six feet of distance between individuals where feasible. At the same time, a minimum physical distance of three feet has been established when combined with other measures outlined in this list of safety.” Under an all In-person plan - we would establish a strict 3 feet of distance between students at all times, except during lunch when they would be 6 feet apart with masks off.
- All subjects including Science and Art will be taught “from a Cart”. Teachers will lose the ability to control their environment and create a classroom environment with their subject as focal points
- Advisory expands to homeroom size to minimize group interaction
- Band Chorus and Orchestra will be all remote & after school

- DML all remote - room has no windows
- PE all remote - using the Gym for 6 lunch rotations
- Recess to be replaced by masks breaks.

Gibbs School Full Remote Learning Program

In the event the Gibbs School needs to shift from a hybrid or all-person model to an all remote model, our teachers and staff will be prepared to make a seamless transition. The in-person part of the hybrid schedule will in fact be duplicated virtually in a synchronous manner.

Remote learning will be conducted in the following way:

- All students will start their day in Advisory daily. This is part of the Gibbs 6th Grade School 6th grade school Tier 1 approach to social emotional learning.
- In an all remote format, advisory groups will be 15-16 students versus 20-23, for “In-person” learning.
- To help families organize and support students learning at home, two-way communication shall be established between teachers and families.
- Teachers will send a daily task calendar to students and parents on a daily and/or weekly basis.
- The Gibbs staff learned from the transition to asynchronous learning last spring. In preparation for the fall reopening, there will be an emphasis on planning synchronous learning to keep students engaged and connected with the class lessons. Teachers will do so by using background knowledge of the class, students’ interests, and a variety of platforms offered by the APS.
- Protocols for classroom engagement, school values (Understanding, Unifying, Unstoppable), COVID-19 safety protocols, hallways transition expectations, arrival and departure routines, etc. will all be taught, modeled, reinforced, and reminded in a thoughtful and gradual manner.
- Parents/guardians of students with high needs, an IEP and/or ELL services will receive additional information to understand how those services will be provided.
- Academic expectations, homework, and grading policies will be covered during orientation and in class.
- Behavioral expectations, and proper etiquette for electronic use and access to /technology will be addressed during orientation and throughout the school year.
- Students will attend class daily and full-time, not in the modified version that was offered in the spring; classes are from 8:30- 2:56 with a 30 minutes dedicated for lunch and regular opportunities for brain break during and between courses.

- Some of the Unified Arts classes may need to be creatively modified, nevertheless, students will be taught essential, useful, and relevant aspects of the subjects.

Below is a visual of our All Remote daily schedule.

- A visual of our All Remote daily schedule.

		Monday	Tuesday	Wednesday	Thursday	Friday
		All Remote/ High Needs In-person	All Remote/ High Needs I n-person	All Remote/ High Needs In-person	All Remote/ High Needs In- person	All Remote/ High Needs In- person
Adv	8:30	Advisory	Advisory	Announceme nts & Advisory	Advisory	Advisory
Pd.1	9:00	English	English	9:00 - 9:51 BCO/ CO-TO	English	English
Pd.2	9:54	Math	Math	9:54 - 10:45 W.I.N./CO-TO	Math	Math
Pd.3	10:48	Science	Science	10:48 - 12:09 W L/ CO-TO	Science	Science
Pd.4	11:42	Anc Civ	Anc Civ	11:13 - 11:43 Lunch	Anc Civ	Anc Civ
Pd.5	12:43	PE	World lang	Asynchronous Learning & O.H.	PE	World Lang
Pd.6	1:11	ELC	ELC	Asynchronous Learning & O.H.	ELC	ELC
Pd.7	2:05	W.I.N.	W.I.N.	Asynchronous Learning & O.H.	W.I.N.	W.I.N.

Ottoson Middle School Full Return Learning Program

The Ottoson full return in-person plan seeks to provide in-school learning for all students. In this model, students will follow a seven-period, four day schedule and remain within their learning community cohort for the entirety of their day. Students will attend ASPIRE at the beginning of each day, which will serve as a homeroom period, but also as a place to incorporate some social emotional learning and mindfulness activities. Students will be in classrooms with approximately three to four feet of distance between desks. Students will remain within their learning communities for world language and special classes (i.e. art, music, technology, FACS). In order to safely execute this plan, students will not be able to take band, chorus or orchestra during the school day.

Schedule

Time	A Day	B Day	C Day	D Day
8:30 - 8:40	ASPIRE	ASPIRE	ASPIRE	ASPIRE
8:42 - 9:30	Period 1	Period 1	Period 1	Period 1
9:32- 10:20	Period 2	Period 2	Period 2	Period 2
10:22 - 11:10	Period 3	Period 3	Period 3	Period 3
11:12- 12:26 1st Lunch 2nd Lunch 3rd Lunch	Period 4	Period 4	Period 4	Period 4
12:28 - 1:16	Period 5	Period 5	Period 5	Period 5
1:18 - 2:06	Period 6	Period 6	Period 6	Period 6
2:08 - 2:56	Period 7	Period 7	Period 7	Period 7

Details

- Students will follow a daily seven-period schedule.
- Students will change classrooms each period.

- Students will have four learning community classes (English, math, science, social studies) with their learning community classmates.
- Students will have their three out-of-learning-community classes (PE, art, world language, etc.) with their learning community classmates. Historically, these classes were mixed with students across learning communities. This year, we will not mix learning community students.
- When traveling to a World Language or a specials class, students will follow arrows so that students are not too close to other students in the hallway.
- Stairways will be labeled as “up” or “down” so that students are only going in the same direction (except in the case of an emergency).
- ASPIRE will take place at the beginning of the day and serve as a homeroom period.
- Lunch will be a combination of students eating lunch in the cafeteria (6 feet apart) or supervised in classrooms (6 feet apart). Students will bring in their own lunch or request a hot lunch from the school cafeteria at the beginning of the day.
- Students will not use school lockers; they will carry backpacks.
- The PE block will take place outdoors as often as possible.

Health & Safety Details

- All persons will be required to wear masks at all times; mask breaks will be incorporated throughout the day.
- Frequent and regular handwashing opportunities will be provided, as well as constant access to hand sanitizer.
- Hallways and stairwells will be clearly marked with directional arrows to promote one-way traffic and support social distancing.
- Each learning community will be assigned to a specific entrance of the building in order to maintain appropriate social distancing during arrival and dismissal.

Ottoson Middle School Full Remote Learning Program

Introduction

Our remote learning plan seeks to provide students with asynchronous and synchronous learning each day, and limits the amount of consecutive screen time to less than ninety minutes on most days. Additionally, it minimizes disruptions if and when we transition to a hybrid model.

In this plan, students will follow a seven-period day (please see the schedules below).

Schedule

RED BLOCKS ARE **SYNCHRONOUS** CLASSES

WHITE BLOCKS ARE **ASYNCHRONOUS**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	Every Class Meets Once Synchronously			Every Class Meets Once Synchronously	
8:30 -8:40	ASPIRE	ASPIRE	ASPIRE 8:30 - 8:50	ASPIRE	ASPIRE
8:45 - 9:30	Period 1	Period 1	Period 1 9:00 - 9:20	Period 1	Period 1
9:35- 10:20	Period 2	Period 2	Period 2 9:30 - 9:50	Period 2	Period 2
10:25 - 11:10	Period 3	Period 3	Period 3 10:00 - 10:20	Period 3	Period 3
11:10- 11:40	Lunch	Lunch	Period 4 10:30 -10:50	Lunch	Lunch
11:40- 12:25	Period 4	Period 4	Lunch 10:50 - 11:30	Period 4	Period 4
12:30 - 1:15	Period 5	Period 5	Period 5 11:30 - 11:50	Period 5	Period 5
1:20 - 2:05	Period 6	Period 6	Period 6 12:00 - 12:20	Period 6	Period 6
2:10 - 2:56	Period 7	Period 7	Period 7 12:30 - 12:50	Period 7	Period 7

- Students will meet synchronously for 3 to 4 periods a day, and asynchronously for 3 to 4 periods a day with the exception of Wednesdays. Looking at the above schedule, students will meet synchronously periods 1, 4, and 5 on Mondays/Thursdays and periods 2, 3, 6, and 7 on Tuesdays/Fridays.

- Each course is scheduled to meet synchronously twice a week and asynchronously twice a week. See the below schedule for an example.
- When a class is scheduled to meet asynchronously, teachers are expected to be available to students for support in real time, whether this is in the form of office hours, small group work, or individual check-ins.
- Wednesdays will be used as a 'flex' day. Wednesdays will have a longer ASPIRE block, office hours, small group work, academic intervention classes and special education service delivery. When we have a 4-day week (e.g., when there is a Monday holiday), this 'flex' day will be eliminated.

Example of a student's remote schedule with classes labeled:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 -8:40	ASPIRE	ASPIRE	ASPIRE 8:30 - 8:50	ASPIRE	ASPIRE
8:45 - 9:30	English	English	English 9:00 - 9:20	English	English
9:35- 10:20	Math	Math	Math 9:30 - 9:50	Math	Math
10:25 - 11:10	Science	Science	Science 10:00 - 10:20	Science	Science
11:10- 11:40	Lunch	Lunch	Social Studies 10:30 -10:50	Lunch	Lunch
11:40- 12:25	Social Studies	Social Studies	Lunch 10:50 - 11:30	Social Studies	Social Studies
12:30 - 1:15	World Language/ Support	World Language/ Support	World Language/ Support 11:30 - 11:50	World Language/ Support	World Language/ Support
1:20 - 2:05	Art/Music/ FACs/Tech	Art/Music/ FACs/Tech	Art/Music/ FACs/Tech 12:00 - 12:20	Art/Music/ FACs/Tech	Art/Music/ FACs/Tech

2:10 - 2:56	Chorus	PE	PE/Chorus 12:30 - 12:50	Chorus	PE
-------------	--------	----	----------------------------	--------	----

Details

- Each scheduled day will begin with a brief ASPIRE block. This will allow teachers to engage students and to provide social emotional support to them at the start of the day. In addition, attendance will be taken during ASPIRE blocks, including on Wednesdays.
- This schedule provides a predictable and structured schedule each day while giving students individual flexibility during asynchronous blocks (feedback from students and families indicated that more structure is desired than in the spring).
- By structuring each day in a 7-period schedule, and having each period be either synchronous or asynchronous with a dedicated teacher 'on call,' students are provided with a specific structure.
- During asynchronous periods, teachers will be available to students for live check-ins; teachers may also use this time to work synchronously with small groups or individuals based on student need. We learned in the spring that while many students can work independently, other students benefit from extra help and/or more frequent check-ins. Asynchronous periods allow for these types of check-ins and support, and also provide time for teachers to work with small groups or individuals as needed.
- Classes that meet every other day (Band, Chorus, Orchestra, PE) would always meet synchronously. See the example of a student's remote schedule above. For example, chorus and PE meet synchronously each day from 2:10 to 2:56.
- Wednesdays will be a day of synchronous classes. Teachers will use the remainder of the day for professional development and team meetings.
- This combination of synchronous and asynchronous learning follows best practices for limiting consecutive screen time for students. Guidelines for screen time recommend no more than 90 consecutive minutes before taking a break.
- During a remote plan, certain subgroups of students that struggle during distance learning would attend school in person, for example, students that receive more than

75% of their academic services outside the general education setting, English language learners, students who are homeless, students who are in foster care or congregate care, and students who primarily use aided and augmented communications.

Arlington High School Full Return In-Person Learning Program Elements

The In-Person Learning Program returns all of our students to the school building under conditions intended to limit the spread of COVID-19. Under this plan, students would meet in regular classes 5 days a week. Given the limits of space and staffing, this is only possible under the state's guidelines that allow for 3 feet of spacing between student chairs and a 6 foot space for teachers. Even with these considerations, Arlington High School will be hard pressed to schedule our student population in full-sized, adequately ventilated spaces. With increased enrollment (currently 1521 students) and a building already at 90% capacity, the loss of internal or small classrooms will require use of every corner (e.g., library, gyms) to accommodate the required limits on space and class sizes.

If levels of community spread of COVID-19 become extremely low and school-based precautions of 3 feet can be shown to be safe, we could use this option to return to a more normal version of school and classroom instruction.

As students are able to choose the Remote Learning Program, it is possible that in-person enrollment would be lower, but this option might be better achieved by beginning with Remote Learning and then targeting in-person instruction to our most vulnerable students.

Educational Program Details

- In-Person learning will involve classes of 18-24 students which meet 4 times a week in 80 minute blocks.
- The Remote Learning Program will be available to all students by request. Students will choose a program option.
- One day per week for prep/review for AP/Math/WL/MCAS, Community Block, planning, and staff meetings (replaces the Tuesday early release).

Safety Program Details

- Distancing - 3 feet distancing in all classes and activities. Teachers at 6 feet at the front of the classroom.
- Classroom arrangement - All students facing forward and seated at desks.
- Air Quality - Classrooms are being reviewed for ventilation. Air conditioning is being added in rooms adjacent to the construction or as necessary. Only rooms with adequate outside ventilation will be used.

- Passing time - 10+ minute passing time would be scheduled with one-way hallways and shifts to minimize interactions
- Lunches - 4 lunch periods in 3 different lunchrooms (Cafeteria, Blue Gym, and Red Gym) with individual tables and 6 foot distancing. Shifts allow cleaning between groups.
- Busing - capacity will be ~12 students, requiring multiple runs (~3) per Boston bus route
- Monitoring - self-certification, monitoring, and testing protocols are being developed above state guidelines in coordination with our nursing staff and the Board of Health
- PPE - Students and staff will be required to wear masks (available on request). Face shields and barriers will be available and used where appropriate.
- Hygiene - handwashing, sanitizer, cleaning, sanitizing units
- Community Behavior - Students and families are requested to maintain social distancing discipline outside of school.

In-person weekly 4x4 schedule (4 x per week - no cohorts)

Monday	Tuesday	Wednesday	Thursday	Friday
A - 80"	A - 80"	Prep/review AP/Math/WL/MC AS Health	A - 80"	A - 80"
B - 80"	B - 80"		B - 80"	B - 80"
Lunch - 30"	Lunch - 30"		Lunch - 30"	Lunch - 30"
C - 80"	C - 80"	Community	C - 80"	C - 80"
D - 80"	D - 80"		D - 80"	D - 80"

--	--	--	--	--

Arlington High School Full Remote Learning Program Elements

The state has indicated that all students have the option to choose a remote learning option. The Remote Learning Program will be available to all students and may be determined to be the appropriate way to start the school year. In addition, should we need to switch to remote learning midway through the year, we would follow this schedule.

Educational Program Details

- Remote learning will combine synchronous online lessons with independent work such as videotaped lectures, readings, online quizzes, projects, and written assignments.
- Students in each class section alternate one cohort in synchronous online instruction and one cohort working independently (2 days per week “in person seminars” and 2 days per week independent work.
- Cohorts would meet on alternating days by period so that students have breaks between synchronous online classes.
- One day per week for prep/review for AP/Math/WL/MCAS, Community Block, planning, and staff meetings (replaces the Tuesday early release)

Remote weekly 4x4 schedule (alternating cohorts on alternating days)

Monday	Tuesday	Wednesday	Thursday	Friday
A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a	A - 30" 8:30a-	A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a
		B - 30" 9:30a-		
		Advisory - 30'		
B1 - 80"	B2 - 80"	C - 30" 10:30a-	B1 - 80"	B2 - 80"

10:00-11:26a	10:00-11:26a	D - 30" 11:00a-	10:00-11:26a	10:00-11:26a
		PE - 30" 11:30a		
Lunch - 30"	Lunch - 30"	PE - 30" 12:00p	Lunch - 30"	Lunch - 30"
C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p	PE- 30" 12:30p	C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p
		PE - 30" 1:00p		
		X/Counseling 1:30-2:30p		
D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p	Staff Meetings 2:45-3:45p	D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p

Educator Collaboration

Educators across schools, grade levels, and within shared discipline areas will continue to collaborate in order to best meet the needs of students. We have designated Wednesdays as an early release day for all educators PK-12 in order to provide the time and structure for this collaboration to take place.

Professional Learning: The professional learning days before school begins and throughout the 2020-2021 school year, professional learning will focus on reviewing the health and safety protocols educators will have to implement with students, using select digital tools for in-person and remote learning that support interaction, and content, concept, and skill learning; building educator capacity for meeting the social and emotional needs of our students (including identifying the types and signs of trauma and protective factors); and supporting educators in implementing anti-racist curriculum within their classrooms.

Common Safety Measures for all In-Person and Hybrid Models

DESE Health Protocols: The state issued [protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings](#) on July 17 in the state. These guidelines are to be followed under circumstances in buildings when there are suspected or confirmed COVID cases in the buildings or classrooms. Given the unknowns regarding this SARS virus, APS will have even stricter health-related protocols to include measures to mitigate possible contagion as emergency protocol amendments. This includes, but is not limited to the following: If a student or staff member has a temperature of or greater than 100.0 degrees Fahrenheit , they will need to stay home from school and will be asked to have a COVID-19 test by a medical provider or lab. Any student with any concerning symptoms shall be asked to be sent home from school. If a student has concerning symptoms (See what families need to know below), parents will have to pick up their child within 30 minutes of being called. It is advised that families provide minimally two to three emergency contacts should they be unavailable to pick their child up from school in a timely manner.

Students will be taught to minimize risks through handwashing, social distancing and in some cases, wearing a mask or face covering. While a mask or face covering is required, medical conditions, disability impact or other health or safety factors will be considered in this requirement

Personal Protective Equipment (PPE) Preparedness: APS has appropriate medical grade PPE available for APS staff and students and the district will follow DESE and medical guidelines in the distribution of specific PPE to APS staff. Arlington's [Mask/Face Covering Protocols](#) contains masking guidelines, masks that are acceptable at school, and instructions for correctly putting on a face mask. The district understands that this may be a challenge for some students, and will support students with education on mask etiquette as students need to adhere to the requirement. Families will be contacted if students willfully do not follow these and other safety protocols.

School Safety Protocols:

Common safety protocols will be followed across the district, and will be reinforced throughout the school day. Although protocols are included throughout this document, they are also included here.

