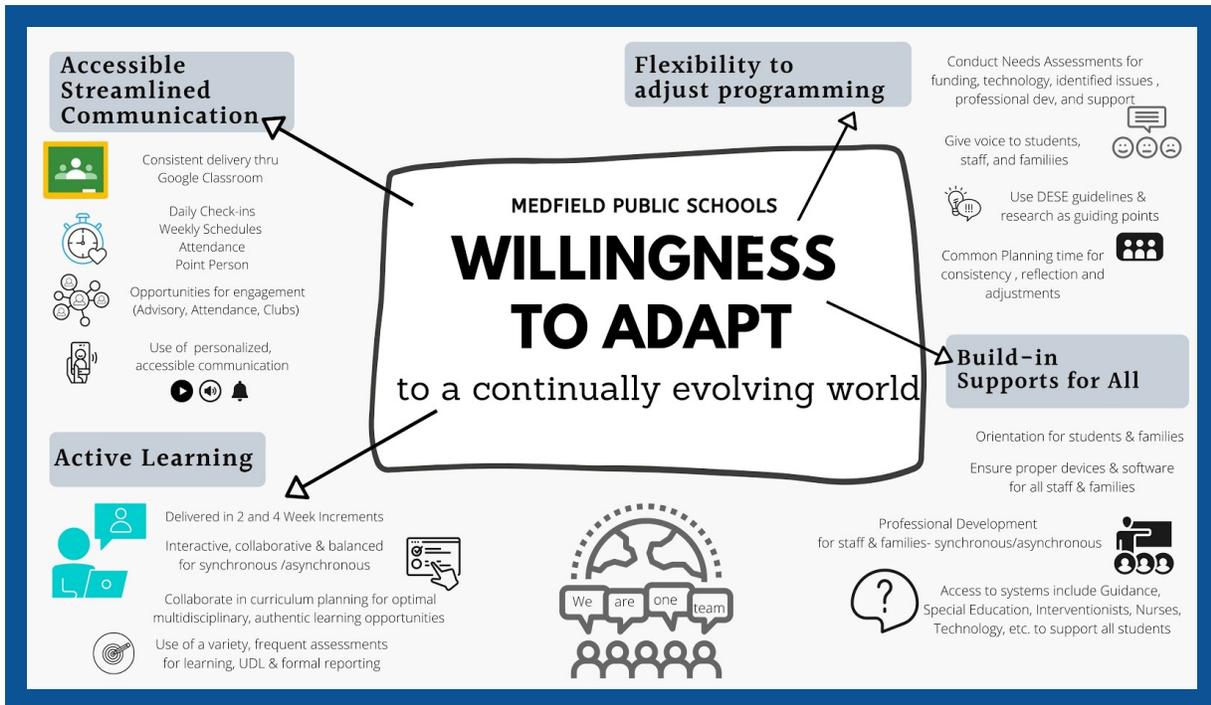


# Medfield Public Schools 2020-2021 Reopening Plan- DRAFT



Graphic created by Diane Horvath, Blake Middle School

August 6, 2020

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<b>SUPERINTENDENT’S MESSAGE</b>	<b>4</b>
<b>ACKNOWLEDGMENTS</b>	<b>6</b>
<b>THE YEAR AHEAD</b>	<b>10</b>
Start of the School Year	10
Initial State Guidance on the Reopening of School	11
Proposed Back to School Plans	12
Hybrid Learning Plan	12
Sample Hybrid Learning Schedules	15
Sample Elementary (K-5) Hybrid Learning Schedule	15
Sample Elementary Wednesday ½ Day Schedule (Hybrid Plan)	17
Sample Blake (6-8) Hybrid Plan Learning Schedule	17
Sample Blake Wednesday ½ Day Schedule (Hybrid Plan)	18
Sample High School (9-12) Hybrid Plan Learning Schedule	19
Sample High School Wednesday ½ Day Schedule (Hybrid Plan)	20
Medfield Virtual Academy	20
In-Person Learning Plan	22
Sample Elementary (K-5) In-Person Learning Schedules	22
Sample Blake (6-8) In-Person Learning Schedule	23
Sample High School (9-12) In-Person Learning Schedule	24
Medfield Virtual Academy	25
Remote Learning Plan	25
Sample Remote Learning Plan Schedules	27
Sample Elementary (K-5) Remote Plan Learning Schedule	27
Sample Blake (6-8) Remote Learning Schedule	28
Sample High School (9-12) Remote Learning Schedule	29
Medfield Virtual Academy	29
Pre-K and Half Day Kindergarten	29
<b>MPS REOPENING GUIDING PRINCIPLES AND PLANNING PRIORITIES</b>	<b>30</b>
Data Sources Informing our Plans	30
<b>HEALTH, SAFETY, AND WELL-BEING</b>	<b>32</b>
Personal Protective Equipment (PPE) Preparedness	32
Medical Tents	34
Cleaning and Disinfection Protocols	34
Positive COVID-19 Case Protocol	35
Transportation Safety and Other Considerations	35
<b>SCHOOL FACILITIES</b>	<b>37</b>

---

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Behaviors That Improve Safety	38
Masks/Face Coverings	38
Handwashing and Hand Sanitizing	39
Physical Distancing	39
School Cleaning and Disinfecting	39
Clean	42
Disinfect/ Frequency of Cleaning	42
Air Quality/Ventilation	48
Summary of Major Facility Changes	49
Building Protocols	51
Arriving at School	52
Classroom Set-Ups	52
Lockers	52
Signage	52
Spaces for Mask Breaks	53
Hallway Passing	53
Dismissal	53
Special Considerations	53
Visitor Protocols	54
Memorial, Wheelock and Dale Street Schools	54
Playground Areas	54
Recess	54
Food Preparation and Serving Space Protocols	54
Lunch Schedules	55
Lunch - Elementary	55
Blake Middle School and High Lunch Schedule	56
<b>EQUITY AND STUDENT ENGAGEMENT</b>	<b>57</b>
English Language Learner (ELL) Supports	
