



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **Claremont Academy**

Claremont Academy

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James Looney M.Ed
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[Claremont Academy Website](#)
[Daily Health Screening Tool](#)

Dear Families,

Welcome to our hybrid reopening here at Claremont Academy. We are pleased to partner with you to make sure that your child is safe and learning while attending school in person. We want to remind you and your student that this opening is different from any previous year. There will be time taken in school on 3/29/21 and 3/31/21, 5/3/21 and 5/17/21 to review policies and procedures for attending school in person.

Please have your student begin to practice now how to wear masks properly and for extended periods of time. Please remind your student that our health and success depends on each of us doing our part to social distance and wear a mask. This is Ubuntu. Please remember that if your student is not feeling well they should stay at home. Complete the [Daily Health Screening Tool](#) each morning before school. And if the student or other household family members have been exposed to a COVID-19 positive individual they should remain home and isolate or quarantine per the guidance of your doctor. Please make sure we have your most updated contact information in our computer system.

Please review this document carefully with your student to ensure that both of you are aware of the policies in place to reopen school safely. And always remember to send your student to school with at least two face masks. Thank you for your partnership and cooperation. -Principal Plant

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Guiding Principles

Healthy Educational Environment

We will ensure that appropriate measures to protect the safety and health of our students and staff is a top priority by:

- providing clean and sanitized buildings
- investing in equipment to ensure air quality improvements and safety
- prioritizing COVID-19 mitigation training for staff and students and school routines have been designed to minimize risk

Robust Instructional Opportunities

We will provide high quality synchronous, asynchronous, and hybrid instruction to students during remote and hybrid learning time by:

- ensuring students have access to a district issued device and internet
- modifying curriculum programs to support multiple learning models
- continuous professional development integrating instructional technology
- providing modern research based learning platforms

Social Emotional Supports for Students

We are mindful of the pandemic's impact on students and we are prioritizing student well-being through:

- biweekly student SEL and academic needs survey
- specialized SEL support
- structured schedules with time for check-ins and small group time

Equitable Learning Opportunities for Students

We will provide high quality learning for all students through:

- ensuring that Students with Disabilities and English Language Learners receive appropriate support and instruction
- continuing to emphasize culturally responsive practices and learner-centered practices in all lessons
- providing varied accommodations in order to make learning accessible for all learners

Transparent Communication

We are committed to providing timely information to families and community members regarding the shifts and changes associated with COVID-19 school procedures through:

- frequent updates the website and provides translated information
- leveraging multiple ways to communicate with families: community forums, ConnectEd messages, text message, phone calls, social media and website updates

WPS is working closely with the Parabola Project to offer guidance, tools, and strategies to understand and minimize risks while maximizing learning and wellness during COVID-19.

-Parabola Project

Student & Staff Safety

District Guidelines

- Staff will receive comprehensive safety trainings including the viewing of a four part school safety reopening video
- Students are requested to bring two masks to school each day
- Masks and gloves will be available upon requests for all staff and students
- Masks will be expected to be worn at all times, except during mask breaks
- Six feet of social distancing guidelines will be followed
- The number of people within a closed area will be limited to reduce exposure to Covid-19
- Transition and directional plans will be created for safe movements throughout the building
- Students and staff will be trained in hand washing.
- Hand washing schedules will be created
- Hand sanitizers will be placed in every classroom and other key locations at all schools.
- Additional PPE and cleaning supplies will be available at our schools including masks disinfectant wipes, shields, gloves, hand sanitizer, and gowns for all needs

School Guidelines



Classroom Setup

District Guidelines

- Desks and tables will be three feet apart and will face the same way, starting 5/3/21
- Unused furniture may be removed to allow for more space
- Students will have seating assignments for contact tracing if necessary
- Signage of protocols will be posted

School Guidelines

- All teaching and learning spaces are set up with three (3) feet social distancing.
- At lunch time students will eat and maintain six (6) feet social distancing in classrooms.
- Students will have assigned seating in each learning space designed by their teacher.
- An electronic bathroom sign out sheet will be used once a student has received permission from their teacher to go to the bathroom. One student at a time will be allowed out of the classroom.
- In person students must come to school with their WPS issued chromebook, WPS issued charger and WPS issued headphones. No personal devices are allowed.