The Arlington Public School administrative team has considered the guidance from the state, the current climate and context within the Arlington community, as well as the mounting research and advice from the science community. Key to this plan will be the ability for staff and students to:

- maintain 3ft to 6ft of social distancing across the school day
- wear face masks and protective face coverings during the school day (with scheduled mask breaks)
- remain in small classroom cohorts, with limited interaction between cohorts
- utilize the classroom for all core instruction at the elementary level
- Specials (art, PE, music, library, Digital Literacy) will be delivered remotely
- Lunch will take place outside whenever possible - inclement days, lunch will be held in designated safe places throughout the school, ie. gym, cafeteria, and classrooms
- regularly wash hands across the school day and frequently disinfect all used surfaces

School Attendance Guidelines:

Student attendance will be taken each school day, whether the instruction takes place in-person or in a remote format.

Any family choosing for their student to participate in an online academy that is not provided through the Arlington Public Schools must transfer their enrollment to that on-line academy.

Also, If a student will participate in a home school program rather than Arlington Public Schools an application must be submitted to Dr. Roderick MacNeal for approval by September 1, 2020. Once approved the student will be unenrolled from Arlington Public Schools.

Enrollment of a student in the spring or summer of 2021 for the 2021-2022 school year who attains the age of 6 prior to January 1, 2021, will be enrolled in the 2021-2022 1st grade class.

Please note that the Compulsory Attendance Law requires children to attend school beginning in September of the calendar year in which he or she attains the age of 6 through the age of 16.

When a Student or Staff Member becomes Ill: See [protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings](#)

Notify Health Officials and Close Contacts: A diagnosis of COVID-19 is protected under HIPAA, an act to protect the identity of those with medical conditions. No persons will be identified by

school administration or nursing to others regarding who has this disease. However, it is important that people with COVID-19 with their school nurse.

Transportation Safety:

While the extent of transportation services to be provided in the upcoming year, and the protocols to be followed, have not yet been determined, some information is known and can be provided to families. First, the District is legally required to provide transportation services that are included in a student's Individualized Education Plan (IEP) and will continue to do so. However, under DESE guidance that was recently released (Fall Reopening Transportation Guidance), a minimum 3-foot separation is required between riders on buses and vans (with the exception of students from the same family who are allowed to sit next to each other). This will likely require changes to the number of students per vehicle and possibly the size of the vehicle that is dispatched to pick up the students. The Arlington Public Schools will review the plan with the Department of Health to determine if additional adjustments may be required.

District staff are currently reviewing routes and ridership from the 2019-2020 school year and contacting the transportation companies to develop a rough estimate of the potential cost increases for the 2020-2021 school year. A survey was sent to families that were eligible for transportation in the 2019-2020 school year that also may be eligible for transportation in the 2020-2021 school year. In addition to the changes required for social distancing, the transportation companies and the District will also have additional costs including protective gear for drivers and monitors, as well as, added time to sanitize vehicles between runs. Under the hybrid model, students that are considered high needs will have the opportunity to attend school four days a week, with the possibility of some students attending five days, so there may be no savings to the number of days where transportation is needed for these students. In addition, the District's out-of-district partners are expected to extend the opportunity for the majority of their students to attend school full-time, as well.

Buses will be significantly impacted by social distancing requirements. The number of available seats per bus, per route, is expected to fall by 64%. In other words, a bus that could previously carry 77 students on each run will be allowed to carry a maximum of 25 students, or 24 students if an adult monitor is included. This reduction may be greater after the District reviews with the Town's Department of Health. Although there will be a reduced amount of students that will be attending school at a time in a hybrid model, the reduced seating could result in some students not being able to be transported on a district provided transportation vehicle or when required, additional transportation may have to be outsourced to a vendor. In addition,

the fact that drivers will need to clean the buses between routes may require changes to pickup and drop-off times and/or a reduction of bus stops on routes.

Much like the other experiences that a student may encounter with reopening, is that transportation will not be the same as it was pre-COVID-19. Upon entering a district provided transportation vehicle, caregivers will be asked to attest that their child is well, not experiencing symptoms of COVID-19, and has not been around anyone who has tested positive for COVID-19. Additional questions may be asked upon review with the Transportation subcommittee of the CORE steering committee and Department of Health.

Also, students will not be allowed to enter a district-provided transportation vehicle without a mask and will be required to wear a mask through the entire duration of being transported to and from school barring medical exemptions. Buses will be ventilated with fresh air by keeping windows open whenever possible in order to reduce the risk of transmission of COVID-19. Also, students will be assigned a static seat assignment that meets the DESE and local Department of Health physical social distancing requirements.

Letters to caregivers regarding special education and general education bus transportation will be sent in August to provide information regarding door-to-door and regular education bus transportation, and determine which families wish to continue transportation services.

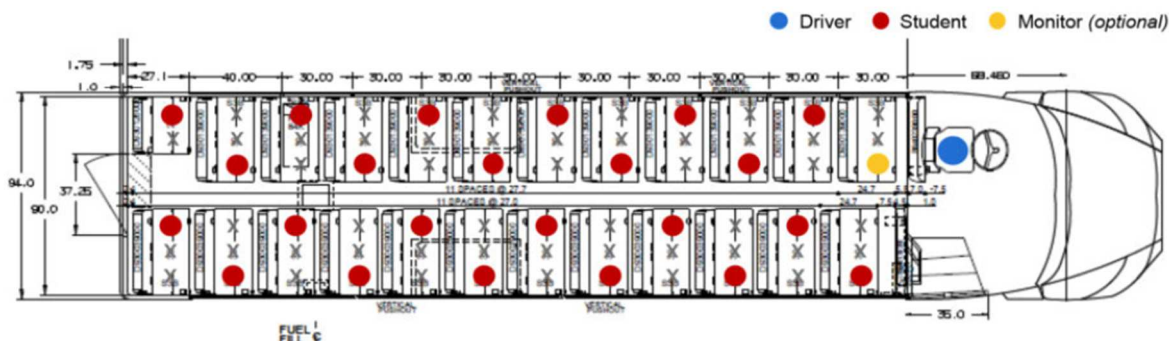
Additional guidelines shared by the [DESE transportation guidance](#) focuses on supporting districts to develop a transportation strategy that provides safe conditions for all students and staff traveling by bus or van, while also maximizing in-person learning.

Potential seating diagrams on two kinds of buses are shown here:

Bus Model: 71-passenger bus

Max. capacity with physical distancing requirements: 23 passengers (32% full capacity)

Seat map configuration:



Bus Model: 47-passenger bus

Max. capacity with physical distancing requirements: 15 passengers (32% full capacity)

Seat map configuration:



The District is encouraging families to take safe alternative transportation options for students when possible, including family-provided transportation, walking, and biking.

What families should know about COVID-19 for safe return to in-person school

- **Know how to communicate with your school**
 - Do you know how to contact the school nurse?
Check the [APS website](#) for a link to your school's page (from the school list drop-down box) to see the phone number for your school's nurse.
 - Does the school have the best phone number to reach you during the day? Please provide between two to four emergency contacts of people who you believe can pick up your child in a safe manner and will not be high risk for COVID-19. The district knows these are personal decisions

and will need to be a discussion at home. Contact your school for instructions on how to update your contact and emergency information in PowerSchool.

- **Know how to screen for symptoms of COVID. Screen your child for symptoms every day before going to school.**
 - **Students must stay home if they are feeling unwell.** Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms, which are outlined below.
- **If your child has any of the symptoms below, they must get a test for COVID-19 before returning to school. The alternative is to remain at home in self-isolation for 14 days from symptom onset.**
 - Fever (100.0° Fahrenheit or higher), chills, or shaking chills
 - Cough (not due to other known cause, 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 or new onset (ie: no previous history of migraines)*
 - 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*

If you are notified that your child was a close contact of a COVID-19 case, your child must be tested for COVID-19 before returning to school. Test should take place 4-5 days after the last exposure.

- **Know your test site. Make a plan for where you will take your child to get tested.** It is also a good idea to contact your child's primary care physician or provider for further instructions. Please note, students should be kept home while waiting for test results.
- **Know what to do when you get your child's COVID-19 test results.**
 - Call the school nurse to discuss your child's test results as soon as you receive them, whether they are positive or negative. The nurse will provide further instructions.

- **For a positive test result, expect to do the following:**
 - Remain at home at least 10 days **and** until at least 3 days have passed with no fever and improvement in other symptoms.
 - Answer the call from the contact tracing team (local board of health or Community Tracing Collaborative) and help identify/notify close contacts to help prevent transmission. The contact tracing team will ultimately clear your child for return to school.
- **For a negative test result, return to school will depend on having NO symptoms for at least 24 hours. Check with the school nurse before returning to school.**
- **Know what to expect at school: 3 critical measures to prevent the spread of COVID-19**

Wearing masks. All students K-12 will be required to wear a mask that adequately covers both their nose and mouth at all times, except for designated breaks, which will occur throughout the day.

- Exceptions will be made for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings.
- **You should provide your child with a mask to wear on the way to school and during the school day.** Cloth masks should be washed daily.
- Please send your child to school with at least two masks.
- We will have masks available, if needed, for students who need one during the school day.

Hand hygiene. Your child will be required to perform hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.

Physical distance. As COVID-19 is transmitted through respiratory droplets, distance between individuals reduces risk. In classroom settings, when all parties are wearing masks, a minimum of 3 feet of separation is needed; if one or both parties are not wearing masks, 6 feet is needed. (Kindergarten and first grade students without masks may be 3 feet apart, but no less, which is permissible given the lower susceptibility of the age group).

- Your school will likely assign seats or designate cohorts of students to help mitigate the transmission of the virus. Please encourage your child to follow these instructions.

What do I do if I have other questions not answered here? Contact your school nurse for further information.

Facilities and Operations

Food Service: Arlington Public Schools Food Service will offer breakfast (for applicable schools) and lunch in all potential learning models. Hybrid students will be offered access to meals during the school day provided in a safe and sanitary manner utilizing DPH protocols and as approved by the Local Board of Health. Self service will be limited and touchless payments and recording of transactions will occur. Hybrid students learning at home will be offered meals to take or a pick-up or delivery system will be implemented, depending on the needs of the students and families. Remote learning students will be offered meals utilizing either a pick-up method or delivery system. An ordering system will be implemented to ensure remote students have proper access to meals.

Indoor Air Quality: In order to suppress the spread of COVID-19 in our school buildings, the District intends to use system engineering controls such as increased fresh-air ventilation in conjunction with improved air filtration (upgrade to MERV-13) where possible. The Facilities Department has conducted various equipment inspections and performed maintenance and repair activities, and also intends to outsource the recommissioning of HVAC equipment and reprogramming of building automation systems as necessary to align with emerging ASHRAE guidance prepared for K-12 Schools. Facilities intends to operate fresh air and exhaust systems for longer run periods to maximize opportunity for filtration and achieve as many air changes as possible. Interior spaces without windows and sufficient mechanical ventilation will not be recommended for student activities. Under the current pandemic medical guidelines, fans are not permitted for use as it could cause spread to others. Unless they are used as an exhaust method in windows.

Sanitization of Buildings: In order to suppress the spread of COVID-19 the district will have to take additional measures related to custodial care. In addition to general cleanliness, sanitization is now of paramount importance. Based on experience in March of this year, and in anticipation of increased demand come re-opening, the Facilities Department has been working hard to increase its fleet of electrostatic sprayers in order to increase sanitization efficiency and efficacy, and increase capacity to respond to building occupant's concerns. The increased sanitization frequency of high-touch surfaces, such as door knobs, railings, faucets, flushometers, elevator buttons will require an increased level of effort from the Facilities

Department. These surfaces should be addressed 3-4 times daily. Regular sanitization of hard surfaces such as desks, tables and countertops will also need to occur daily. It is recommended Facilities personnel be responsible for disinfection of desks between different cohorts of students in spaces of the buildings.

Historically, these activities were not necessarily covered in the daily work load. As such, additional custodial resources will be required to meet the increased workload. Depending on the location and level of activity, this increased need will be met through a combination of additional FTE staff via contracted 3rd party services and increased overtime for existing staff. It is expected that a minimum of 2 FTE additional will be required. Further, the value of additional FTE staffing would help address staffing shortages due to vacancies and absences. Customarily, in the event of a sick call, personal day, or vacation leave, or some other accrued/paid time off, a custodian is shifted from another building, often only to perform core functions such as emptying trash and servicing bathrooms. Under normal circumstances, the short-term provision of minimal services is suitable as other activities, such as dry mopping or vacuuming, can be temporarily halted without adverse impact. Under the 'new normal' conditions, we are not afforded the luxury of delaying sanitization; it must occur daily, or as selected schedule requires.

Exit and Entry Access points: The Facilities department ordered decals to be displayed on doors, walls and floors in each building to help communicate COVID-19 related expectations. The Facilities department is investigating exterior decals to indicate social distancing measures that will be required at arrival/drop off and dismissal/pickup times. The Facilities Department has also procured free-standing hands-free stanchion mount hand sanitizer dispensers to be placed at the main entrances of every school building as well as cafeterias. At entrance doors and in main lobbies, we will have decals indicating face coverings are required, and to practice social distancing. There will be signs near hand sanitizer dispensers directing students, staff and visitors to use hand sanitizer upon entering the building, and other areas where provided, such as cafeterias.

Interior Building Decals: There will also be floor decals indicating where to stand at locations where a line may form and social distancing measures need to be upheld. Further, there will be floor decals guiding the flow of traffic in common hallways where necessary.

Student Learning Spaces: Principals have generated a list of classroom spaces and measured dimensions of classrooms to determine classroom capacity. Principals have inventoried these learning spaces with reconfiguration in consideration to maximize the amount of students that can fit in the classroom at the 3 foot minimum physical distancing requirement (DESE initial

guidance) and in some cases considering 6 feet as an alternative for additional safety measures. This capacity study includes large spaces such as cafeterias, gymnasiums and libraries throughout the district.

Principals and members of the Facilities Department have gone around to various classrooms and other spaces in their respective buildings to identify any non-essential items or furniture in spaces for removal or disposal in order to maximize space. Items that will be removed include soft and cloth-based materials, such as rugs, pillows, and bean bags that have been used in elementary and early childhood classrooms in order to reduce the transmission of COVID-19. Additional storage needs are still being evaluated.

Plexiglass barriers are being looked at for certain learning spaces. One example of the learning space that we are considering plexiglass barriers are for the preschool. The preschool is considering this set up because unlike other classrooms where students can sit at individual desks facing one direction, students sit at tables, many times facing each other. The plexiglass barriers would add an additional level of protection to reduce the transmission of COVID-19.

Outdoor Spaces: There has been interest in the procurement of tent purchase/rental for spaces for outdoor learning or an alternative space for mask breaks. Semi-permanent tents require building permits and detailed planning.

Office Spaces and Plexiglass Barriers: The District has been evaluating staffing spaces to ensure that staff is properly distanced from each other. In cases where it is not possible to meet requirements, the District has been working to establish alternative working spaces, if possible. In addition, the Facilities Department is in the process of procuring and installing freestanding acrylic barriers with pass-through openings to protect interactions between visitors and public-facing staff in locations such as the main office.

Isolation Rooms in Nursing Suites: The Facilities Department is in the process of working with the nursing team to identify rooms within nursing suites to be used as isolation rooms for suspected COVID patients. This will include installing tempered glass observation windows in doors to allow for proper patient monitoring. Facilities will also place portable powered air purifiers in nursing suites. When school is back in session our nursing suites will always be staffed by the school nurse at all times while school is in operation. Masks will be required to be worn at all times in these spaces by staff and by students. Nursing staff will also have additional personal protective equipment such as face shields, goggles, gloves and gowns/protective smocks, if necessary.

Air Purification: The Facilities Department is researching the use of bi-polar ionization or UVC air treatment devices. Based on discussions with consulting mechanical engineers and HVAC product distributors, bi-polar ionization would be the recommended application, with product types 3 varying by equipment type. If possible, the Facilities Department would attempt to deploy these devices in special-use cases or in response to building or classroom specific concerns.

Water Fountains: The Facilities Department is installing additional touch-free bottle-filling stations in common areas in the district. Existing units that provide for both manual use and bottle filling will be retrofit with a separate valve to preclude manual use for direct consumption. Common area fountains that provide only manual direct consumption will be turned off.

Hand Dryers: The Facilities Department will be powering down hand dryers in bathrooms to reduce the chance at distributing aerosolized particles. Paper towel dispensers will be added.

Appendices

Appendix A - Frequently Asked Questions (FAQ)

MA Department of Elementary and Secondary Education has a [frequently updated FAQ](#) on the website.

From DESE: [Doctors on Returning to School in Massachusetts](#)

Arlington High School Phased Reopening Proposal for 2020-21 School Year August 6, 2020

This memo outlines a proposal for a phased reopening of Arlington High School in the fall of 2020. The state has requested that schools develop three distinct plans (1) Remote, (2) Hybrid, and (3) Full In-Person. In addition, the state has determined that there should be an option available for students to remain all remote under all three models. These options are included here.

However, since our initial presentation on July 28 of contingency plans, we have determined that facilities issues make both the full hybrid and full in-person options unfeasible. For this reason, we propose to begin the school year focused on remote instruction and to phase in a hybrid model focused on those students who have a high need for in-person instruction. This is in keeping with state guidance.

The Arlington Public School administrative team has considered the guidance from the state; staff, student, and family input; facilities constraints; the current climate and context within the Arlington community; as well as research and advice from the science community.

The State has issued health guidelines indicating that students and staff will be expected to:

- maintain social distances of three to six feet
- wear face-masks (grades 2-12)
- organize students at the middle and high school levels by cohorts to minimize interaction
- regularly wash hands across the school day and frequently disinfect all used surfaces
- The state guidance would allow groupings of 15-24+ in some of our classrooms.

Guiding Principles for Planning

This past spring, school closed suddenly without planning or guidance. We understand that this created significant gaps in terms of learning opportunities, engagement, and equity for our students. While this fall will not be an ideal learning situation, we expect it to be very different from this spring. We learned a great deal this spring about the demands of remote learning and the needs of our students. There will be more planning, an emphasis on synchronous instruction, a focus on covering essential standards, adjustment of the schedule, and preparation focused on student engagement and support. At the same time, we continue to aim at a moving target in terms of both epidemiology and policy. Our planning is guided by the following commitments:

- Decision making based on the latest research and epidemiology as well as input from staff, students, and families
- Prioritizing the health, safety, and well-being of our students, staff, and families above all else
- Equity will remain at the core of our work as we design learning programs for students
- We will support student and staff social-emotional well-being, acknowledging that the school experience will be very different when compared to previous years
- Support for teacher planning, preparation, and training, both before and during the school year

Fall 2020 Strategic Phase-in Proposal

Because of both the age and the growing population of the high school, we are limited in adequate spaces for socially distanced instruction. Prior to the current pandemic AHS was already using classrooms at a rate over 90% and this included repurposing many small spaces to create extra classrooms. Our feasibility review of classroom spaces found only 52 classrooms which could accommodate 9-12 students with 6 foot spacing. It would require more than this to house half the school under these conditions. In addition, the facilities department has identified challenges around our ability to confirm adequate ventilation to rooms, which could further reduce our usable spaces.