Special Education	58
Overview of Special Education Supports	59
More In-Person Opportunities for Special Populations	60
<b>TEACHING AND LEARNING</b>	<b>62</b>
Curriculum	62
Differentiated Instruction	62

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<b>PROFESSIONAL LEARNING</b>	<b>64</b>
<b>FAMILY PARTNERSHIPS AND SUPPORTS</b>	<b>65</b>
Community Resources	65
<b>APPENDICES</b>	
Blake Middle School In-Person Bell Schedule	66
High School In-Person Bell Schedule	66

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## SUPERINTENDENT'S MESSAGE

Dear Medfield Community,

The Department of Elementary and Secondary Education released its “Initial Fall Reopening Guidance” on June 25, 2020. Within this guidance, every school district in the Commonwealth was required to develop a reopening plan with three scenarios for reopening: Full - In-Person, Hybrid, and Full Remote. We have spent an enormous amount of time in the past five weeks developing plans for each scenario.

In July, we enlisted students, teachers, parents, nurses, teacher assistants, custodians, our school physician, a member of the Medfield School Committee, a member of the Medfield Board of Health, the entire leadership team and other staff to begin the process of planning the three scenarios. Building-Based Teams were established and met every Wednesday and Thursday, while our District Advisory Committee met every Tuesday. The District Advisory Committee made recommendations based on the Building-Based Team’s weekly presentation. At the end of July, we had draft plans (and a lot of questions) for each scenario in all five schools.

Over the past few months, there's been no shortage of opinions related to the opening of our schools. Schools are complex organizations on a good day, nevermind during a pandemic. Since June we have transformed the layouts of our classrooms, revised schedules, adjusted transportation, and changed everyday aspects of “school life” to meet physical distancing guidelines. These changes along with the use of face coverings, frequent hand washing, cleaning, and sanitizing facilities, all enable us to bring students and staff back to school in ways that minimize transmission. *Although the goal all along has been to bring back students full time, I am recommending a start to the 2020-2021 school year with a hybrid model.* A hybrid model along with the 10 days of professional development at the beginning of September is an important first step to get our community back to the important business of teaching and learning.