School Supplies

District Guidelines

- Each student will have their own school supplies
- Personal belongings will be separated and not shared with others
- For shared supplies there will be a cleaning protocol for disinfecting between uses
- Lockers will not be used during this phase of reopening; coats and backpacks will be allowed in the classrooms
- Students will be required to bring their chargers, earbuds, and district issued device fully charged to school each day
- Students should not bring their hotspot into school
- Students will not be able to use a personal device in school

School Guidelines

- Last chromebook distribution will be 3/12/21 from 9:30-11:30am
- In person learners are provided a loaner device if they forget their chromebook or can be issued one upon arrival if they missed the last distribution date.
- In person students must come to school with their WPS issued chromebook, WPS issued charger and WPS issued headphones. No personal devices are allowed.
- Students may use a backpack all day to carry the WPS supplies, a pen, pencil and an extra mask(s).

Student Transitions

District Guidelines

- Signage will be posted throughout the entire building to direct students' transition and maintain six feet distance.
- Hallways and stairways will be assigned as exit and or entrance points to avoid students passing each other face to face and crowding.
- When students transition staff will monitor transition to ensure six feet distancing.

School Guidelines

- Stay to the right please Students are expected to walk to their right. Traveling on the right will minimize contact with others and keep the flow of traffic at a safe distance. To The Right

- Hallways are one direction only during transition time.
- The main stairwell is split and the expectation is to walk on the right going up the stairs and to the right going down the stairs.
- Students can only use the back stairwell to go up the stairs.
- We will not use lockers for the remainder of the school year.

Arrival

District Guidelines

- Arrival will have staggered times to avoid large groups entering the building at the same time
- Social distancing will be maintained while entering the building with staff monitoring
- Students will go directly to classrooms when entering the building

School Guidelines

- The front Claremont door is the only door for entry. Students will only be able to enter school at 7:40 am. While outside students must maintain three feet distance for safety.
- Students will get a Grab & Go breakfast in front of the cafeteria and will immediately proceed to their first block period each day. Students will eat breakfast in class maintaining six feet social distancing at breakfast and lunch times.

Dismissal

District Guidelines

- Staff and students must maintain social distancing when preparing for dismissal
- Dismissal time will be staggered to avoid large groups exiting the building
- Students and staff must wear masks during the entire dismissal process
- Students walking home should maintain social distancing and mask wearing

School Guidelines

- Claremont students will pick up Woodland siblings in the second floor cafe. Outside of the gym.
- Students must stand 3 feet apart and depart using the front stairs.
- School is open for 15 minutes after dismissal. Dismissal time is 2:08pm.
- Parents and caregivers may dismiss students by calling 15 minutes before they plan to arrive and must have a picture ID when they enter the building. Please show your ID in the main office, sign the dismissal form and then wait outside the main office area for the student(s)
- There are no dismissals after 1:45PM.
- Dismissal from the Medical Waiting Room will be done over the phone by calling 508-799-3077. The student will be escorted to the front door for dismissal to their caregiver.

Breakfast and Lunch

District Guidelines

- All water bubblers and fountains will be shut off

- Food service will be providing water during the school day
- Breakfast will be grab and go or delivered to the classroom
- Lunch will be eaten in spaces designated by the principal
- Students will maintain six feet distancing while eating

School Guidelines



- Breakfast will be Grab & Go in front of the cafeteria and eaten in the first block class. Students will eat breakfast in class maintaining six feet social distancing at breakfast and lunch times.
- All uneaten food must be thrown away in the cardboard trash bins in each classroom space.
- Lunch will be eaten in classrooms. During this time there will be availability for mask breaks.

Mask Breaks

District Guidelines

- There will be scheduled mask breaks for students
- The breaks will be based on the students' age and needs
- Masks breaks will be conducted outside whenever possible
- When on a mask break the student will be in a designated area, maintaining social distancing

School Guidelines

- Mask breaks will be scheduled by grade level teams and individual teachers. All students should report to school with two masks daily.
- After multiple infractions of refusal to wear a mask, students will return to remote learning. Students are always encouraged to modify their behavior and wear their mask for their safety and the safety of others. Thank you students for your cooperation with mask wearing!