For this reason, we propose to begin the school year focused on remote instruction and to phase in a hybrid model focused on those students who have a high need for in-person instruction. The state defines this population as follows:

“prioritize the following student groups for full-time in-person instruction:

1. Students with disabilities and English learners, particularly those with more intensive needs;
2. Students whose parents/caregivers report that they do not have access to reliable internet or a suitable learning space at home (particularly students experiencing homelessness or housing insecurity and students in foster care or congregate care);
3. Students who are significantly behind academically;
4. Students who were disengaged and/or who struggled significantly during previous remote learning periods...” (Riley, *Remote Learning Guidance for Fall 2020*)

We propose to follow this approximate schedule. Exact dates and activities will depend, in part, on identifying adequately ventilated spaces in the building, the needs of the specific student populations, and logistics.

Phase 1 9/16-10/2	Begin remote instruction for general education Phase in in-person instruction for categories 1-4 in priority order
-----------------------------	---

(12 days)	Possible outdoor in-person meetings for grade 9 orientation
Phase 2 10/5-10/23 (14 days)	Continue remote instruction for general education Continue to phase in in-person instruction as able for categories 2-4. Possible outdoor in-person meetings for gen ed. classes
Phase 3 10/26-on	Based on epidemiology, policy, and facility information: Continue with Phase 2, or Consider capacity to adopt some hybrid in-person instruction

Fall 2020 Common Program Elements

Because the situation is both unpredictable and likely to change over the course of the year, we are committed to developing an **overarching framework that will adapt to all three options** with the ability to switch to all-remote or phase-in hybrid instruction as appropriate. For this reason, all three program plans are built on a common semesterised course schedule. The final process and decision for beginning schooling this fall will need to balance medical safety, mental health, equity, and educational goals. All three plans share the following elements.

As they do currently, students take the following number of classes during the school year. Final options will depend on available offerings.

- Grade 9 - 5 required, 1 elective, PE
- Grade 10 - 5 required, 1.5 electives. PE
- Grade 11 - 5 required 1-2 electives or possibly PE
- Grade 12 - 5 required 1-2 electives or possibly PE

Educational Program Details

- Schedule with 4x80 minute blocks per day with semester long classes
- One day per week (Wednesday) for structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock (ends by 2:45 per contract to allow for staff/department/PLC meetings) (Detailed view is included in this section)
- Physical Education all (or mostly) remote - PE classes will meet once per week online and teachers will check in with students once per week in small groups (built around student schedules). Grade 9 will meet all year. Other classes will be 1 term.
- Teachers teach 5 classes per year (3 one term and 2 another)
- Students would take ~3 classes per semester, plus PE
- Students can register for 6-7 classes per year, plus PE (see above)
- Consider heterogeneous grouping (Honors and Curriculum A combined) for specific 9-11 requirements to increase equity, teacher attention, and even class sizes
- Special Education, ELL, and 504 services will be delivered per student plans
- Instrumental/chorus can register yearlong
- Some electives may move all or mostly remote
- Open campus - students leave or are assigned when not in class
- No homeroom
- 8:30a-2:56p School Day

Common weekly 4x4 schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a	A - 30" 8:30a-	A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a
		B - 30" 9:30a-		
		Advisory - 30'		
B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a	C - 30" 10:30a-	B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a
		D - 30" 11:00a-		
		PE - 30" 11:30a		
Lunch - 30"	Lunch - 30"	PE - 30" 12:00p	Lunch - 30"	Lunch - 30"
C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p	PE- 30" 12:30p	C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p
		PE - 30" 1:00p		
		X/Counseling 1:30-2:30p		
D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p		D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p
		Staff Meetings 2:45-3:45p		

Sample yearly 4x4 schedule

Term 1	Term 2	Term 3	Term 4
A - English	A - English	E - History	E - History
B - Math	B - Math	F - Science	F - Science
C - Elective	C - Elective	G - World Language	G - World Language

D	D	H - Elective	H - Elective
---	---	--------------	--------------

Sample Lunch Schedule

Period	Start	Finish	Minutes
1st Lunch Gym	11:36 AM	12:06 PM	30
1st Class	12:06 PM	1:26 PM	80
2nd Class	11:36 AM	11:56 AM	20
2nd Lunch Cafe	11:56 AM	12:26 PM	30
2nd Class	12:26 PM	1:26 PM	60
3d Class	11:36 AM	12:36 PM	60
3d Lunch Gym	12:36 PM	1:06 PM	30
3d Class	1:06 PM	1:26 PM	20
4th Class	11:36 AM	12:56 PM	80
4th Lunch Cafe	12:56 PM	1:26 PM	30

Pros

- Adapts to remote, hybrid, and in-person programs.
- Allows students to focus on 3 or 4 classes (reduces stress and organization demands)
- Allows teachers to focus on 2 or 3 classes (reduces course planning demands)
- Teachers able to focus on 40-60 students (increases attention and relationships)
- Emphasizes depth over breadth
- Accommodates support services

Cons

- Continuity of content areas
- Alignment with testing schedules (schedules are undetermined and prep/review period will help address)

Fall 2020 Remote Learning Program Elements

The state has indicated that all students have the option to choose a remote learning option. The Remote Learning Program will be available to all students and may be determined to be the

appropriate way to start the school year. In addition, should we need to switch to remote learning midway through the year, we would follow this schedule.

Educational Program Details

- Remote learning will combine synchronous online lessons with independent work such as videotaped lectures, readings, online quizzes, projects, and written assignments.
- Teachers take daily attendance for all students and may interact with all.
- Cohorts are assigned on alternating days by period so that teachers can schedule students for breaks between synchronous online classes.
- One day per week (Wednesday) for structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock (ends by 2:45 per contract to allow for staff/department/PLC meetings)

Remote weekly 4x4 schedule (alternating cohorts on alternating days)

Monday	Tuesday	Wednesday	Thursday	Friday
A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a	A - 30" 8:30a-	A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a
		B - 30" 9:30a-		
		Advisory - 30'		
B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a	C - 30" 10:30a-	B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a
		D - 30" 11:00a-		
		PE - 30" 11:30a		
Lunch - 30"	Lunch - 30"	PE - 30" 12:00p	Lunch - 30"	Lunch - 30"
C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p	PE- 30" 12:30p	C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p
		PE - 30" 1:00p		
		X/Counseling 1:30-2:30p		
D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p		D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p

		Staff Meetings 2:45-3:45p		

Pros

- Maximizes the safety of students, staff, and community
- Adapts to all remote, hybrid, and in-person programs
- Can be used in connection with a phased start to engage students safely and focus in-person staffing and space on our most vulnerable students
- Allows staff with family health or childcare concerns to better balance school and personal obligations
- Allows students to focus on 3 or 4 classes (reduces stress and organization demands)
- Allows teachers to focus on 2 or 3 classes (reduces course planning demands)
- Teachers able to focus on 40-60 students (increases attention and relationships)
- Emphasizes depth over breadth
- Accommodates support services

Cons

- Limits personal interactions between teachers and students
- Puts pressure on families to support independent learning and supervise students
- Continuity of content areas
- Alignment with testing schedules (schedules are undetermined and prep/review period will help address)

Fall 2020 Hybrid Learning Program Elements

The Hybrid Learning Program combines in-person instruction with independent student work to provide space and staffing for social distancing and limiting classroom contact among students and staff. If levels of community spread of COVID-19 are low and school-based precautions can be shown to be safe, we could use this option to allow for more interaction. We might start the year with this option or phase it in following a period using the Remote Learning Program.

Educational Program Details

- Hybrid learning will combine 80-minute in-person seminars (9-12 students) with independent work such as videotaped lectures, readings, online quizzes, projects, and written assignments.
- Students in each class section alternate one cohort in synchronous online instruction and one cohort working independently (2 days per week “in person seminars” and 2 days per week independent work).
- Cohorts would meet on alternating days to keep class groupings between 9-12 students
- Select programs needing additional support (e.g., substantially separate programs) could be scheduled 4 days per week.

- The Remote Learning Program will be available to all students by request. Students will choose a program option.
- One day all-remote per week (Wednesday) for structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock (ends by 2:45 per contract to allow for staff/department/PLC meetings)
-

Safety Program Details

- Distancing - 6 feet distancing in all classes and activities
- Density - Cohorts create smaller groupings 9-12 for classes (or much bigger rooms)
- Air Quality - Classrooms are being reviewed for ventilation. Air conditioning is being added in rooms adjacent to the construction or as necessary. Only rooms with adequate outside ventilation will be used.
- Passing time - 10+ minute passing time would be scheduled with one-way hallways and shifts to minimize interactions
- Lunches - 4 lunch periods in 2 different lunchrooms (Cafeteria and Blue Gym) with individual tables and 6 foot distancing. Shifts allow cleaning between groups.
- Busing - capacity will be ~12 students, requiring multiple runs (~3) per Boston bus route
- Monitoring - self-certification, monitoring, and testing protocols are being developed above state guidelines in coordination with our nursing staff and the Board of Health
- PPE - Students and staff will be required to wear masks (available on request). Face shields and barriers will be available and used where appropriate.
- Hygiene - handwashing, sanitizer, cleaning, sanitizing units
- Community Behavior - Students and families are requested to maintain social distancing discipline outside of school.

Hybrid weekly 4x4 schedule (alternating cohorts by day)

Monday	Tuesday	Wednesday	Thursday	Friday
A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a	A - 30" 8:30a-	A1 - 80" 8:30-9:50a	A2 - 80" 8:30-9:50a
		B - 30" 9:30a-		
		Advisory - 30'		
B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a	C - 30" 10:30a-	B1 - 80" 10:00-11:26a	B2 - 80" 10:00-11:26a
		D - 30" 11:00a-		

		PE - 30" 11:30a		
Lunch - 30"	Lunch - 30"	PE - 30" 12:00p	Lunch - 30"	Lunch - 30"
C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p	PE- 30" 12:30p	C1 - 80" 12:06-1:26p	C2 - 80" 12:06-1:26p
		PE - 30" 1:00p		
		X/Counseling 1:30-2:30p		
D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p	Staff Meetings 2:45-3:45p	D1 - 80" 1:36-2:56p	D2 - 80" 1:36-2:56p

Pros

- Contact - Reduces class contacts to 30 per student and 60 per staff
- Creates building space and staffing for 6 foot social distancing
- Allows students to focus on 3 or 4 classes (reduces stress and organization demands)
- Allows teachers to focus on 2 or 3 classes (reduces course planning demands)
- Teachers able to focus on 40-60 students (increases attention and relationships)
- Emphasizes depth over breadth
- Accommodates support services

Cons

- Increases risk to students and staff
- High school students are adults. Research on high school age students raises concerns about student behavior, infection rates, and transmission to older adults (staff).
- Extended time in classroom groups raises infection concerns.
- Contacts are still high (30-60) and mixing raises concerns about secondary contacts.
- Building is already at 90% capacity and limiting classes to full-size ventilated classrooms will create significant scheduling challenges.
- Teaching staff includes a large proportion of both high risk populations and families with children. Staffing difficulties are likely to arise from staff requests for remote teaching assignments, leave requests, and resignations.
- Teacher and student absences created by symptoms will mean disruption, even without COVID-19 cases.
- Puts pressure on families to support independent learning and supervise students
- Continuity of content areas
- Alignment with testing schedules (schedules are undetermined)

Fall 2020 In-Person Learning Program Elements

The In-Person Learning Program returns all of our students to the school building under conditions intended to limit the spread of COVID-19. Under this plan, students would meet in regular classes 5 days a week. Given the limits of space and staffing, this is only possible under the state's guidelines that allow for 3 feet of spacing between student chairs and a 6 foot space for teachers. Even with these considerations, Arlington High School will be hard pressed to schedule our student population in full-sized, adequately ventilated spaces. With increased enrollment (currently 1521 students) and a building already at 90% capacity, the loss of internal or small classrooms will require use of every corner (e.g., library, gyms) to accommodate the required limits on space and class sizes.

If levels of community spread of COVID-19 become extremely low and school-based precautions of 3 feet can be shown to be safe, we could use this option to return to a more normal version of school and classroom instruction.

As students are able to choose the Remote Learning Program, it is possible that in-person enrollment would be lower, but this option might be better achieved by beginning with Remote Learning and then targeting in-person instruction to our most vulnerable students.

Educational Program Details

- In-Person learning will involve classes of 18-24 students which meet 4 times a week in 80 minute blocks.
- The Remote Learning Program will be available to all students by request. Students will choose a program option.
- One day per week (Wednesday) for structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock (ends by 2:45 per contract to allow for staff/department/PLC meetings)

Safety Program Details

- Distancing - 3 feet distancing in all classes and activities. Teachers at 6 feet at the front of the classroom.
- Classroom arrangement - All students facing forward and seated at desks.
- Air Quality - Classrooms are being reviewed for ventilation. Air conditioning is being added in rooms adjacent to the construction or as necessary. Only rooms with adequate outside ventilation will be used.
- Passing time - 10+ minute passing time would be scheduled with one-way hallways and shifts to minimize interactions
- Lunches - 4 lunch periods in 3 different lunchrooms (Cafeteria, Blue Gym, and Red Gym) with individual tables and 6 foot distancing. Shifts allow cleaning between groups.
- Busing - capacity will be ~12 students, requiring multiple runs (~3) per Boston bus route

- Monitoring - self-certification, monitoring, and testing protocols are being developed above state guidelines in coordination with our nursing staff and the Board of Health
- PPE - Students and staff will be required to wear masks (available on request). Face shields and barriers will be available and used where appropriate.
- Hygiene - handwashing, sanitizer, cleaning, sanitizing units
- Community Behavior - Students and families are requested to maintain social distancing discipline outside of school.

In-person weekly 4x4 schedule (4 x per week - no cohorts)

Monday	Tuesday	Wednesday	Thursday	Friday
A - 80"	A - 80"	Structured office hours, Advisory, PE meetings, Counseling meetings, and Xblock	A - 80"	A - 80"
B - 80"	B - 80"		B - 80"	B - 80"
Lunch - 30"	Lunch - 30"		Lunch - 30"	Lunch - 30"
C - 80"	C - 80"	Staff/Dept/PLC Meetings	C - 80"	C - 80"
D - 80"	D - 80"		D - 80"	D - 80"

Pros

- Returns instruction to in-person classrooms
- Reduces pressure on families to support independent learning and supervise students
- Allows students to focus on 3 or 4 classes (reduces stress and organization demands)
- Allows teachers to focus on 2 or 3 classes (reduces course planning demands)
- Teachers able to focus on 40-60 students (increases attention and relationships)
- Emphasizes depth over breadth
- Accommodates support services

Cons

- **Increases** risk to students and staff
- Forward facing classrooms will make student interaction difficult and limit instructional practices.
- High school students are adults. Research on high school age students raises concerns about student behavior, infection rates, and transmission to older adults (staffs)
- Extended time in classroom groups raises infection concerns.
- Contacts are higher 60 per student and mixing raises concerns about secondary contacts.
- Building is already at 90% capacity. Limiting classes to full-size ventilated classrooms will create significant scheduling challenges. With full classes this will exclude more

- classrooms.
- Teaching staff includes a large proportion of both high risk populations and families with children. Staffing difficulties are likely to arise from staff requests for remote teaching assignments, leave requests, and resignations.
- Teacher and student absences created by symptoms will mean disruption, even without COVID-19 cases.
- Continuity of content areas
- Alignment with testing schedules (schedules are undetermined)

OMS Learning Plans Proposal

Fall 2020

Brian Meringer, Principal

Julia MacEwan, Assistant Principal Grade 8

Rochelle Rubino, Assistant Principal Grade 7

Stephanie Greiner, Special Education Coordinator

Guiding Principles and Core Values

At the Ottoson Middle School, our motto is engage, empower, excel. Students are engaged as active learners who invest in their intellectual, emotional, and social growth. Students are empowered to discover their unique personal strengths and be a part of positive change. Students are expected to excel socially and academically to become the best versions of themselves through reflection and action. In each of the OMS reopening plans, our core values remain central in our mission to provide equitable learning opportunities for all students.

The Arlington Public Schools administrative team has considered the guidance from the state, the current climate and context within the Arlington community, as well as the mounting research and advice from the science community. Key to this plan will be the ability for staff and students to:

- Maintain 3ft to 6ft of social distancing during the school day
- Wear face masks and protective face coverings during the school day (with scheduled face mask breaks)
- Regularly wash hands during the school day and frequently disinfect all used surfaces
- Remain in learning community cohorts, with world language and specials classes connected to each learning community
- At OMS, students are grouped into learning communities of approximately 110 students; for In-Person Learning, students will not have class with anyone outside of their learning community.
- Utilize the classroom for all core instruction

Returning to school will require flexibility and fluidity in how we deliver instruction in age appropriate ways. Our goal is to ensure that our plans are sustainable and take into account the mental, physical, social, and emotional needs of our community. Above all else, we take into account the health, safety, and well-being of our students, staff, and families.

Scenario #1: Full In-Person Learning Proposal

Introduction

Our in-person plan seeks to provide in-school learning for all students. In this model, students will follow a seven-period, four day schedule and remain within their learning community cohort for the entirety of their day. Students will attend ASPIRE at the beginning of each day, which will serve as a homeroom period, but also as a place to incorporate some social emotional learning and mindfulness activities. Students will be in classrooms with approximately three to four feet of distance between desks. Students will remain within their learning communities for world language and special classes (i.e. art, music, technology, FACS). In order to safely execute this plan, students will not be able to take band, chorus or orchestra during the school day.