We will begin the year with distinct cohorts of students (A and B) that will attend school for two consecutive days. When a cohort is not in-person, they will learn remotely. We also have another

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cohort of students (C) that we have identified as “high risk” that will have the option to attend every in-person day. Lastly, we have a fourth cohort of students (Medfield Virtual Academy) whose parents have chosen a fully remote model. Those students will be assigned a self - paced online platform that will be provided through a partnership between DESE and the Medfield Public Schools.

It’s important to note that Massachusetts General Laws require that many aspects of this plan be collectively bargained. Chapter 150E identifies this as “a change in working conditions” that must be negotiated with the Medfield Teachers’ Association. That process has begun and should be completed by September.

I understand that many of you will be disappointed with this recommendation. Our goal all along was to bring back all students to an in-person model for September 2020. I understand that any option that isn't full in-person is problematic for many families, however, the hybrid model allows for a safer transition to face-to-face learning and student engagement.

Sincerely,

Jeffrey J. Marsden

Superintendent of Schools

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## ACKNOWLEDGMENTS

Many people were involved in the development of the Medfield Public Schools Reopening Plan. The reopening process illuminated the complexity of our task- to open schools during a pandemic. Special thanks to the members of the Medfield School Committee for their support, encouragement, and dedication to the students of Medfield, the Medfield Board of Health for their medical perspective on the reopening of our schools, and to the Building-Based Teams and District Advisory Committee for their critical input in July. Members of the Building- Based Teams and District Advisory Committee include:

<b>Name</b>	<b>Title</b>
Aimie Keigan	School Nurse, Wheelock
Allison Pollock	Grade 1 Teacher
Amanda Spears	Teaching Assistant, Wheelock (LMC/Math)
Amy Colleran	Facilities Director
Ann Buckley	Special Education Leader
Anne Gilberti	Teaching Assistant, General Ed
Annie Thomas	Teaching Assistant, Wheelock
Athena Polechronis	Student: Grade 7
Beth DiGregorio	Secretary, Wheelock
Beth Ladouceur	Data Manager
Beth Sancher	English teacher
Bethany Sager	Grade 5 Teacher
Bonnie Wren-Burgess	English Teacher, HS
Brenda Perachi	Math Specialist
Brian Gavaghan	Grade 7 ELA Teacher
Brittany Hardiman	School Nurse, HS
Caitlin Fahy	Food Service Director
Chris Paget	Grade 1 Teacher
Christine Power	Director of Instruction and Innovation
Christy Callahan	Reading Specialist
Dave Worthley	Director of Social Emotional Learning
Deb Manning	Grade 7 Social Studies Teacher
Diana Mileszko	Behavior Tech, MS

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Diane Horvath	Tech Integration
Donna Sutherland	Behavior Tech, Memorial
Eileen Hurley	Grade 6 ELA Teacher
Ellen Gelinas	Wellness Teacher
Emily Callahan	Grade 3 Teacher
Emma Catalano	Student: Grade 7
Eoin OCorcora	Director of Technology
Erin Kearney	Grade 8 Math Teacher
Erin Watson	Grade 3 Teacher, MTA Vice President
Guillet Lozano	District EL Specialist/Program Coordinator
Heather Mandosa	Assistant Principal, HS
Holli Caulfield	Wheelock Principal
Irene McNeil	Secretary, Memorial
Jeff Marsden	Superintendent of Schools
Jeff Sperling	Assistant Principal, HS
Jess Mulligan	Occupational Therapist (Grades 4-12)
Joan Dion	Grade 2 Teacher
Jack Commane	Student: Grade 8
Juli Dalzell	Grade 7 Science Teacher
Julie Colantoni	Grade 1 Teacher
Karey Curley	Special Education Team Leader
Karin Hauptman	Behavior Tech, Dale Street
Kate Jones	K-12 Dept Chair, Art
Kathy Bockhorst	Guidance Counselor
Kathy Thompson	School Nurse Leader
Kelly Campbell	Assistant Principal, MS
Kerry Lynch	Science Teacher, HS
Kimberly Estes	Teaching Assistant, Kindergarten
Kristin Corcoran	School Psychologist
Kymerli Brenton	Behavior Tech, HS
Laura McCullough	School Physician/Parent
Lesley Scier	Grade 1 teacher
Luanne Galt	Math Teacher, HS
Mairi Nawrocki	Dale Street Wellness