[Remember Two \(2\) Masks Please](#)



Hand Washing

District Guidelines

- Students and staff will be required to wash their hands frequently
- Hand washing with soap and warm water for 20 seconds is the recommendation
- Hand sanitizer will be available in every school

School Guidelines

- **CDC Guidance on hand washing:** [Handwashing](#)
- [CDC hand washing](#) [WHO Technique for washing hands](#)

- **Students and staff are encouraged to wash their hands and sanitize often during the school day.**

Bathroom Procedures

District Guidelines

- Safety protocols will be established at schools based on bathroom location and capacity
- Bathroom breaks will be carried out as they would during normal school times
- Students waiting for the bathrooms will be six feet apart and wear masks
- Signages will be posted to remind students to wash their hands
- Soap dispensers will be filled on a regular basis

School Guidelines



- **ONE student at a time in the bathroom.**
- **Students waiting for the bathrooms will stand three feet apart and wear masks at all times**
- **Signs are posted to remind students to wash their hands for 20 seconds with soap and water.**
- **Students will ask for permission to go to the bathroom, sign-out /sign-in online before they leave the classroom space.**
- **Students will provide their student ID and name to the staff at bathroom duty.**

School & Systemwide Staff Protocols

District Guidelines

- All school based and systemwide staff will be required to sign in at a designated area
- When visiting school buildings, masks will be worn by all staff and social distancing will be maintained
- Work spaces in the building may be utilized for specialized instruction
- Congregated work settings will be prohibited (such as teacher's lunch rooms)
- Teachers and staff will take breaks and eat in designated areas of the building as decided by the principal or supervisor
- Staff meetings will be held virtually
- Professional development will be held virtually

School Guidelines

- **Claremont teachers and staff will continue to use the online sign in daily no later than 7:35AM.**
- **Teachers and staff will minimize their time in the main office. Supplies and other requests will be made online.**

Visitor Access to the Building

District Guidelines

- Visitors should call ahead and arrange a time to come into the building
- Visitors will be required to sign in with their name, purpose, and phone number
- Visitors must wear masks at all times
- Visitors must maintain six feet social distance upon entering the school
- Only one visitor at a time will be allowed in the office
- Staff will assist visitors in their needs
- There will be no visitors volunteering in classrooms

School Guidelines

- **Visitors will not be allowed in the building unless they are WPS employees or state officials.**

Decisions about when and how to reopen schools during COVID-19 need to be based on a strong set of principles, grounded in best available evidence, informed by context, and oriented towards each community's highest aspirations for student learning and well being.

-Parabola Project

Air Quality and Cleaning Protocol

District Guidelines

- We upgraded all of the buildings to improve air flow
- HVAC assessments were conducted in 59 locations
- Needlepoint Bipolar Ionization systems were installed in all locations to improve air quality
- Misting machines have been purchased for all schools and will be used each night
- Custodians will clean rooms, empty trash, and disinfect high touch points regularly
- Each classroom will be provided with disinfectant wipes to use on desks and materials for frequent washing; the wipes are made from the safest disinfectant available on the market approved by EPA for Covid-19
- Hand sanitizer has been purchased for all schools and will be replenished when needed

School Guidelines

- **Claremont Academy has an ionization air filtration system.**

Transportation

District Guidelines

- Students must maintain six feet distance while waiting and boarding the bus
- Buses will be cleaned and disinfected between all runs
- Windows will stay open for the duration of the ride
- Students, drivers, and monitors must wear masks at all times
- Seating plans for all students will be made for each bus route in accordance with DESE Transportation Guidelines
- Students will be assigned seats and will be required to stay in them

School Guidelines

- **Claremont Academy is a neighborhood walking school community. No bus transportation is provided.**

Food Services for Families

District Guidelines

- School-wide food services will continue for all families
- Breakfast and lunch will be served in school to all students
- Breakfast and lunch will be grab and go style
- Food Trucks and food pantries will be ongoing throughout the city