Schedule

Time	A Day	B Day	C Day	D Day
8:30 - 8:40	ASPIRE	ASPIRE	ASPIRE	ASPIRE
8:42 - 9:30	Period 1	Period 1	Period 1	Period 1
9:32- 10:20	Period 2	Period 2	Period 2	Period 2
10:22 - 11:10	Period 3	Period 3	Period 3	Period 3
11:12- 12:26 1st Lunch 2nd Lunch 3rd Lunch	Period 4	Period 4	Period 4	Period 4
12:28 - 1:16	Period 5	Period 5	Period 5	Period 5
1:18 - 2:06	Period 6	Period 6	Period 6	Period 6

2:08 - 2:56	Period 7	Period 7	Period 7	Period 7
-------------	----------	----------	----------	----------

Details

- Students will follow a daily seven-period schedule.
- Students will change classrooms each period.
- Students will have four learning community classes (English, math, science, social studies) with their learning community classmates.
- Students will have their three out-of-learning-community classes (PE, art, world language, etc.) with their learning community classmates. Historically, these classes were mixed with students across learning communities. This year, we will not mix learning community students.
- When traveling to a World Language or a specials class, students will follow arrows so that students are not too close to other students in the hallway.
- Stairways will be labeled as “up” or “down” so that students are only going in the same direction (except in the case of an emergency).
- ASPIRE will take place at the beginning of the day and serve as a homeroom period.
- Lunch will be a combination of students eating lunch in the cafeteria (6 feet apart) or supervised in classrooms (6 feet apart). Students will bring in their own lunch or request a hot lunch from the school cafeteria at the beginning of the day.
- Students will not use school lockers; they will carry backpacks.
- The PE block will take place outdoors as often as possible.

Health & Safety Details

- All persons will be required to wear masks at all times; mask breaks will be incorporated throughout the day.
- Frequent and regular handwashing opportunities will be provided, as well as constant access to hand sanitizer.
- Hallways and stairwells will be clearly marked with directional arrows to promote one-way traffic and support social distancing.

- Each learning community will be assigned to a specific entrance of the building in order to maintain appropriate social distancing during arrival and dismissal.

Scenario #2: Hybrid Learning Proposal

Introduction

Our hybrid plan seeks to maximize in-person learning and minimize risk for students and teachers. Each learning community will be divided in half (Group A and Group B). Each group will attend school two days a week (e.g., Group A attends Monday/Tuesday; Group B attends Thursday/Friday). All students will work remotely on Wednesdays. This will reduce in-person class sizes to approximately 12 students, allowing for 6 feet of social distancing.

When students are at home, they will work on asynchronous learning assignments provided by teachers. Teachers will be available to support students with their asynchronous learning assignments on Wednesdays. Teachers are expected to be online to answer questions and provide guided support for students as needed. If there is a four-day week, the Wednesday remote day will not happen. Students will still come into the building twice that week.

Schedule

Time	Group A (In-Person) Monday	Group A (In-Person) Tuesday	Wednesday (All students are remote)	Group B (In-Person) Thursday	Group B (In-Person) Friday
8:30 - 8:40	ASPIRE	ASPIRE	ASPIRE 8:30 - 8:55	ASPIRE	ASPIRE
8:42 - 9:30	Period 1	Period 1	Period 1 9:00 - 9:25	Period 1	Period 1
9:32 - 10:20	Period 2	Period 2	Period 2 9:30 - 9:55	Period 2	Period 2
10:22 - 11:10	Period 3	Period 3	Period 3 10:00 - 10:25	Period 3	Period 3

11:12- 12:26 1st Lunch 2nd Lunch 3rd Lunch	Period 4	Period 4	Period 4 10:30 - 10:55 Lunch 11:00 - 11:25	Period 4	Period 4
12:28 - 1:16	Period 5	Period 5	Period 5 11:30 - 11:55	Period 5	Period 5
1:18 - 2:06	Period 6	Period 6	Period 6 12:00 - 12:25	Period 6	Period 6
2:08 - 2:56	Period 7	Period 7	Period 7 12:25 - 1:00	Period 7	Period 7

Details

- Each learning community will be divided into Group A and Group B.
- Each group will attend school in person twice a week.
- Students will follow a daily seven-period schedule.
- Students will remain with their learning community on in-school days.
- In-person class sizes will be approximately 12 students per class.
- ASPIRE will take place at the beginning of the day and serve as a homeroom period.
- Students will rotate change classrooms each period.
- ASPIRE/Homeroom will take place at the beginning of each day.
- Students will have four learning community classes (English, math, science, social studies) with their learning community classmates.
- Students will have their three out-of-learning-community classes (PE, art, world language, etc.) with their learning community classmates. Historically, these classes were mixed with students across learning communities. This year, we will not mix learning community students.
- When traveling to a World Language or a specials class, students will follow arrows so that students are not too close to other students in the hallway.
- Stairways will be labeled as “up” or “down” so that students are only going in the same direction (except in the case of an emergency).

- Lunch will be a combination of students eating lunch in the cafeteria (6 feet apart) or supervised in classrooms (6 feet apart). Students will bring in their own lunch or request a hot lunch from the school cafeteria at the beginning of the day.
- Students will not use school lockers; they will carry backpacks.
- The PE block will take place outdoors as often as possible.
- All students will engage in remote learning on Wednesdays.

Health & Safety Details

- All persons will be required to wear masks at all times; mask breaks will be incorporated throughout the day.
- Frequent and regular handwashing opportunities will be provided, as well as constant access to hand sanitizer.
- Hallways and stairwells will be clearly marked with directional arrows to promote one-way traffic and support social distancing.
- Each learning community will be assigned to a specific entrance of the building in order to maintain appropriate social distancing during arrival and dismissal.

Scenario #3: Full Remote Learning Proposal

Introduction

Our remote learning plan seeks to provide students with asynchronous and synchronous learning each day, and limits the amount of consecutive screen time to less than ninety minutes on most days. Additionally, this plan minimizes disruptions if and when we transition to a hybrid model.

In this plan, students will follow a seven-period day (please see the schedules below).

Schedule

RED BLOCKS ARE **SYNCHRONOUS** CLASSES

WHITE BLOCKS ARE **ASYNCHRONOUS**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
------	--------	---------	-----------	----------	--------

	Every Class Meets Once Synchronously			Every Class Meets Once Synchronously	
8:30 -8:40	ASPIRE	ASPIRE	ASPIRE 8:30 - 8:50	ASPIRE	ASPIRE
8:45 - 9:30	Period 1	Period 1	Period 1 9:00 - 9:20	Period 1	Period 1
9:35- 10:20	Period 2	Period 2	Period 2 9:30 - 9:50	Period 2	Period 2
10:25 - 11:10	Period 3	Period 3	Period 3 10:00 - 10:20	Period 3	Period 3
11:10- 11:40	Lunch	Lunch	Period 4 10:30 - 10:50	Lunch	Lunch
11:40- 12:25	Period 4	Period 4	Lunch 10:50 - 11:30	Period 4	Period 4
12:30 - 1:15	Period 5	Period 5	Period 5 11:30 - 11:50	Period 5	Period 5
1:20 - 2:05	Period 6	Period 6	Period 6 12:00 - 12:20	Period 6	Period 6
2:10 - 2:56	Period 7	Period 7	Period 7 12:30 - 12:50	Period 7	Period 7

- Students will meet synchronously for 3 to 4 periods a day, and asynchronously for 3 to 4 periods a day with the exception of Wednesdays. Looking at the above schedule, students will meet synchronously periods 1, 4, and 5 on Mondays/Thursdays and periods 2, 3, 6, and 7 on Tuesdays/Fridays.
- Each course is scheduled to meet synchronously twice a week and asynchronously twice a week. See the below schedule for an example.
- When a class is scheduled to meet asynchronously, teachers are expected to be available to students for support in real time, whether this is in the form of office hours, small group work, or individual check-ins.
- Wednesdays will be used as a 'flex' day. Wednesdays will have a longer ASPIRE block, office hours, small group work, academic intervention classes and special education service delivery. When we have a 4-day week (e.g., when there is a Monday holiday), this 'flex' day will be eliminated.

Example of a student's remote schedule with classes labeled:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 -8:40	ASPIRE	ASPIRE	ASPIRE 8:30 - 8:50	ASPIRE	ASPIRE
8:45 - 9:30	English	English	English 9:00 - 9:20	English	English
9:35- 10:20	Math	Math	Math 9:30 - 9:50	Math	Math
10:25 - 11:10	Science	Science	Science 10:00 - 10:20	Science	Science
11:10- 11:40	Lunch	Lunch	Social Studies 10:30 - 10:50	Lunch	Lunch
11:40- 12:25	Social Studies	Social Studies	Lunch 10:50 - 11:30	Social Studies	Social Studies
12:30 - 1:15	World Language/ Support	World Language/ Support	World Language/S upport 11:30 - 11:50	World Language/ Support	World Language/ Support
1:20 - 2:05	Art/Music/ FACs/Tech	Art/Music/ FACs/Tech	Art/Music /FACs/Tech 12:00 - 12:20	Art/Music/ FACs/Tech	Art/Music/ FACs/Tech
2:10 - 2:56	Chorus	PE	PE/Chorus 12:30 - 12:50	Chorus	PE

Details

- Each scheduled day will begin with a brief ASPIRE block. This will allow teachers to engage students and to provide social emotional support to them at the start of the day. In addition, attendance will be taken during ASPIRE blocks, including on Wednesdays.
- This schedule provides a predictable and structured schedule each day while giving students individual flexibility during asynchronous blocks (feedback from students and families indicated that more structure is desired than in the spring).

- By structuring each day in a 7-period schedule, and having each period be either synchronous or asynchronous with a dedicated teacher 'on call,' students are provided with a specific structure.
- During asynchronous periods, teachers will be available to students for live check-ins; teachers may also use this time to work synchronously with small groups or individuals based on student need. We learned in the spring that while many students can work independently, other students benefit from extra help and/or more frequent check-ins. Asynchronous periods allow for these types of check-ins and support, and also provide time for teachers to work with small groups or individuals as needed.
- Classes that meet every other day (Band, Chorus, Orchestra, PE) would always meet synchronously. See the example of a student's remote schedule above. For example, chorus and PE meet synchronously each day from 2:10 to 2:56.
- Wednesday will be a day of synchronous classes. Teachers will use the remainder of the day (1pm forward) for professional development and team meetings.
- This combination of synchronous and asynchronous learning follows best practices for limiting consecutive screen time for students. Guidelines for screen time recommend no more than 90 consecutive minutes before taking a break.
- During a remote plan, certain subgroups of students that struggle during distance learning would attend school in person, for example, students that receive more than 75% of their academic services outside the general education setting, English language learners, students who are homeless, students who are in foster care or congregate care, and students who primarily use aided and augmented communications.

The Gibbs 6th Grade School Reopening Plan
Mme Fabienne Pierre-Maxwell, Principal
Ms. Wendy Salvatore, Assistant Principal
Ms. Stephanie Greiner, Special Education Coordinator
Ms. Heather Smith, ELL Teacher & Family Liaison
Revised/updated as of 8/10/2020

How to Translate this Document

To translate this document, Gmail users should make a copy of the Google Doc and save to Drive. You will then be able to click on "Tools" and "Translate Document." You can also download the document as a "docx" format and then upload to your favorite translation tool.

لترجمة هذا المستند ، يجب على مستخدمي Gmail إنشاء نسخة من مستند Google وحفظها على Drive. ستتمكن بعد ذلك من النقر فوق "أدوات" و "ترجمة مستند". يمكنك أيضًا تنزيل المستند بتنسيق "docx" ثم تحميله إلى أداة الترجمة المفضلة لديك.

要翻译此文档，Gmail用户应复制Google文档并保存到云端硬盘。然后，您可以单击“工具”和“翻译文档”。您还可以将文档下载为“docx”格式，然后上传至您喜欢的翻译工具。

Pour traduire ce document, les utilisateurs de Gmail doivent créer une copie du document Google et l'enregistrer sur Drive. Vous pourrez ensuite cliquer sur «Outils» et «Traduire le document». Vous pouvez également télécharger le document au format «docx», puis le télécharger sur votre outil de traduction préféré.

이 문서를 번역하려면 Gmail 사용자가 Google 문서를 복사하여 드라이브에 저장해야 합니다. 그런 다음 "도구" 및 "문서 번역"을 클릭 할 수 있습니다. 문서를 "docx" 형식으로 다운로드 한 다음 자주 사용하는 번역 도구에 업로드 할 수도 있습니다.

Para traduzir este documento, os usuários do Gmail devem fazer uma cópia do Google Doc e salvar no Drive. Você poderá clicar em "Ferramentas" e "Traduzir documento". Você também pode fazer o download do documento como um formato "docx" e depois fazer o upload para sua ferramenta de tradução favorita.

Чтобы перевести этот документ, пользователи Gmail должны сделать копию Документа Google и сохранить на диск. После этого вы сможете нажать «Инструменты» и «Перевести документ». Вы также можете загрузить документ в формате «docx», а затем загрузить его в свой любимый инструмент перевода.

Para traducir este documento, los usuarios de Gmail deben hacer una copia de Google Doc y guardar en Drive. Luego podrá hacer clic en "Herramientas" y "Traducir documento". También puede descargar el documento en formato "docx" y luego subirlo a su herramienta de traducción favorita.

Our Vision - Mission - Approach

The Gibbs 6th Grade School community is an environment where students and adults work cooperatively to strive for academic achievement and social-emotional growth. Our community encourages being **Understanding** of each other and what makes us unique, being **Unified** in our efforts to support one another's abilities to grow and learn and being **Unstoppable** when reaching for our personal and community goals. [Vision of Student as Learner & Global Citizen](#)

Below are some of the key drivers that help define the teaching and learning and interactions among our student learners and their peers.

- **Social-Emotional Learning:** Students demonstrate resilience and persistence while developing skills related to self-management, social awareness, decision making and relationship building.
- **Academic Rigor in:** Students experience a challenging, standards-based curriculum in an inclusive, diverse, and equitable environment and are encouraged/supported to perform to their highest potential.
- **Project Based Learning:** Students gain knowledge and practice skills, including executive functioning, through the completion of projects that are taught and coached through a release of responsibility.
- **Resourcefulness:** Students become self-directed and independent learners with a growth mindset by identifying and pursuing goals that are important to them.
- **Community:** Students feel supported and safe emotionally, intellectually, and physically. Staff and students collaborate to create a cohesive sense of significance, belonging and fun using the philosophies and common vocabulary of Responsive Classroom.
- **Creativity:** Students are encouraged to take creative risks in all areas and are provided with academic choice that allows them to explore their own interests.

In whichever modality we start school, we will begin to spend time having conversations about how to address the challenges presented by COVID-19 to ensure a safe and healthy environment for all. We will work on developing community, discussing and embedding social emotional wellness in every class, every day, for every student. The

primary tool we use at the Gibbs 6th Grade School to guide the work around social emotional learning is Responsive Classroom. It is student-centered and takes a social emotional approach to learning, socialization, and discipline. More than ever, our students will need and benefit from interactive modeling virtually and/or in person; consistent routines, consistent teacher language, positive messaging with high expectations for all. Using mindfulness practices to facilitate brain breaks and a growth mindset approach to learn to welcome our shortcomings as opportunities to grow, our students will thrive and connect with the adults and peers at Gibbs 6th Grade School, in-person and/or virtually.

Guidance

The Gibbs 6th Grade School School plan is informed by recommendations from our Superintendent's Office Leadership Team in consideration of guidance from the state, and context within the Community of the City of Arlington, recommendation from the School Committee as well as the mounting research and advice from the science community. [DESE Initial Fall Reopening Guidance](#); [Fall Remote Learning Guidance](#); [Guidance for additional Safety Considerations](#)

Taking the above stated and implied guidance into consideration, and because the Superintendent is planning on applying for a waiver from DESE for September 16-18 for teacher development and planning, we are proposing the following in regards to our reopening of school at the Gibbs on September 21, 2020.

Communication with Gibbs 6th Grade School Parents/Guardians & Community @ Large

We have always valued having and maintaining open and honest communication with our stakeholders. During these unusual and unpredictable times, we understand what role effective, timely, and transparent communication will play in making sure that our parents and community members at large are well informed and therefore offered opportunities to support our work with students; respond timely to teachers & staff communication; getting involved with the PTO; and most importantly ready to help us promote a positive learning environment celebrating our students' efforts and successes no matter how small. Once the schedule and modality of reopening is decided and voted on, September 1, 2020, I plan to communicate in the following manner:

- ❖ On the first of each month, I will provide information to Gibbs families regarding teaching & learning; social emotional activities/focus; the status of the health of our school (COVID-19 related) and other happenings.
- ❖ Weekly communications from my office (From the Desk of Madame Pierre-Maxwell) every Friday (late afternoon) recapping the week's Big/Important Happenings and highlighting the following week @ a glance

- ❖ Each Learning Community (**LC**) will adopt a format through the distribution of newsletter and/or information posted on the Gibbs 6th Grade School web page to communicate to the parents/guardians on a weekly basis. The Learning Communities will aim for consistency and simplicity in selecting their format of communication within the LCs and across the subjects.
- ❖ We are expecting a total of 7 world languages spoken by members of the Gibbs 6th Grade School School community; any members of those groups who have made the request will have those communiqués translated and sent in their spoken language.

As of August 5, 2020, we have held two Gibbs 6th Grade School parent Forums via Zoom; sent a google form for parents/guardians to populate questions for our second Zoom meeting that took place on 8/4/20. The parents received an email message from the principal, Mme Pierre-Maxwell. Our parents/guardians have also received surveys from the Superintendent's Office inviting them to answer questions, share their concerns, comments, and suggestions. We plan to send additional questionnaires for input to solidify our reopening plan once such a plan has been voted on. As of today, 8/7/20, we are still missing key data that is keeping us from writing an all explicit plan. Knowing: **1)** The exact number of students will return to school in person if it's offered; **2)** The exact number of teachers and other staff will return in-person; **3)** The exact number of parents who will select district-based remote option; and finally **4)** Number of parents/guardians who may opt for the state sponsored remote learning. This information will aid tremendously toward planning with accuracy and details. It is only then would we be able to answer many of the questions we have not been able to answer.

Health & Safety Details

- All persons will be required to wear masks at all times; mask breaks will be incorporated throughout the day.
- Frequent and regular handwashing opportunities will be provided, as well as constant access to hand sanitizer.
- Hallways and stairwells will be clearly marked with directional arrows to promote one-way traffic and support social distancing.
- Each learning community will be assigned to a specific entrance of the building in order to maintain appropriate social distancing during arrival and dismissal.