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Marcia Robitaille	Parent
Marie Pendergast	Grade 1 Teacher
Mariessa Theodorou	Integrated Preschool Teacher
Marissa Foley	Technology Integration Specialist
Mary Bruhl	Director of Student Services
Mary Salamone	Educational Team Leader
Matt Frazier	Custodian, MS
Maura Condon	Grade 5 Teacher
Maura Fitzgerald	Secretary, HS
Meg Nelson	Special Education Team Leader
Meghan Glenn	School Committee/Parent
Michael LaFrancesca	Director of Finance and Operations
Minta Hissong	Parent
Missy Bilsborough	Principal, Memorial
Mrissa Gumas	Grade 7 Math Teacher
Nancy Deveno	Art teacher, 6th, 7th, and 8th
Nancy Giammarco	Educational Team Leader
Nat Vaughn	Principal, MS
Neal Sonnenberg	Technology Integration Specialist
Nicole Hall	Parent
Orla Berry	Science Dept Chair/Teacher
Perry Oasis	Social Studies Teacher, HS
Robert Parga	Principal, HS
Ryan Dexter	Music Teacher
Sabrina Lee	Student: Grade 12
Sarah Hevey	Library Media Specialist
Shannon MacDonnell	Grade 4 Teacher
Sharon Skerry	Secretary, MS
Shayn Robitaille	Custodian, Wheelock
Stephen Resch	Board of Health Member/Parent
Steve Grenham	Principal, Dale Street
Tracey Babin	Art teacher, Wheelock and Memorial
Tracy Allen	School Counselor
Tricia Williams	School Nurse, MS

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I am also grateful for the many talents of our Leadership Team. This outstanding group of principals, assistant principals, and directors put their summer plans and their own lives on hold in order to develop this plan for the students and staff of Medfield. I am especially thankful for the work of Christine Power, Michael La Francesca, and Mary Bruhl. Lastly, thank you to the many members of our community that answered multiple surveys that helped us gather some critical information for the reopening process.

With gratitude,

JJM

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## **THE YEAR AHEAD**

On March 12, 2020, Medfield Public Schools plunged head first into uncharted waters. With the unanticipated spread of the COVID-19 Coronavirus, the decision was made to temporarily close all academic buildings and pivot to a remote learning environment. Over the ensuing weeks and months, students, families, teachers, and administrators alike adapted to this ‘new normal’. Our first tentative foray into remote learning was fraught with anxiety and unease for all involved. However, with time, the Medfield Public School community collectively grew. Zoom, slide decks, Google Classroom - all became part of our collective vocabulary. Newfound skills for developing screencasts and participating in online chats emerged. A unique ‘School from Home’ classroom culture blossomed everywhere, incredibly different from those in a brick and mortar school. For example, everyone waving goodbye at the end of Zoom meetings is par for the course - something that would raise more than a few eyebrows at the conclusion of a pre-COVID class period.

Over these past weeks since the end of the school year, many in the district reflected upon the Spring 2020 School from Home experience in an effort to build upon best practices and to improve in areas that fell short. The plans outlined below are the product of this work, celebrating our collective growth as learners in this new environment while acknowledging the importance of continuous improvement and a willingness to create dynamic, engaging, and adaptive learning environments that support all learners.