School Guidelines

- **Breakfast will be Grab & Go. Pick up your breakfast at the door as you enter school.**
- **Lunch will be Grab & Go with students eating in classroom spaces.**
- **Students may bring lunch from home. Please be mindful of food allergies.**
- **All food and drink that is empty must be thrown away in the cardboard trash bins in each classroom space. Any leftover food must be placed in the students backpack and taken home.**
- **Monday - Thursday food distribution from 3-6 PM and Fridays from 10am - 1pm.**

Covid-19 Medical Waiting Room & Nurse's Office

District Guidelines

- WPS will clearly distinguish between the Nurses' Office and a Covid-19 safe space
- All schools will have an established Covid-19 medical waiting room separate from the nurse's office
- The Covid-19 medical room will be used for students presenting with Covid-19 symptoms
- Every school will have a nurse and a Covid-19 point person
- There will be disinfection after each student who visits the nurse's office

School Guidelines

- **COVID- 19 Coordinators- Mrs. Plant, Mr Looney, Ms. Kambosos**
- **Medical Waiting Room is on first floor the Girls Locker Room**
- **Staff will notify the COVID-19 Coordinator(s) of any student who may present with COVID-19 symptoms. The student must be escorted by an administrator or the**



school nurse to the medical waiting room where they will be monitored by a CNA and other medical professionals and their caregiver will be notified and required to dismiss the student.

- **Dismissal from the Medical Waiting Room will be done over the phone by calling 508-799-3077. The student will be escorted to the front door for dismissal to their caregiver.**

Students and Staff Exhibiting Symptoms

District Guidelines

- We will respond promptly and effectively when there is possible exposure to Covid-19
- An individual who is symptomatic at home should stay home and get tested
- If a student or staff member is positive, notify the building principal immediately
- If a student is Covid-19 positive, home with symptoms, or quarantining, they can participate in remote learning
- A student that is symptomatic on the bus will immediately be brought to the nurse's office or the Covid-19 medical waiting room for assessment
- A student that is symptomatic while in school will wait in the Covid-19 waiting room until they can be picked up
- Symptomatic students will require a pickup and will not be allowed to ride the bus home
- A staff member who appears symptomatic at work will discuss coverage with the principal and follow district protocols
- A student or staff member who tests positive must notify the school, assist with the district procedures on close contact and covid-19 positive status procedures, and follow CDC guidelines for quarantining or isolation

Protocols for Potential School Closures

District Guidelines

In the event of multiple cases of Covid-19 in the school or building, we will:

- consult with Worcester Regional Dept. Public Health Department
- review of the specific COVID-19 public health metrics for the city of Worcester
- determine if it is necessary to shut down a classroom, wing, or entire building for a short time by consulting with necessary stakeholders and WPS administration for a final decision
- inform the community
- communicate building reopening plan

District Contacts

Superintendent: Maureen Binienda- 508-799-3117

Deputy Superintendent: Sue O'Neil-508-799-3644

School Safety Director, Covid-19 District Coordinator: Rob Pezzella-508-799-3472

Chief Financial and Operations Officer: Brian Allen-508-799-3401

Elementary Schools Managers: Marie Morse, Ellen Kelley-508-799-3264

Secondary School Manager: Tim Sippel-508-799-3264

Resources

- Planning for these guidelines were created in collaboration with the Parabola Project:
<http://parabolaproject.org>

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- [DESE Guidance on Remote Learning for English Learners](#) (Released April 24, 2020)
 - [Initial Fall School Reopening Guidance](#) (Released June 25, 2020)
 - Guidance on Fall 2020 [Special Education Services](#) (Released July 9, 2020)
 - Fall Reopening - - [FAQs](#) (Released July 10, 2020)
 - [Fall Reopening Facilities and Operations Guidance](#) (Released July 22, 2020)
 - [Fall Reopening Transportation Guidance](#) (Released July 22, 2020)
 - [Fall Remote Learning Guidance](#) (Released July 24, 2020)
 - [Guidance for Courses with Additional Safety Requirements](#) (Released July 24, 2020)