Three Modalities for Reopening:

On the recommendation of the Department of Education of Massachusetts (DESE), the Superintendent, and the School Committee are preparing for re-entry plans using 3 scenarios: 1) An all In-person plan; 2) A Hybrid plan(2 days in person, 2 days asynchronous, separated by a weekly ½ day Wednesday of Synchronous learning, i.e. (AA / Synchronous / BB). And, 3) An all remote teaching & learning.

Notice in all 3 scenarios listed above, students identified as “High Needs” will be invited to attend school physically on a daily basis. High need is primarily defined as: “ We may/will also include our beginner and intermediate ELL students in that group; students whose parents are educators, and possibly children of parents/guardians who are first responders; students with guardians Ad Litem; and/or “Unaccompanied youth” who are protected by McKinney-Vento.

In-Person Teaching & Learning for all enrolled Gibbs 6th Grade School students

Notice: The times as listed in the pictures of the schedules below are off by 30 minutes. For the 2020/2021 School starts at 8:30 - 2:56.

Scenario 1: All 505 Students Return to School

Gibbs Grade 6 Sample Student Schedule Scenario								
Return of ALL students								
Cluster of 100 Students - Avg 25 Students Per Section								
			Monday	Tuesday	Wednesday	Thursday	Friday	
In School								
Duration	Start Time	End Time	Periods	Day A	Day B	Day A	Day B	Day A
20	8:05 AM	8:25 AM	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
51	8:28 AM	9:19 AM	Period 1	Eng	Eng	Eng	Eng	Eng
51	9:22 AM	10:13 AM	Period 2	Hist	Hist	Hist	Hist	Hist
51	10:16 AM	11:07 AM	Period 3	Math	Math	Math	Math	Math
Pr4=51 Lunch=3	11:10 AM	12:38 PM	Period 4	Sci	Sci	Sci	Sci	Sci
51	12:41 PM	1:32 PM	Period 5	PE	Fr/Lat/Mand/Sp	PE	Fr/Lat/Mand/Sp	PE
51	1:35 PM	2:26 PM	Period 6					
		36 Days	Term 1	FACS	FACS	FACS	FACS	FACS
		36 Days	Term 2	Art	Art	Art	Art	Art
		36 Days	Term 3	CompSci	CompSci	CompSci	CompSci	CompSci
		36 Days	Term 4	TECH	TECH	TECH	TECH	TECH
		36 Days	Term 5	Music	Music	Music	Music	Music
Total= 180 Days								

All Scenarios: New Specialist Cluster of 5 teachers:

Art, Computer Science, Music, Technology, Family and Consumer Science (FACS)

Cluster of 5 Specialist Teachers 125 students avg class size = 25 hybrid = 13

Each teacher has 4 sections per day, 1 prep and 1 team planning time

		Term 1	Term 2	Term 3	Term 4	Term 5
Periods 1 - 5	Depart meeting	Day A - B	Day A - B	Day A - B	Day A - B	Day A - B
Pr 1	LC1	Art	TECH	Music	CompSci	FACS
Pr 2	LC2	FACS	Art	TECH	Music	CompSci
Pr 3	LC3	CompSci	FACS	Art	TECH	Music
Pr 4	LC4	Music	CompSci	FACS	Art	TECH
Pr 5	LC5	TECH	Music	CompSci	FACS	Art

Gibbs Grade 6 Sample English Teacher Schedule Scenario								
Return of ALL Students								
				Monday	Tuesday	Wednesday	Thursday	Friday
Duration	Start Time	End Time	Periods	Day A	Day B	Day A	Day B	Day A
20	8:05 AM	8:25 AM	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
51	8:28 AM	9:19 AM	Period 1	Prep	LC2 Team	Prep	LC2 Team	Prep
51	9:22 AM	10:13 AM	Period 2	Eng	Eng	Eng	Eng	Eng
51	10:16 AM	11:07 AM	Period 3	Eng	Eng	Eng	Eng	Eng
Pr4=51 Lunch=37	11:10 AM	12:38 PM	Period 4	Eng Dept Team	Prep	Eng Dept Team	Prep	Eng Dept Team
51	12:41 PM	1:32 PM	Period 5	Eng	Eng	Eng	Eng	Eng
51	1:35 PM	2:26 PM	Period 6	Eng	Eng	Eng	Eng	Eng
Notes:				Department team meeting are Day A				
				Learning Community Team meetings are always on Day B				

“All In-person”, means students return with classrooms schedules, and safety protocols in place to meet health requirements. All spaces at the Gibbs 6th Grade School regardless of designation, i.e. library, cafeteria, gymnasium, and theatre would be used for classroom sessions and/or lunch. This scenario will undoubtedly be challenging to execute. Here are the expectations, changes, challenges & limitations.

Action Plan	Pre-COVID-19 Norms	Changes / Challenges / Limitations
In Person - All students	Learning Communities: (LC) 5	<ul style="list-style-type: none"> Addition of a 6th Learning Community to limit cross contact with students from other cohorts (Hire 4 new core teachers; 1 World Language teacher; 1 special education teacher; 6 building subs, one to support each team; and 4 to assist with lunch rotations, arrival & dismissal procedures) classroom seatings 3 feet apart. Hire/add: .2 Art, .2 tech, .2 Comp Sci, .2 FACS, .2 Music, and .2 PE Use the Media Center the Mezzanine, the tech room and the Black Box Theatre
	<ul style="list-style-type: none"> Schedule was a 6 day rotation 3 Trimesters 	<ul style="list-style-type: none"> 2 day rotation 5 terms
	Lunch rotations: 3 11:25-12:44	6 lunch rotations to keep students in their cohorts with 20 minutes for cleaning in between rotations 11-1:20ish
	Bathrooms:	Concerns around timely & safe bathroom use:

	1 male and female bathroom on each floor and 1 transgender bathroom on the 3rd floor. 1 stall and 2 urinal in Boys' bathroom on each level	<ul style="list-style-type: none"> • Install a portable potty per floor to prevent accidents from long waits to use the restroom. • Install paper towel dispensers & disconnect the hand dryers to maintain good ventilation • Install foot door openers to make entering/exiting bathrooms handsfree. • Augment the number of time bathrooms are cleaned throughout the day: Schedule TBD • Keep bathroom doors and windows open at all times
	Individual class monitor for bathroom use	30 ipads to coordinate bathroom access/monitoring across the school
	All students are assigned lockers	Purchase 550 back pockets for chairs to hold students' materials / lockers are too close together for safe use.
	Daily morning advisory small group	Advisory expand to homeroom size to minimize group interaction
	Classroom set up - ever changing, i.e. stations, small groups, Team collaboration in close proximity, advisory sessions in circle with games and Physical interactions.	DESE ... " We encourage districts and schools to aim for six feet of distance between individuals where feasible. At the same time, a minimum physical distance of three feet has been established when combined with other measures outlined in this list of safety." Under an all In-person plan - we would establish a strict 3 feet of distance between students at all times, except during lunch when they would be 6 feet apart with masks off.
	Students move from class to class	Minimal students movement - the class sizes vary and therefore unable to always sit the same number of students HR #s range from 11 - 21
	Teachers assigned a room	All subjects including Science and Art will be taught "from a Cart". Teachers will lose the ability to control their environment and create a classroom environment with their subject as focal points.
	Gibbs 6th Grade School Cafeteria recycles	Recycling to be suspended during COVID-19
	Group students to promote diversity & Inclusion	New grouping considerations to minimize students contact with other: <ul style="list-style-type: none"> • Group students according to World Language • Group students according to needs designation

		<ul style="list-style-type: none"> Group students according to Math assignments Group students according to Art/Tech/DML Assign a special education teacher to each LC versus sharing between 2
	Gibbs 6th Grade School offers exploratory classes that make the middle school years appealing to students	Band Chorus and Orchestra will be all remote & after school DML all remote - room has no windows PE all remote - using the Gym for 6 lunch rotations
	Short Recess after lunch	Recess to be replaced by masks breaks.

Hybrid Teaching & Learning

AB/AB Hybrid Rotation

		Monday	Tuesday	Wednesday	Thursday	Friday
		In School Team A	In school Team B	All Remote Everyone	In school Team A	In school Team B
Adv	8:30	Announcements & Advisory	Announcements & Advisory	Announcements & Advisory	Announcements & Advisory	Announcements & Advisory
Pd.1	8:53	English	English	9:00 - 9:51 BCO/ CO-TO	English	English
Pd.2	9:42	Math	Math	9:54 - 10:45 W.I.N./CO-TO	Math	Math
Pd.3	10:31	Science	Science	10:48 - 12:09 W L/ CO-TO	Science	Science
Pd.4	11:43	Anc Civ	Anc Civ	11:13 - 11:43 Lunch	Anc Civ	Anc Civ
Pd.5	12:32	PE	PE	Asynchronous Learning	World lang	World Lang
Pd.6	1:21	ELC	ELC	Asynchronous Learning	ELC	ELC
Pd.7	2:10	W.I.N.	W.I.N.	Asynchronous Learning	W.I.N.	W.I.N.

- Lunch happens between Periods 3 & 5 (we plan to have 3 lunch rotations each lasting about 20 minutes)

AA/BB Hybrid Rotation

		Monday	Tuesday	Wednesday	Thursday	Friday
		In School Team A	In school Team A	All Remote Everyone	In school Team B	In school Team B

Adv	8:30	Advisory	Advisory	Announcements & Advisory	Advisory	Advisory
Pd.1	8:53	English	English	9:00 - 9:51 BCO/ CO-TO	English	English
Pd.2	9:42	Math	Math	9:54 - 10:45 W.I.N./CO-TO	Math	Math
Pd.3	10:31	Science	Science	10:48 - 12:09 W L/ CO-TO	Science	Science
Pd.4	11:43	Anc Civ	Anc Civ	11:13 - 11:43 Lunch	Anc Civ	Anc Civ
Pd.5	12:32	PE	World lang	Asynchronous Learning	PE	World Lang
Pd.6	1:21	ELC	ELC	Asynchronous Learning	ELC	ELC
Pd.7	2:10	W.I.N.	W.I.N.	Asynchronous Learning	W.I.N.	W.I.N.

- Lunch happens between Periods 3 & 5 (we plan to have 3 lunch rotations each lasting about 20 minutes)
- The Hybrid and remote schedule for students will be the same, except that when they are home they will have some check in throughout the day such as during advisory, for attendance, and at other times as scheduled. For the most part students will be working asynchronously.

KEY of Hybrid Rotation
ELC= FACS, Art, CompSci, Tech, Music
World Lang (WL)- French, Spanish, Mandarin, Latin
W.I.N.= Math Intervention, Reading Intervention, Ac Support or a Study. We may also able to put some BCO in this space if we have a place for the students to work
5 terms 1 for each ELC
O.H. = Core Teachers' Office Hrs

HYBRID- students spend some “in-person” learning and some “time at home learning remotely”.

This plan will offer more flexibility in keeping students 6 feet apart in class and everywhere in the building. Students will still remain in their assigned homerooms and teachers will move from room to room. To adhere to the 6 feet apart requirements. We will need the addition of a 6th Learning Community.

Many of the classrooms at Gibbs 6th Grade School present limitations to how many students can be seated 6 feet apart; classrooms are not identical in size.

Gibbs 6th Grade School can sit a total of 184 students in the Hybrid model when there is “In-person” learning. We can do it in 2 rotations, if we add an extra LC (4 teachers), a special education teacher, a world language teacher, and an extra .2 for each of the unified arts subjects. **Gibbs would need a total of 144 students/seats to opt for remote.** (currently the number is at 89)

- Total Gibbs 6th Grade students=496 ½ 248

	3 feet apart teachers rotate	3 feet apart students rotate	Smallest Rooms		6 feet apart teachers rotate	6 feet apart Students rotate	Smallest Rooms
5 Learning Communities	LC1- 77 LC2- 75 LC3- 72 LC4- 71 LC5- 76	LC1- 64 LC2-64 LC3- 56 LC4- 44 LC5- 60	LC1- 16 LC2- 16 LC3- 14 LC4- 11 LC5-15		LC1- 38 LC2- 38 LC3- 36 LC4- 35 LC5- 37	LC1- 32 LC2- 32 LC3- 28 LC4- 24 LC5- 28	LC1- 8 LC2- 8 LC3- 7 LC4- 6 LC5- 7
Total students	371	288			184	144	
6 Learning Communities	LC1- 77 LC2- 75 LC3- 72 LC4- 71 LC5- 76 LC6- 97	LC1- 64 LC2-64 LC3- 56 LC4- 44 LC5- 60 LC6- 64	LC1- 16 LC2- 16 LC3- 14 LC4- 11 LC5- 15 LC6- 16		LC1- 38 LC2- 38 LC3- 36 LC4- 35 LC5- 37 LC6- 48	LC1- 32 LC2- 32 LC3- 28 LC4- 24 LC5- 28 LC6- 32	LC1- 8 LC2- 8 LC3- 7 LC4- 6 LC5- 7 LC6- 8
Total students	468	352			232	176	

- Learning Community 6 uses the Media Center, the Black Box Theatre, the Mezzanine and the Tech room as classrooms. **There are no traditional classrooms available for the 6th learning community.**
-

Gibbs' Ideal in Person Schedule (within an AA/BB Rotation)										
	7 Period Day					Anoun	8:30 AM	0:05	8:35 AM	
	Periods	In	Time	Out		Adv	8:35 AM	0:23	8:58 AM	

	Anoun	8:30 AM	0:05	8:35 AM		Pd.1	8:58 AM	0:48	9:46 AM	
	Adv/HR	8:35 AM	0:20	8:55 AM		Pd.2	9:46 AM	0:48	10:34 AM	
	Passing	8:55 AM	0:03	8:58 AM		Pd.3	10:34 AM	0:48	11:22 AM	
	1	8:58 AM	0:45	9:43 AM		Pd.4	11:22 AM	0:49	12:11 PM	
	Passing	9:43 AM	0:03	9:46 AM		Lunch	12:11 PM	0:23	12:34 PM	
	2	9:46 AM	0:45	10:31 AM		Pd.5	12:34 PM	0:48	1:22 PM	
	Passing	10:31 AM	0:03	10:34 AM		Pd.6	1:22 PM	0:48	2:10 PM	
	3	10:34 AM	0:45	11:19 AM		Pd.7	2:10 PM	0:46	2:56 PM	
	Passing	11:19 AM	0:03	11:22 AM		Periods are 49 minutes including pass time				
	Lunch1	11:22 AM	0:20	11:42 AM						
	Passing	11:42 AM	0:03	11:45 AM						
	Pr 4	11:45 AM	0:46	12:31 PM						
	29 minutes between lunch 1 & Lunch 2									
	Pr 4	11:22 AM	0:46	12:08 PM						
	Passing	12:08 PM	0:03	12:11 PM						
	Lunch 2	12:11 PM	0:20	12:31 PM						
	Passing	12:31 PM	0:03	12:34 PM						
	Pr 5	12:34 PM	0:45	1:19 PM						

	Passing	1:19 PM	0:03	1:22 PM						
	Pr 6	1:22 PM	0:45	2:07 PM						
	Passing	2:07 PM	0:03	2:10 PM						
	Pr 7	2:10 PM	0:46	2:56 PM						

This schedule can be implemented if the number of parents opting for remote learning is enough to service the remaining half in addition to our high needs students.

Below are more specifications to the Hybrid Plan.

Action Plan	Pre-COVID-19	Hybrid of Remote & In Person
	Moving from a 6 day cycle to a 2 day cycle	<ul style="list-style-type: none"> Students will be assigned to either a Cohort A or a Cohort B; they will attend class in person during their assigned cohort designated days. Students will stay home during their assigned cohort remote learning days, complete their assignments on those days through: Morning Advisory check ins; Google Classroom assignments; pre-recorded video and lessons; small group conversations supervised by TAs and other support staff; and check in by individual teachers as scheduled. To place students 6 feet apart in the Hybrid plan, we must add a 6th learning community; in addition to the purchase of extra desks & chairs, the hiring of 4 core teachers, 1 special education, and 1 world language teacher; plus the .2s for each exploratory class. Classes will not necessarily be split exactly evenly between cohorts. Students will earn letter grades as they would in a normal year. Teachers will design curriculum and lesson plans to switch to remote, if necessary. Parents will receive weekly communication from teachers as a learning community and/or per subjects.
	Fall start date: Sept. 8th	COVID-19 Driven Start date: Sept. 16th The start of the school year will be delayed to allow for more time to plan for teaching; time to rewrite health related routines and procedures; create internal schedules

		to deliver healthy protocols in and out of the classrooms.
	Responsive Classroom Advisory Model	<ul style="list-style-type: none"> • In September & October, teachers will intentionally focus on & embed relationship building in their routines and if necessary, be ready to switch to fully remote. It is the expectation that (social emotional wellness (SEW) will be smartly embedded into all interactions in every class, everyday, for each individual student. • Wellness curriculum will be: responsive classroom, the same as previous years. Students in each Advisory will receive community building lessons through advisory sessions daily.
	Teacher planning and Professional Development needs	<ul style="list-style-type: none"> • When one cohort is in the building (in-person instruction), the other cohort is at home working independently. • Teachers will plan and collaborate with their teams & under the guidance of Curriculum Department Heads to create a pacing guide to address important standards for each subject/grade level.
	Supporting E.L.	<ul style="list-style-type: none"> • Students identified as having high needs “ Such as students with disabilities who spend 25% or greater of their time in substantially separate classroom settings; and students who are English Learners at WIDA level 1 or 2 are exempt from Hybrid Learning.” They will be in attendance daily, even if the entire district goes to hybrid.
Free to come in any door	Assign entrances for students	<ul style="list-style-type: none"> • Upon arrival students will be assigned a door to enter the building based on their Learning Communities. • Students will be trained during pre-orientation correspondence to parents/guardians; at in-person or virtual orientation to learn the new entry protocols
	Hiring	<p>Hire additional staff to support:</p> <ul style="list-style-type: none"> • Hallways supervision for arrival and departure; • Substitute teachers to temporarily take on assignment of teachers who are opting out of in-person teaching. • Substitute teachers to cover non-COVID-19 teacher illnesses/absence

In-person Teaching & Learning for High Needs students

Action Plan	Pre-Covid 19	Hybrid of Remote & In Person
	5 LCs with 100+ students	<ul style="list-style-type: none"> This model would decrease the number of students in school while improving on the arrangement of the physical space providing 6 feet of distance or better.
		<ul style="list-style-type: none"> It would avoid the need to add a 6th learning community, the purchase of extra desks & chairs, the hiring of 4 core teachers, plus the .2s for Exploratory classes.
	Moving from a 6 day cycle to a 2 day cycle	<ul style="list-style-type: none"> With half of the students present, teachers would be able to provide lessons in a format similar to pre-COVID-19 days. On their in-person days, students will be assigned to precise spaces when they are not in class.
	Sept 8th	<ul style="list-style-type: none"> Delay the start of school to allow for more time to plan and become comfortable with new regulations. New start date September 16.
	Learning Communities	<ul style="list-style-type: none"> Students will be assigned to one of two cohorts in order to ensure approximately half the student body is in each cohort and to try to balance cohorts within each class. Classes will not necessarily be split exactly evenly between cohorts.
		<ul style="list-style-type: none"> Students will earn letter grades as they would in a normal year. Teachers will design curriculum and instruction so as to be able to switch to remote if necessary.
	Responsive Classroom Advisory Model	<ul style="list-style-type: none"> In September & October, teachers will intentionally focus on & prioritize relationship building with students and if need be, be ready to switch to fully remote if/when that happens. Wellness curriculum will be: responsive classroom, the same as previous years. Students in each Advisory will receive community building lessons through advisory sessions daily.