## **START OF THE SCHOOL YEAR**

On July 27, 2020, Massachusetts Department of Elementary and Secondary Education Commissioner Jeff Reilly announced that due to COVID-19, there would be a reduction of required school days for students from 180 to 170. The ten days would be used by districts for the purposes of professional learning and curriculum development. As such, it is recommended that the start of the academic year for students be adjusted to Wednesday, September 16, 2020 to accommodate this additional teacher development period. Teachers would participate in formal professional learning and curriculum development activities starting on September 1, 2020.

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Any decisions regarding the school calendar, including student and faculty start dates, is determined by the Medfield School Committee.

## INITIAL STATE GUIDANCE ON THE REOPENING OF SCHOOL

Throughout the Summer of 2020, the Department of Elementary and Secondary Education has issued advisories that help shape this document. It is important to note that our current learning context is ever-changing, thus this is a living document, evolving as new state advisories and district policies emerge. This is the plan as of August 6, 2020, as virus transmission numbers can change in a short period of time, we reserve the right to make adjustments based on updated science, data, advisories or guidance.

Below are links to the Department of Elementary and Secondary Education advisories that will govern the 2020-2021 school year.

- [Guidance on Required Safety Supplies for Re-Opening Schools \(June 8, 2020\)](#)
- [Initial Fall School Reopening Guidance \(June 25, 2020\)](#)
- [Additional Guidance on Fall Reopening Plans \(July 10, 2020\)](#)
- [Fall Reopening FAQs \(July 10, 2020\)](#)
- [Two-Step Process for Fall Reopening Plans \(July 15, 2020\)](#)
- [Protocols for Responding to COVID-19 Scenarios in School, on the Bus, or in Community Settings \(July 17, 2020\)](#)
- [Fall Reopening Transportation Guidance \(July 22, 2020\)](#)
- [Fall Reopening Facilities and Operations Guidance \(July 22, 2020\)](#)
- [Remote Learning Guidance for Fall 2020 \(July 24, 2020\)](#)
- [Guidance for Courses Requiring Additional Safety Considerations for Fall 2020 \(July 24, 2020\)](#)
- [MOU- Additional Staff Training this Fall \(July 27, 2020\)](#)
- [Creating Positive Learning Environments: Recommendations and Resources to Support the Social-Emotional Well-being of Students, Staff, and Families \(August 3, 2020\)](#)
- [Supplemental Information for Science Courses and Laboratory Work for Fall 2020 \(August 3, 2020\)](#)

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## PROPOSED BACK TO SCHOOL PLANS

According to the Department of Elementary and Secondary Education's [Two-Step Process for Fall Reopening Plans \(July 15, 2020\)](#), district and school level teams were to work together to create three learning plans that detail aspects of the reopening process. In Medfield, district and building-based teams met for a total of ten meetings between July 7th and July 28th, 2020 to develop the plans and to discuss their merits. Details about these meetings are contained in the MPS Guiding Principles and Planning Priorities section starting on page 30.

Below are the outcomes of these multiple planning meetings, developed more fully with the guidance of the Medfield Public Schools Leadership Team.

### HYBRID LEARNING PLAN

The Medfield Public Schools Hybrid Learning Plan provides all students an opportunity to participate in two days of face to face instruction coupled with three days of remote learning experiences. Results from our August Parent Reopening Survey #2 (N=1067) indicates that approximately 36.9% of respondents prefer a hybrid learning experience this September. The August 2 Faculty/Staff Reopening survey (N=334) indicates that 45.5% of respondents prefer a hybrid approach- the most popular choice of the three plans. With this model, most district students would be assigned to one of two cohorts (A or B) and be required to wear masks, seated at least 6' apart, and experience adjustments to lunch periods and class schedules during all in-person learning experiences. When students are assigned to a remote experience, students have the option to follow their class via live, in-person streaming OR view that day's lessons at a later time via a dedicated link

