

Cape Schools Open Minds and Open Doors

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Marcia Abbott Weeks
Business Manager

Catherine A. Stankard
Director of Teaching and Learning

CAPE ELIZABETH SCHOOLS

320 Ocean House Road
P.O. Box 6267
Cape Elizabeth, Maine 04107
Phone: (207) 799-2217 Fax: (207) 799-2914

Del Peavey
Director of Special Services

Donna H. Wolfrom Ed.D.
Superintendent of Schools
dwolfrom@CapeElizabethSchools.org

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End of 2019-2020 School Year

Dear Staff and Families,

In late March 2020 the Administrative team of Cape Elizabeth School Department began planning for the closing of the 2019-2020 school year with a brainstorm session focusing on student needs, teacher needs, and district needs as we look to the end of the school year.

With a dedication to providing instruction for as long as possible and with the understanding that the contracted 183 days in the Collective Bargaining Agreement between the Cape Elizabeth School Department and the Cape Elizabeth Education Association limits teacher availability, time needs to be built in the final schedule to provide teachers the opportunity to prepare their rooms for summer cleaning and to plan for the 2020-2021 school year. Students need time to complete assignments, to receive additional support in completing the school year, to clean out lockers and desks, and to return devices for summer servicing. Some of these needs will require physical presence outside and inside our schools, so plans to meet CDC recommendations such as social distancing and the wearing of masks are being developed. Schedules for student device drop off, and locker and desk clean-out are also being developed in order to ensure the safety of students and staff. Principals are working on scheduling teachers who need to work in their classrooms in order to meet CDC guidelines for social distancing and gatherings. In addition, plans for continued remote meetings of teachers for planning will be scheduled. At no time will teachers be required to meet in person.

Continued remote support for special education students will be provided through **June 12**. In addition, teachers will identify students who need additional time to complete assignments through **June 12**. Parents may request additional support for students who need to finish projects or assignments throughout the **week of June 8-12**, and teachers will make every attempt to provide that support on an as-needed basis based on the availability of the teacher and a review of student needs. Parents of students at Pond Cove and Cape Elizabeth Middle School should contact the students' teachers to discuss plans for assignment completion, and parents of Cape Elizabeth High School students should contact school counselors to make arrangements.

Building principals will work with teachers to develop schedules for summer classroom preparation in order to provide a safe experience for all involved. The Director of Facilities will also be involved in this scheduling. Only school staff and a limited number of students will be allowed in the building at these times and anyone in the building will be required to wear a mask. Staff will be required to follow social distancing procedures and custodial staff will sanitize buildings during the day and following staff departure. Teachers will be required to leave the buildings by mid-afternoon (check with Principals for deadline) each day in order to provide time for sanitizing all areas. Teachers will receive additional communication from their principals in the near future.

Building principals are also in the process of developing schedules for students to enter the building in order to clean out desks and lockers based on the Governor's guidelines and CDC recommendations. Only students and scheduled staff will be allowed in the buildings at these times. The buildings will be closed to parents, guardians, and community members during these times. All students will be required to wear masks in order to enter the building.

A schedule for device drop-off is also being developed by principals. This will take place largely outside the schools with boxes available to deposit devices and identified staff checking off the return of all devices and attachments that were provided by the school. All students who are dropping off devices and all staff in this process will be required to wear masks and maintain social distancing in order to ensure safety. The principals at each school will be sending out additional communications regarding scheduling and processes.

Any student or staff who does not have a mask should contact the school prior to their scheduled visit so that we can make arrangements to secure enough needed masks. We will make every effort to provide hand sanitizers and disinfectant wipes for students and staff to use during the above processes.

We believe that these plans, while different from the normal end of year schedule, will provide for the closing needs of students, teachers, and the district. Drop-off, room cleaning schedules, and school specific plans will be communicated through each principal as we near the end of this unusual 2019-2020 school year.

Best Regards,

Donna H. Wolfrom