	Teacher planning and Professional Development needs	<ul style="list-style-type: none"> • When one cohort is in the building (in-person instruction), the other cohort is at home working independently. • Teachers will need to work with their teams to create a way to teach the same materials remote.
	Supporting high needs	<ul style="list-style-type: none"> • Have the students who are high to moderate special needs and English language learners be in the building every day the school is open.
Free to come in any door	Assign entrances for the students	<ul style="list-style-type: none"> • Upon arrival students will be assigned a door to enter the building based on their Learning Communities.
	Hiring	<ul style="list-style-type: none"> • There will still be a need to hire additional staff to support; <p>Hallways for arrival and departure, teacher request to be remote and teacher illness</p>
Building Readiness		<ul style="list-style-type: none"> • Signage, outside and inside the building and in various languages. • Sanitizer stations in classrooms and hallways • Schedule for cleaning the building and classrooms before new cohorts enter. • Wellness sign in sheets • New location for teacher mailboxes • Revise instructions for fire drills and ALiCE drills
Classroom Readiness		<ul style="list-style-type: none"> • Assign mask breaks by class rooms • Signage inside and outside the classrooms • Establish floor plans • Teacher COVID kits
	Scheduling	<ul style="list-style-type: none"> • Moving from a 6 day cycle to a 2 day cycle • Can we cohort students by neighborhood? • Scheduling twins in the same Cohort not just the same LC.
	Special Education	<ul style="list-style-type: none"> • Students will follow their schedule as if it were a regular school day. • Wednesday would be a day for students to receive extra support in all academic areas. This will be

		<p>used for pre-teaching, reteaching, organizational skills and social emotional support.</p> <ul style="list-style-type: none"> • Co-Teaching, Inclusion and small group classes will be functioning as a typical school day. There will be a slight change in the co-teaching model from last year. This change will be that the special educator will be linked to one Learning Community instead of two learning communities where they co-teach in all four of the main academic classes. The reason for this change is to keep all staff and students in one learning community to reduce cross contamination of COVID-19. • Inclusion learning community will continue to have a special educator and teaching assistant throughout the school day to support the needs of students. • Small group classes will be scheduled with safety for staff and students in mind. • There will be a teaching assistant linked to each learning community in order to support the needs of the students within the co-taught and inclusion setting. Teaching assistants will support small group classes as needed.
	English Language Learners	<p>Pre Covid-19 ELL Students:</p> <ul style="list-style-type: none"> • Attend daily ELL classes. • Beginners have additional ELL class 2x per week (<i>ideally 4x per week</i>). • Practice listening, speaking, reading and writing skills through group, partner and independent class work. • A variety of strategies including modeling, multimedia, TPR, games, etc. are employed to facilitate English language acquisition. <p>Limitations during Covid-19:</p> <ul style="list-style-type: none"> • Less/Modified group and partner work for social distancing • Less/Modified use of effective strategies due to social distancing • Difficulty speaking/listening with facial masks • Limited peer interaction due to social distancing

		<p>Hybrid Reopening Option 1: all ELL students in one cohort (all in-school together)</p> <ul style="list-style-type: none"> • Students attend 2 in-school ELL classes per week. • Students have remote, synchronous classes 2.5 days per week • ELL Teacher is available during remaining periods on remote days to meet remotely as needed with students • Gen. Ed. content more accessible than all remote due to in school instruction/modeling • Students receive in person instruction/assistance with new technology 2 days per week and practice in school so they can work independently at home <p>Limitations:</p> <ul style="list-style-type: none"> • Less/Modified group and partner work for social distancing • Less/Modified use of effective strategies due to social distancing • Difficulty speaking/listening with facial masks • Limited peer interaction due to social distancing <p>Hybrid Reopening Option 2: ELL students split between 2 cohorts</p> <ul style="list-style-type: none"> • Students attend 2 in-school ELL classes per week. • Students have remote, synchronous classes 2.5 days per week • Gen. Ed. content more accessible than all remote due to in school instruction/modeling • Students receive in person instruction/assistance with new technology 2 days per week and practice in school so they
--	--	--

		<p>can work independently at home</p> <p>Limitations:</p> <ul style="list-style-type: none"> • Less/Modified group and partner work for social distancing • Less/Modified use of effective strategies due to social distancing • Difficulty speaking/listening with facial masks • Limited peer interaction due to social distancing <p>All Remote</p> <ul style="list-style-type: none"> • ELL students attend daily synchronous ELL classes • Beginning and Intermediate students need significantly differentiated gen ed. Assignments - <i>more so compared to in school instruction</i> <p>Limitations:</p> <ul style="list-style-type: none"> • Many ELL students are unable to access gen. ed content remotely • Majority of ELL parents are unable to assist students • Significant challenges with technology • Remote learning is simply not as effective for language learning
--	--	--

Remote

Full-time Remote - Teaching & Learning Synchronously

The Department of Education of Massachusetts, in its communiqué of July 24, 2020, titled “**Remote Learning Guidance for Fall 2020**” defines “**Remote Learning as follow:** “Remote learning constitutes structured learning time so long as a district’s remote learning model is consistent with the requirements of 603 CMR 27.08(3)(b) outlined above. Structured learning time is defined in the regulations

as “time during which students are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for study of the ‘core subjects’ and ‘other subjects.’ In addition to classroom time where both teachers and students are present, structured learning time may include directed study, independent study, technology-assisted learning, presentations by persons other than teachers, school-to-work programs, and statewide student performance assessments.” All the activities listed in this definition may be incorporated in or adapted to hybrid and remote learning programs, and we encourage districts to incorporate learning time activities that are both computer-based and non-computer-based.”

In the event we have to shift from a Hybrid or all-person model to an all remote model, our teachers and staff will be prepared to make a seamless transition. The in-person part of the hybrid schedule will in fact be duplicated virtually in a synchronous manner.

Remote learning will be conducted in the following way:

- All students will start their day in Advisory daily. This is part of the Gibbs 6th Grade School 6th grade school Tier 1 approach to S.E.L.
- In an all remote format, advisory groups will be 15-16 students versus 20-23, for “In-person” learning.
- To help families organize and support students learning at home, two-way communication shall be established between teachers and families.
- Teachers will send a daily task calendar to students & parents on a daily and/or weekly basis.
- The Gibbs staff learned a lot from their transition to asynchronous learning last spring. In preparation for the fall reopening, there will be an emphasis on planning synchronous learning to keep students engaged and connected with the class lessons. Teachers will do so by using background knowledge of the class, students’ interests, and a variety of platforms offered by the APS.
- Protocols for classroom engagement, school values (Understanding, Unifying, Unstoppable), COVID-19 safety protocols, hallways transition expectations, arrival & departure routines, etc. will all be taught, modeled, reinforced, and reminded in a thoughtful and gradual manner.
- Parents/guardians of students with high needs, an IEP and/or ELL services will receive additional information to understand how those services will be provided.
- Academic expectations, homework, and grading policies will be covered during orientation and in class.
- Behavioral expectations, and proper etiquette for electronic use and access to /technology will be addressed during orientation and throughout the school year.

- Students will attend class daily and full-time, not in the modified version that was offered in the spring; classes are from 8:30- 2:56 with a 30 minutes dedicated for lunch and regular opportunities for brain break during and between courses.
- Some of the Unified Arts classes may need to be creatively modified, nevertheless, students will be taught essential, useful, and relevant aspects of the subjects.
- **A visual of our All Remote daily schedule.**

		Monday	Tuesday	Wednesday	Thursday	Friday
		All Remote/ High Needs In-person	All Remote/ High Needs I n-person	All Remote Everyone	All Remote/ High Needs In- person	All Remote/ High Needs In- person
Adv	8:30	Advisory	Advisory	Announcements & Advisory	Advisory	Advisory
Pd.1	8:53	English	English	9:00 - 9:51 BCO/ CO-TO	English	English
Pd.2	9:42	Math	Math	9:54 - 10:45 W.I.N./CO-TO	Math	Math
Pd.3	10:31	Science	Science	10:48 - 12:09 W L/ CO-TO	Science	Science
Pd.4	11:43	Anc Civ	Anc Civ	11:13 - 11:43 Lunch	Anc Civ	Anc Civ
Pd.5	12:32	PE	World lang	Asynchronous Learning & O.H.	PE	World Lang
Pd.6	1:21	ELC	ELC	Asynchronous Learning & O.H.	ELC	ELC
Pd.7	2:10	W.I.N.	W.I.N.	Asynchronous Learning & O.H.	W.I.N.	W.I.N.

KEY of Hybrid Rotation
ELC= FACS, Art, CompSci, Tech, Music
World Lang (WL)- French, Spanish, Mandarin, Latin
W.I.N.= Math Intervention, Reading Intervention, Ac Support or a Study. We may be able to put some BCO in this space if we have a place for students to work

5 terms 1 for each ELC
O.H. = Core Teachers' Office Hrs

C - Themes from Students Services Team Listening Sessions

Family Listening (N=172)

▸ Themes from the effects of COVID and remote learning

1. The younger the child and the more needs a child has, the more difficult it is on families to manage remote learning.
2. Families recognize social skills and emotion regulation skills are regressing, especially for students at elementary school ages.
3. The challenges and responsibilities associated with remote learning are having detrimental effects on family relationships. Family effects are greatest on those with low access to resources and/or with children who have special needs.
4. Parents and caregivers want an additional, consistent forum to communicate and work with the schools, and with each other, outside of the classroom context.

Student Listening (N=225)

▸ Themes from the effects of COVID and remote learning

1. Children really miss their friends and really miss their teachers.
2. They're struggling with social isolation ("I'm lonely").
3. Students recognize remote learning was necessary and are adapting to the new learning environment.
4. Children expressed worry about the physical safety of themselves, and others, regarding the virus.

Staff Listening (N=23)

▸ Themes from the effects of COVID and remote learning

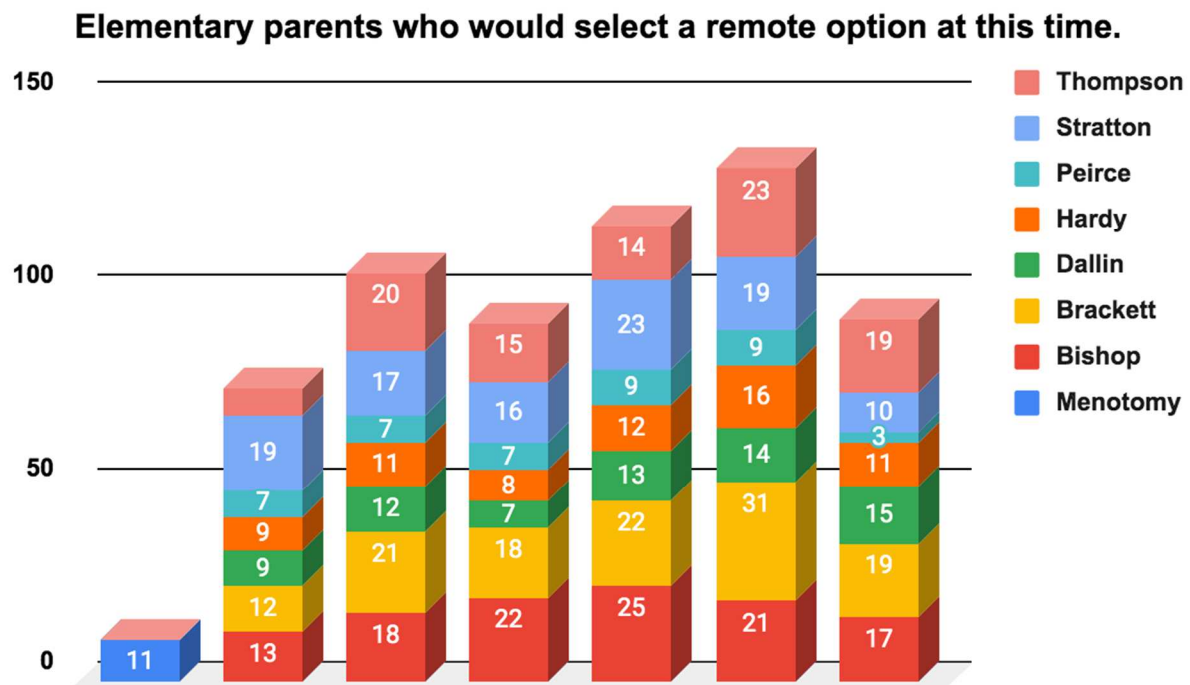
1. Universal negative emotional experience with profound personal impact.
2. Teachers with children are going through an enormous struggle to tend to their instructor responsibilities and their parental responsibilities at home.
3. They give credit to the administration and appreciate their efforts.

4. Staff are worried that the school experience will be fundamentally altered in the future, with greater emphasis on remote learning and “split” experiences.

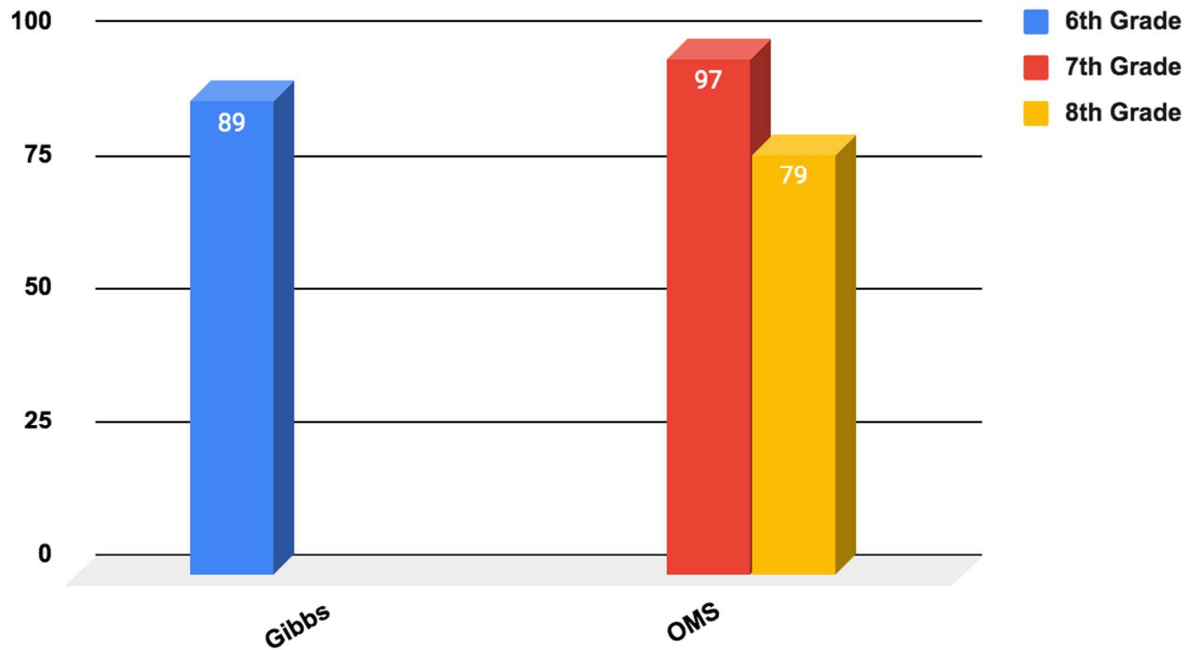
D - Results of Parent Survey

[Results of the Family Survey](https://datastudio.google.com/reporting/8c30ddfd-2b0b-468e-9034-8f748b4a6efc/page/BmF3) distributed in summer 2020 are available and shared here:
<https://datastudio.google.com/reporting/8c30ddfd-2b0b-468e-9034-8f748b4a6efc/page/BmF3>

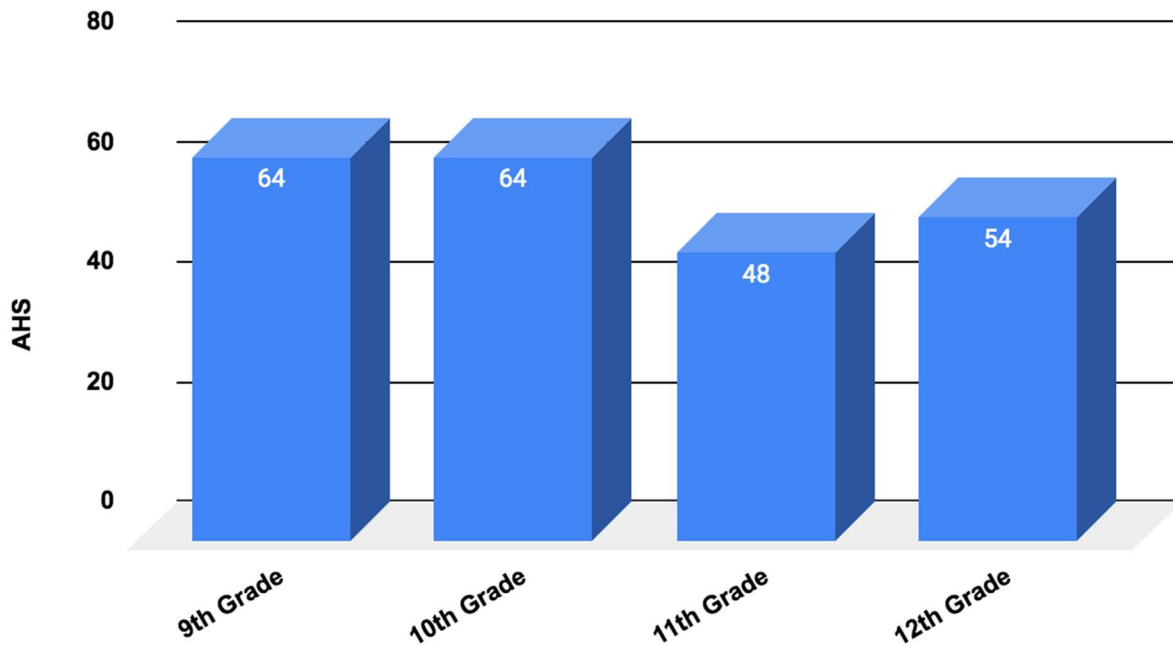
The following charts show the numbers of parents preferring a remote option at this time.



Middle school parents who would select a remote option at this time.



AHS parents who would select a remote option at this time.



E - Results of Staff Survey

[Results of the Staff Survey](#) distributed in summer 2020 are available and shared here:

<https://datastudio.google.com/reporting/35719f62-0cb2-450b-965c-6bc71836b40f/page/BmF3>

F - Our Climate Spring 2020

The district prepared a [School Climate Report](#) in spring 2020

WE'RE
ALL
IN THIS
TGETHER
SIX FEET
APART

Fwd: questions re: Facilities

Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>
Draft To: Jane Morgan <jmorgan@arlington.k12.ma.us>

Mon, Aug 10, 2020 at 12:26 PM

From: **Jane Morgan** <jmorgan@arlington.k12.ma.us>
Date: Mon, Aug 10, 2020 at 12:18 PM
Subject: questions re: Facilities
To: <JFeeney@town.arlington.ma.us>, Kathleen Bodie <kbodie@arlington.k12.ma.us>

Hi Jim,

Here are the questions from the committee for tonight.

Best,
Jane

General

What are the plans to improve the ticketing system for facilities needs district-wide? What are the key performance indicators that can be reported back to the School Committee to show that the system is improving overall? [Morgan]

What is the status of window repairs and screen installations? [Morgan]

Has a full window inventory been taken, such that every classroom has at least one functioning window with a screen? [Exton]

What is required to purchase tents and get permits for tents? [Thielman]

Is there a plan to rent or buy tents for outdoor use? [Exton]

Is there any state or federal standard the district is using to determine appropriate ventilation in a school or classroom? [Thielman]

What is the status of making sure that HVAC units in every classroom throughout the district are working and up to standard? [Thielman]

With data now showing that the illness is transmitted through the air and with less of a focus on surface transmissions, why do we need to close the schools each Wednesday for cleaning? What will you accomplish Monday/Tuesday and Thursday/Friday in cleaning classrooms after school? What more do you need to do on Wednesdays that you cannot accomplish the other days? [Thielman]

What is the status of placing additional signage, fixtures, sneeze guards, etc. throughout the district? What will be accomplished by the start of school? [Thielman]

How often will fogger machines be running? [Thielman]

Is Arlington ordering any HEPA air purifiers for rooms that cannot be appropriately ventilated with outside air? [Exton]

Arlington High School

On AHS and in general, I understand we want to maximize fresh air intake to the extent possible, that more fresh air is always better, but is there not some point where the fresh air intake is sufficient given masking and 6 foot spacing? How are we determining that certain space is safe for our special needs population but other space is not safe without HVAC modifications? [Kardon]

What are the repairs needed to the high school to improve ventilation? Can you please send us the report indicating the need for repairs? Was the evaluation done by a vendor? How much do the repairs cost? What repairs can be made prior to September 21? [Thielman]

MA guidance calls for a uni-vent fan that brings in and filters fresh/outside air. My understanding is that the uni-vent fan needs to be “on” and controls must be set to “high”. Using this standard or another standard (see question 1), please respond to the next three questions:

1. Of our 52 classrooms, how many do not have proper ventilation? Under what standard?
2. Of our common areas (gym, cafeteria, hallways), which ones have proper ventilation and which ones do not?
3. Of our staff offices, what number or percentage do not have proper ventilation?
4. In total, how many classrooms, hallways, and common spaces can the high school use which meet ventilation standards? What percentage of the total space is usable and what percentage is not usable? What is the standard for determining this? [Thielman]

What will it take, money and time, to make the high school safe for students to return in either a hybrid or full entry mode? [Hayner]

Ottoson

I'm confused about the issues at Ottoson. According to Dr. Bodie, we either need to repair leaks in some tubing OR we need to open the dampers to let in more fresh air. That doesn't make much sense - they seem to be 2 different issues - but perhaps there is an explanation. If we open the dampers, we then need to close them when we turn on the heat - but then won't there be an issue with no fresh air? If there is going to be fresh air issue when we turn on the heat, which I believe was indicated at the last meeting, is it really so much worse to start the school year in the same state, but with windows open? What is the plan for heating season? [Kardon]

If Facilities does not have the time to do the repairs at Ottoson, what will it cost to have an outside vendor do it? How long will they take? Will these repairs deal with the need to manually open and close the dampers at Ottoson? [Hayner]

What is the cost of doing repairs to the tubing system? How long will it take to do the repairs? What can the School Committee do to accelerate the repairs? Can we hire additional people to do the repairs at OMS? Can we pass a motion requesting that the town fund this and make it a priority? [Thielman]

What is the least costly option – open the dampers now and close school for 2-3 weeks in October or repair the system now and open school later? [Thielman]

Gibbs

Are there any concerns with HVAC/ventilation in that building? [Thielman]

Elementary

Are there any classrooms or areas of schools in our elementary schools that do not have proper ventilation. If so, by what standard? [Thielman]

What is the status of any repairs to HVAC systems in our 7 elementary schools? [Thielman]

Jane P. Morgan
Arlington School Committee
jmorgan@arlington.k12.ma.us

--

Jane P. Morgan
Arlington School Committee
jmorgan@arlington.k12.ma.us

--

Karen Fitzgerald
*Administrative Assistant to the
Arlington School Committee/
Superintendent of Schools*
869 Massachusetts Avenue, 6th Floor
Arlington, MA 02476
781-316-3540
kfitzgerald@arlington.k12.ma.us

If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do seu filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant - 如果你需要这份文件翻译, 请联系您的孩子的学校 - إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال بمدرسة طفلك/طفلتك، -



Town of Arlington, Massachusetts

8:30 p.m. Financial Report on Covid-19, M. Mason

ATTACHMENTS:

	Type	File Name	Description
▢	Budget Document	COVID-19_Financial_Report_-_August_10__2020_(1).pdf	Covid 19 Financial Report 8 10 2020 MM



Arlington Public Schools

*869 Massachusetts Avenue
Arlington, Massachusetts 02476
Telephone: 781-316-3511*

*Michael Mason, Jr.
Chief Financial Officer*

To: Arlington School Committee
From: Michael Mason, Jr., Chief Financial Officer
Re: COVID-19 Financial Report
Date: August 10, 2020

Dear Arlington School Committee Members,

At the request of the School Committee, a COVID-19 financial report is included for your review. This financial report is one report among many that will be provided to the Arlington School Committee in order to keep the members apprised of what the district has spent to date in efforts to either to mitigate COVID-19 transmission or costs directly affected due to COVID-19.

The attached report is a report of expenditures and revenues by object expense description as of **August 7, 2020**. This report is segmented by each fund type that is supporting the COVID-19 related expense activities. The fund types are as follows:

Municipal CARES Funds

On May 14th, 2020, the Baker-Polito administration announced the availability of \$502 million for the Coronavirus Relief Fund - part of the CARES Act - to local cities and towns for eligible costs related to the COVID-19 response effort. The town of Arlington is eligible to receive a total amount of \$4,022,564. Allocations and how the funds to be used can be found [here](#).

This initial amount made available was approximately 25% of the state allocation from the Coronavirus Relief Fund.

On June 5th, the town submitted how the district intended to use funds and it will continue to do so on a rolling basis.

Elementary and Secondary Education Emergency Relief (ESSER) Funds

Elementary and Secondary Education Emergency Relief (ESSER) Fund provides resources to school districts to address the impact the Novel Coronavirus Disease (COVID-19) has had and

continues to have, on elementary and secondary schools. Districts must provide equitable services to students and teachers in private schools as required under the CARES Act.

Awards were based on each district's share of funds received under Title I, Part A of ESEA in FY2020. Arlington Public Schools has been granted \$154,245. If additional funds are made available, then additional funds will be allocated to districts. As of August 7th, the district received the initial 10% allocation of the awarded funds.

CvRF School Reopening Grant Program

The Coronavirus Relief Fund (CvRF) School Reopening Grants is to provide eligible school districts and charter schools with funding to support costs to reopen schools. This funding, \$225 per student based on FY21 foundation enrollment, is intended to supplement other resources that the Governor is providing to cities and towns for COVID-19 response efforts as well as funds made available by DESE through the Elementary and Secondary School Emergency Relief Fund (ESSER) grants.

Arlington Public Schools allocation is based on a foundation enrollment of 6,081, granting the district an allocation of CvRF funds in the amount of \$1,368,225. These funds can be used for expenses related to COVID-19 from March 1, 2020 to December 30, 2020. The district will be applying to use these funds and has until August 30th to submit to use these funds. These funds are not reflected in this report because the district has not submitted and set up the accounts to manage these funds.

General Fund (Town Appropriation)

The general fund is funds that the school committee appropriates as part of their budget that includes state aid and a local contribution. Many expenses related to COVID-19 have been parked here until additional funding is available to support the expenses such as CvRF, CARES Act, ESSER and FEMA reimbursement funds. When the district does receive the other funds, the related expenses will be moved to the appropriate fund and will be reflected in this report.

If you have any questions, please contact the Business Office.

**Arlington Public Schools
COVID-19 Financial Report
As of August 7, 2020**

FUND DESCRIPTION	OBJECT DESCRIPTION	ACTUAL	ENCUMBERED	TOTAL
CARES Act	4310 - FEDERAL REVENUE	(775,317.18)	0.00	(775,317.18)
	578919 - COVID-19 EXPENSES	682,473.63	92,843.55	775,317.18
CARES Act REVENUE TOTAL		(775,317.18)	0.00	(775,317.18)
CARES Act EXPENSE TOTAL		682,473.63	92,843.55	775,317.18
ESSER Funds	7310 - FEDERAL REVENUE THRU STATE	(15,424.00)	(138,821.00)	(154,245.00)
	81201 - TEACHER STIPENDS	4,725.00	0.00	4,725.00
	81201 - TEMP SALARIES PROFESSIONAL	4,475.00	0.00	4,475.00
	87207 - Title II St Agnes Training	0.00	3,867.83	3,867.83
	87208 - TITLE IIA-ARL CATHOLIC	0.00	4,055.92	4,055.92
ESSER Funds REVENUE TOTAL		(15,424.00)	(138,821.00)	(154,245.00)
ESSER Funds EXPENSE TOTAL		9,200.00	7,923.75	17,123.75
General Fund	81111 - Administration Sal & Wages	25,724.17	0.00	25,724.17
	81112 - TEACHER SALARY & WAGES	12,218.70	0.00	12,218.70
	81113 - CUSTODIAL SALARIES	23,996.11	0.00	23,996.11
	81115 - CLERICAL SALARIES	11,205.85	0.00	11,205.85
	81117 - OTHER FULL TIME SALARIES	7,710.37	0.00	7,710.37
	81201 - TEMP SALARIES PROFESSIONAL	1,310.75	0.00	1,310.75
	82904 - CUSTODIAL SUPPLIES CLEANING	44,517.94	0.00	44,517.94
	83101 - PROFESSIONAL TECH SERVICES	750.00	0.00	750.00
	84399 - MISC MAINTENANCE SUPPLIES	432.91	19,455.50	19,888.41
	85103 - INSTRUCTIONAL MATERIALS	195.95	0.00	195.95
	85201 - MEDICAL SURGICAL SUPPLIES	134.00	58,785.22	58,919.22
	85804 - COMPUTER SOFTWARE	1.74	3,450.00	3,451.74
	88501 - CAPITAL EQUIPMENT/FURNITURE	1,599.98	1,439.98	3,039.96
	88550 - COMPUTER EQUIPMENT HARDWARE	49,159.92	174,000.00	223,159.92
SCHOOL COMMITTEE APPROPRIATION		(436,089.09)	0.00	(436,089.09)
GENERAL FUND EXPENSE TOTAL		178,958.39	257,130.70	436,089.09
SCHOOL COMMITTEE APPROPRIATION (LOCAL)		(436,089.09)	0.00	(436,089.09)
COVID-19 RELATED REVENUE TOTAL		(790,741.18)	(138,821.00)	(929,562.18)
COVID-19 RELATED EXPENSES TOTAL		870,632.02	357,898.00	1,228,530.02



Town of Arlington, Massachusetts

8:50 p.m. Superintendent's Report, K. Bodie



Town of Arlington, Massachusetts

9:10 p.m. Consent Agenda

Summary:

Approval of Warrant: Warrant 21012 dated 7/28/2020 in the amount of \$4,627,118.03

Approval of Minutes: None



Town of Arlington, Massachusetts

9:20 p.m. Policy:First Read EBC, BEDB, JJK

Summary:

File EBC Supplemental: Policy Issues for the Pandemic
File BEDB: Agenda Format/Preparation and Dissemination
File JJK: School Logos and Trademarks

--

ATTACHMENTS:

Type	File Name	Description
▢ Policy	policies_and_Proceedures__08_06_2020.pdf	Policies and Procedures minutes 08 06 2020 EBC, BEDB, JJK

Arlington School Committee
Standing Subcommittee: Policies and Procedures Subcommittee
Thursday, August 6, 2020

5:30 p.m.

Meeting conducted by remote participation.

https://us02web.zoom.us/webinar/register/WN_VOGLurwBT66ONXPeSWE4OQ

The meeting was recorded.

Draft Minutes

The meeting was called to order at 5:35 p.m.

Dr. Allison Ampe read the governor's executive order suspending certain provisions of the Open Meeting Law, providing for remote meetings due to the pandemic.

A roll call was taken to establish remote presence in the meeting.

Kirsi Allison-Ampe	Present	Bill Hayner	Present
Paul Schlichtman, Chair	Present		

Public Comment: None

Approval of minutes June 2, 2020

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the minutes of May 6, 2020. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

File EBC Supplemental: Policy Issues for the Pandemic

The subcommittee reviewed the policy recommended by the Massachusetts Association of School Committees (MASC).

Dr. Allison-Ampe and Mr. Hayner described the language pertaining to File JH: Attendance as confusing. Mr. Schlichtman said he would check in with MASC

Dr. Allison-Ampe and Mr. Hayner asked if the provisions for Privacy of Students (JRA) and Illness and Contact Tracing (JLCC) were in conflict. . Mr. Schlichtman said he would check with counsel.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to advance to first reading, with the understanding of the need to get advice from counsel regarding privacy, health data, and contact tracing. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

File KDAB: Temporary Signs and Banners

The subcommittee discussed the need for a policy regarding signs and banners. Mr. Schlichtman shared a draft policy that he wrote after consulting with town counsel. Dr. Allison-Ampe said she requested an explanation of counsel's thinking, but he is on vacation this week. Mr. Hayner stated that permitting residents to post banners on school property, without any regulation, would create a public forum. Mr. Schlichtman described his discussion with counsel in which Mr. Heim discussed the right of the committee to engage in governmental speech.

The discussion concluded with the recommendation that the proposed File KDAB be shared with the full committee, with the understanding that the school department should not permit banners on school policy until we are able to adopt a satisfactory policy supported by counsel.

File BEDH and BEDH-E: Public Comment at School Committee Meetings

Mr. Schlichtman noted the subcommittee recommended some revisions to BEDH and BEDH-E, but the revised policies were put aside as provision 6 in BEDH appeared to conflict with the court ruling in Spaulding v. Town of Natick School Committee.

Dr. Allison-Ampe provided a link to a Boston Bar Journal article describing the ruling. <https://bostonbarjournal.com/2019/06/06/spaulding-v-town-of-natick-school-committee-allowing-free-speech-while-accomplishing-municipal-work/>

Mr. Schlichtman recommended new language to cure the flaw in provision 6. The subcommittee agreed to continue discussing the policy after a review and explanation by counsel.

File BEDB: Agenda Format/Preparation and Dissemination

Mr. Schlichtman began a discussion of File BEDB, with the intent of adding an agenda category for action items, and advancing this item in the order of meetings. He proposed language to tighten requirements for posting items two days before the scheduled meeting. Mr. Hayner suggested changing the deadline for posting materials for public viewing to 24 hours before the committee meeting.

Dr. Allison-Ampe said she didn't think amending the policy would produce the changes we desire, and the current policy could provide the results we are seeking. Mr. Schlichtman said the revised policy would fortify the chair's ability to align meetings to the expectations of the committee.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to bring forward File BEDB, as amended, for discussion and first read. **Roll Call:**

Kirsi Allison-Ampe	No	Bill Hayner	Yes
Paul Schlichtman	Yes	(2-1)	

File ACAB: Harassment

The subcommittee considered a replacement to File ACAB published by MASC. According to MASC:

The June MASC Bulletin contained an article relative to the US DOE changes to Title IX Regulations. We have been working with MASC General Counsel Stephen Finnegan to create a

model policy that addresses the issues created by these changes. While it appears this action was taken to force colleges to comply with due process requirements, it also applies to K-12 education. Effective August 14, 2020, school committees are required to adopt an evidentiary standard of either preponderance of the evidence (greater than 50% chance that the claim is true) or beyond reasonable doubt standard (proof that is close to reasonable certainty).

There are certain conditions that are referenced in the policy concerning the adoption of the evidentiary standard. MASC strongly urges School Committees to consult with legal counsel concerning the adoption of the evidentiary standard and the policy itself.
<https://masc.us8.list-manage.com/track/click?u=9bb314415bc62a896bc733a76&id=77df80ff17&e=4aead344f6>

Citing the complexity of MASC's proposed replacement, and their advice to consult with counsel before moving forward, the subcommittee chose to postpone discussion to the next meeting.

File FAB: Athletic Facilities Improvement Needs

Last year, the subcommittee previously recommended the deletion of File FAB, but the school committee declined to delete the policy. Dr. Allison-Ampe said she would like to think about amending it, rather than deleting it. The subcommittee chose to postpone discussion to the next meeting.

File JJK: School Logos and Trademarks

The subcommittee discussed the need to amend this policy, as Arlington High School Principal Matthew Janger is working with students to select a new logo for the school. The subcommittee recommends inserting a new provision 2, requiring a vote of the school committee to approve slogans and logos. The subcommittee also recommends providing the superintendent with the ability to approve variations, as teams and clubs might want to customize the official logos or slogans.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to recommend File JJK, as amended, for first read. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

File EBCFA: Face Coverings

On August 5, MASC sent a recommend Face Coverings policy to school committees. Members of the subcommittee viewed the proposed policy as duplicative of emergency declarations, and potentially unnecessary. The committee chose to defer action to a future meeting.

Future Agenda Items

Mr. Schlichtman said he would accept future agenda items by request.

Adjourn

On a **motion** by Dr. Allison-Ampe, **seconded** by Mr. Hayner, it was **voted** to adjourn at 7:15 p.m. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

File: EBC Supplemental. General (Interim) Policy on COVID-Related Issues

The Arlington School Committee takes note of the COVID-19 emergency; resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education.

Therefore, the school committee establishes an emergency, interim policy to:

- promote public safety and safety of students and faculty,
- maintain to the extent possible the high and efficient level of educational services,
- ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk, and
- comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government, and expedite the safest strategy for returning students to school.

The school committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the superintendent, make such modifications to the “back to school plan,” and district policy, and will authorize the superintendent to suspend, revise or create protocols to facilitate the safe return to school.

The superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the school committee as needed.

The school committee will authorize the superintendent to act expeditiously in executing the “back to school” plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community. **The superintendent shall notify the school committee of such actions.**

The “back to school” plan shall constitute the policy of the school district during the pandemic emergency, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.

- General district goals affected by the pandemic.

The superintendent, with the advice and consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor. Such suspension of policy shall expire upon the end of the emergency as declared by the governor.

The goal of emergency pandemic policies shall be to:

- ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
- provide the most effective educational services as possible to students under the circumstances;
- authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
- conduct the district business and operational functions of the district as efficiently as possible;
- allow the superintendent and staff to act quickly to carry out a “back to school” plan and,
- facilitate the re-establishment of a safe and productive school day and year.

- Student assignment to schools (File JCA)

Subject to the guidance from the Department of Elementary and Secondary Education, the superintendent may suspend or revise the assignment of students to schools, including the assignment of new students for such a period as the emergency declaration is in force.

- School calendar (File IC/ICA)

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or revise the school calendar with the approval of the school committee.

- Class size (File IIB)

In order to maintain healthy, safe, and effective classrooms, the superintendent may suspend district policy on class size, subject to the provisions of the collective bargaining agreements where applicable.

- Attendance (File JH)

Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between ~~and~~ absences (when appropriate, including the link between attendance and grades) and, chronic absence policies, and accommodations for students requiring special placements.

- Time on learning (File IC/ICA and ID)

Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the

superintendent may suspend or amend requirements for time on learning for the duration of the COVID pandemic.

- Grading and retention (File IKE)

In accordance with guidance from the Department of Elementary and Secondary Education, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district for grading and retention of students.

- Local graduation requirements (File IKF)

In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district regarding graduation requirements. ~~DUPLICATE STATEMENT IN SPECIAL EDUCATION~~

- Special education (File IHB, IHBA, IHBAA, IHBF)

The superintendent and school committee should be mindful that attainment of a high school diploma may render certain students ineligible for further services.

- Discipline and Suspension/Expulsion with home schooling rights (File JIC, JK)

The “back to school” plan recommended by the superintendent and subject to the approval of the school committee shall contain protocols for serving students who are disciplined or suspended during the pandemic emergency.

Further, the superintendent shall provide in these “back to school” plans provisions for students **who** were disciplined or suspended ~~or who may elect to remain at home under the provisions of the policies related to home schooling,~~ or who may elect remote learning in the interests of safety or health concerns.

- Exemptions for particular groups of students (i.e., use of masks for youngest children, high risk students) (File JL)

The superintendent shall provide protocols to principals and teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address exemption for utilizing support animals.

- Job descriptions (File GCA)

The superintendent may revise job descriptions for district staff, considering the provisions of current collective bargaining agreements, in order to secure the safety and health of students and staff, establish effective communications between school and community, maintain facilities, transport students as needed,

provide food services, and acquire necessary materials to operate schools safely and securely during the pandemic. The superintendent will inform the school committee of any such changes. Any changes to job descriptions shall expire at the end of the declared emergency situation.

- STUDENTS AT RISK (JIE, JL, JLC, JLCC)

During the COVID pandemic, the superintendent or principal of a school may revise or suspend provisions of policy to facilitate the education of students at risk or with special physical needs or their family caregivers, including, but not limited to caring for or educating students with disabilities, illness, pregnancy, childrearing responsibilities, or special education needs consistent with law and regulation.

- Privacy of Students. (File JRA)

During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, **health data**, economic status, and other such information as may be considered confidential by law.

Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.

- Pivoting back to remote learning, or back to in-school instruction

The superintendent shall incorporate into the “back to school” plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.

- Home schooling File IHBG (temporary), home-bound instruction File IHBF (e.g., students with physical disabilities) and remote instruction for students in quarantine

The “back to school” plan shall provide for students who are temporarily homebound due to illness, quarantine, or disability.

- Public Safety Officers, including the school resource officer (~~MOA with the local police.~~)

Subject to current law or regulation, the superintendent shall report to the school committee of any change in status of the school resource officer. (~~If the district eliminates visitors to school during the school day, the SRO may be impacted.~~)

- Eligibility for participation in extra-curricular activities, including sports (File JJ)

Subject to law, regulation and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.

- Attendance vs. participation in events (File JH and Student/Athletic Handbooks)

Subject to law, regulation or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.

- Visitors in schools and buildings (File KI)

Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours.

- Illness and contact tracing (File JLCC)

Subject to the provisions of the “back to school” plan, the superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the COVID-19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons. (conflict with student privacy rights)

- Transportation and busing (File EEA, EEAA, EEAEC, EEAG)

Subject to current law and regulation, the superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEPs that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district “back to school” plan.

- Operations and plant maintenance (File EC, ECA)

Subject to the provisions of law, regulation and collective bargaining agreements, the superintendent may suspend or amend current policy to ensure the efficient operation of business functions and maintenance of school buildings and other such offices as the district maintains.

- **Notification:** The superintendent will inform the school committee if and when any of the above mentioned policies are suspended, amended, or changed by law or regulation.

File KDAB: Temporary Signs and Banners (draft proposal)

The Arlington School Committee recognizes that temporary signs or banners on school department property can be effective tools in which to communicate with the public. This policy establishes guidelines for approving and posting temporary signs or banners, with the understanding that the school committee is not establishing a public forum.

A building principal, or the superintendent of schools, may authorize the posting of a banner or temporary sign on school department property, provided:

- The sign or banner promotes a school sponsored event, such as an open house, athletic contest, or student performance.
- The sign or banner is an expression of civic engagement by a recognized student organization.
- The sign or banner supports a fundraising effort by a recognized student organization or parent organization (such as a PTO).

The school committee, by majority vote, may exercise its right to governmental speech by directing the superintendent to erect a temporary sign or display a banner on school grounds.

Any sign or banner must display the name of the school-based organization sponsoring the sign or banner.

Signs or banners may not be posted by individuals, or organizations not directly associated with the Arlington Public Schools. Organizations renting school department facilities for an event may not post temporary signs or banners without the authorization of the school committee.

Temporary signs or banners in support of, or in opposition to, a political candidate or ballot question, or any political purpose as defined by the Massachusetts Office of Campaign and Political Finance, shall not be posted on school department property.

File: BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires ~~citizens~~ **residents** of the ~~District~~ **town** to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that ~~all citizens~~ **individuals** who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public comment period shall ~~be~~ **extend to but shall not exceed** 20 minutes unless the Chair chooses to extend the time
2. Speakers shall identify themselves and will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
- ~~3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.~~
- 3. Although a public body may consider an unanticipated topic that was not listed in the meeting notice, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if those topics were not listed in the meeting notice. Committee members may ask clarifying questions through the chair, but discussion or action should be facilitated by using a motion to refer a topic to the appropriate subcommittee, or requesting a topic to be placed on a subsequent agenda.**
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them. ~~but in public session The Committee will not hear~~ **requests that** personal complaints of school personnel, ~~or nor~~ against any member of the school community, ~~Under most circumstances,~~ **should be addressed through** administrative channels, **as they** are the proper means for disposition of legitimate complaints involving staff members.

7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time. **Written comments presented to the Committee shall be included in the official record of the meeting.**

File: BEDH-E - GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter [30A Section 20](#)(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any ~~citizen~~ **person** who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up. They will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment ~~shall be for a period of 20 minutes and~~ shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any ~~citizen~~ **person** wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No ~~citizen~~ **person** may speak more than once without permission of the Chair. All ~~citizen~~ **persons** shall speak to the full Committee through the Chair and shall not address individual members or administrators. ` 11

3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

File: JJK - SCHOOL LOGOS AND TRADEMARKS

The Arlington School Committee believes that sports teams and other school based activities play an important role in projecting a positive image of the Arlington Public Schools and the community as a whole.

In order to ensure a positive and consistent representation of the school system to the community, it is incumbent upon the school administration to communicate to staff the expectation that:

1. ~~Only~~ Official slogans or logos shall be ~~Whenever a slogan or logo is used in connection with a school activity. it will be the officially designated slogan or logo.~~
Variations may be permitted if authorized by the superintendent or their designee;

2. Official slogans and logos shall be adopted by the Arlington School Committee, upon recommendation of the superintendent;

~~2.~~ 3. Any and all slogans and logos used in connection with school activities will be consistent with a standard of good taste; and

~~3.~~ 4. Staff members will exercise good judgment and use their best efforts to insure that use of slogans and logos meets these criteria.

The Superintendent may adopt appropriate procedures to carry out the intent of this policy.



Town of Arlington, Massachusetts

9:30 p.m. Subcommittee/Liaison Reports/Announcements

Summary:

- *Budget: Kirsi Allison-Ampe, Chair*
- *Community Relations: Bill Hayner, Chair*
- *Curriculum, Instruction, Assessment & Accountability: Len Kardon, Chair*
- *Facilities: Jeff Thielman, Chair*
- *Policies & Procedures: Paul Schlichtman, Chair*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- *Superintendents Search Process Committee, P. Schlichtman*

- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*



Town of Arlington, Massachusetts

10:00 p.m. Adjournment



Town of Arlington, Massachusetts

Submitted by Jane Morgan, Chair



Town of Arlington, Massachusetts

Correspondence Received:

Summary:

Questions and Comment emails from 4:01 p.m. July 30, 2020- 4:00 p.m. August 10, 2020 regarding Fall reopening school plans

Philip Tedesco*

James Sultan

Arlind Ruca

Jennifer White

Monique Noelle

Karen Petho

Hilary Clay

Erin Daly regarding survey

Barbara Goodman

Rachel Ostrow

Janet Marsden

Emily Klein

Susan Lucas

Donna Coco

Maria Merkulova

Will Eisner

Holly Rossi

Carrie Finison

Hazel Dean Davis

Gloria Donald-Sosnoff

Jennifer Firreno

Alex Bilsky

Kate Elliot

Maria Merkulova

Margaret Moore

Christa Beranek

Michelle Lambert

Hilary Clay

Laura McKenney

AEA Comments regarding Fall reopening

Rob Brachowski

Michelle and Brett Lambert

Kai-Ting Chuang

Heidi Rosenberg

Kara Baskin

Gina Lieberman de Burca

Jessica Kesner

Dean Carmen*

Steve Rosenstein

Dan White & Lise White

Alison Sekikawa

David Roger

Cindy ReVelle

Melissa Palermo
Nancy Butts
Stefanie Carlson*
Suzanne Trottier
Patrick Mongeau
Alison Sekikawa
Kimberly Serra*
Brian O'Haga
Christine Griffin
Nancy Butts
Emily Veader
Martina Sullivan
Lilly Smith
Katell Guellec
Jennifer Mansfield
Mary Beth Wilkes

Cambridge Public Schools Opening Plan August 4, 2020
On the Desktop from Commissioner Jeffrey C. Riley & the DESE July 30, 2020 Student Learning Time
Waiver Process
Projected enrollment numbers August 6, 2020
Extension Letter request of one day to August 11, 2020 to Commissioner Jeffrey C. Riley Aug 3
On the Desktop, DESE August 6, 2020 memo and ext deadline, and Feedback on Fall Reopening Plans and
Black Lives Matter emails
The Arlington SPED alliance (TASA)
Lauren and Robert Bellon*
Wyndham Ayares
Katrina Bernstein-Lewicke
Ilana Blatt-Eisengart
Lauren Bloom
Robin Bova
Kristin Chalmers
Pietra Check
Chris and Aurora Connor
Claudia Donnet
Stephanie Ettinger de Cuba
Jennifer and Shiela Hinckley
Mallory and David Kelts
Rebekah Lea
Jennifer and Joshua Mansfield
Michaela May
Rachel Ostrow and Chris Burns
Krasimira and Dimitar Petkov
Heather Phelps
Lisa and Adam Rodda
Deborah Savage, PhD
Sarah Thompson
Bill and Stephanie Trinkle
Mary Beth Wilkes
Antonella Zanobetti

In support of Black Lives Matter sign
Erin Fera
Josh Smift
Paula Jordan
Janine Duffy
Mandy Ellenwood

Jennifer Mansfield
Mia G. Mansfield
Patrick Mongeau
Rajeev Soneja
Ryan Heather Rosenstein
Steve Rosenstein

Elisa MacDonald
Jenna Fernandes
Emily Kathan
Sharon Convery Walsh
Samantha Martin
Claudia Donnet, Ph.D.
Kate Fractal
Rebecca Aaronson

DESE Submission email from Dr. Bodie July 31, Template Plans

PreK draft preliminary plans
Emails Rebecca Walsh Bradley

N Wadke
Steve Key
Tony Siddall
Jenna Fernandes
Amy Yeager
Randi Flynn
Betty Ferree
Danielle Monroe
Christine Griffin
Linda Kang
Robin Bova
Laura O'Brien
Judith Pfeffer
Cmon Suleiman
Sarah Tao
Ariana Gomez
Kate De Lisi
Katherine Sweeney
Jennifer Truesdale
Steve Key
Jessica Cable
Rachel Applebaum
Amy McCann Antczak

School Committee questions to Facilities

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance
<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>

ATTACHMENTS:

Type	File Name	Description
▢ Correspondence	On_the_Desktop_7_27_20_Additional_Staff_Training_Days_this_Fall_(1).pdf	On the Desktop 7 27 2020 DESE additional staff training days this fall
▢ Contract	MOU_between_DESE.MTA._AFT.BT.7.27.20_(1).pdf	MOU between DESE, MTA, BTU 7 27 2020
▢ Report	Arlington_Public_Schools_Projected_Enrollment_2020-2021_-_Enrollment_Numbers_-_July_27__2020.pdf	APS Enrollment Projections July 27, 2020



*News from Commissioner Jeffrey C. Riley & the
MA Department of Elementary and Secondary Education*

On the Desktop - July 27, 2020

Additional Staff Training Days this Fall

Dear Superintendents, Charter School Leaders, and Assistant Superintendents,

Our educators and staff are essential to our preparations for a safe and successful fall school reopening. Following collaborative discussions with the teachers' unions, I am announcing today that school districts will have 10 additional days at the start of the 2020-2021 school year to prepare for the reopening of schools. The full memorandum of understanding with the DESE, the Massachusetts Teachers' Association, AFT-Massachusetts, and the Boston Teachers' Union is attached. It states that DESE and the unions have a shared commitment to the safety and well-being of students, families, and staff; they are collaborating to support a successful start to the school year; and they recognize the need to provide additional time for educators and staff to prepare for the start of instruction.

To provide sufficient training for educators and staff, I will reduce the 180 day and student learning time requirements for the 2020-2021 school year to 170 days and 850 hours (for elementary schools) and 935 hours (for secondary schools), so long as districts begin providing instruction to students no later than September 16, 2020.

If a district is unable to meet the September 16, 2020 requirement, it may apply for a waiver. Any request for a waiver should be submitted by email to reopeningk12@mass.gov no later than Friday, August 14, 2020 and must include a full description of the justification for the request.

Sincerely,

Jeffrey C. Riley
Commissioner

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION,
THE MASSACHUSETTS TEACHERS ASSOCIATION,
THE AMERICAN FEDERATION OF TEACHERS, MASSACHUSETTS and
THE BOSTON TEACHERS UNION

WHEREAS: The safety and well-being of students, families, and staff has been and continues to be our top priority as an educational community.

WHEREAS: The Massachusetts Department of Elementary and Secondary Education (DESE), the Massachusetts Teachers Association (MTA), the American Federation of Teachers (AFT-MA), and the Boston Teachers Union (BTU) are working together collaboratively to support a successful start to the new school year.

WHEREAS: DESE, MTA, AFT-MA and BTU recognize and agree that in light of the COVID-19 pandemic, providing additional time for our educators and staff to prepare prior to the start of instruction of students is important for a safe and successful fall reopening.

NOW, THEREFORE:

1. DESE agrees that school districts will have 10 additional days at the start of the 2020-2021 school year before instruction of students begins, to work with educators to prepare for the new school year.
2. The Commissioner will reduce the 180-day and student learning time requirements for the 2020-2021 school year to 170-days and 850 hours (for elementary schools) and 935 hours (for secondary schools) so long as districts begin providing instruction to students no later than September 16, 2020. If a district is unable to meet the September 16, 2020 requirement, it may apply for a waiver.

For the Massachusetts Department of Elementary and Secondary Education:

DocuSigned by:

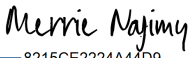
3E1B52534811464...

Jeffrey C. Riley, Commissioner

7/27/2020


Date

For the Massachusetts Teachers Association:

DocuSigned by:

8216CE2224A44D9...
Merrie Najimy, President

7/27/2020
Date

For the American Federation of Teachers, Massachusetts:

DocuSigned by:

AA400F1BA135499...
Beth Kontos, President

7/27/2020
Date

For the Boston Teachers Union:

DocuSigned by:

86450F69E6E64D3...
Jessica Tang, President

7/27/2020
Date

[illegible]