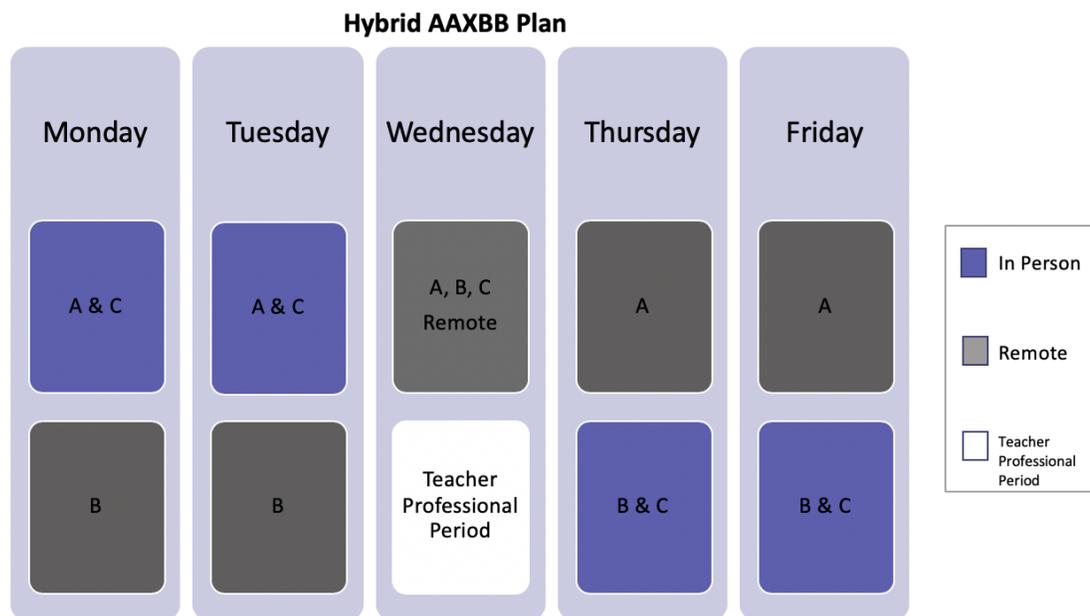
In this plan, students will utilize Virtual Notebooks (Grades K-12) and Google Classroom (Grades 2-12) to support a structured and interactive learning environment. Virtual Notebooks are an iterative platform that provides students with daily lesson plan objectives coupled with supporting activities and assignments. Known as 'Slide Decks' last Spring, these MPS teacher-created learning tools were utilized by Memorial, Wheelock, and Dale Street teachers with great success. Blake Middle School and Medfield High School teachers will build upon

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these best practices and create developmentally-appropriate versions for core academic classes. Google Classroom will be used by all teachers (Grades 2-12) to streamline the collection and distribution of digital documents, whether in-person or remote.

A general overview of the Hybrid Learning Plan is as follows:

- Most students within the district will be assigned to either Cohort A or Cohort B. With very few exceptions, cohorts are alphabet-based (Cohort A= Last names A through K; Cohort B= Last names L through Z) to ensure a balanced split between the cohorts and to ensure that families are on the same schedule. Students in Cohort A will attend **in-person full day** Mondays and Tuesdays and participate remotely on Wednesdays through Fridays. Students in Cohort B will participate remotely Mondays through Wednesdays, and attend school **in-person full day** Thursdays and Fridays.
- At risk students are assigned to Cohort C, providing them access to face to face instruction Mondays, Tuesdays, Thursdays, and Fridays. Students eligible to participate in Cohort C will be notified by the Office of Student Services.



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- For K-8 students, the beginning of the week will kick off with a full class Zoom meeting on Wednesdays. This is an opportunity for teachers to introduce content, reinforce concepts, and support learning with the entire class present. All teachers should interact with their students via Zoom on Wednesdays for at least 125 minutes. For example, elementary may use this time to engage students in Morning Message, small group meetings, closing meetings. Middle School students may use this time for cluster meetings, advisory meetings, and breakout groups by class/advisory with their core cluster teachers, or take part in student support opportunities. High school students may meet each of their classes for 25 minutes or may use the time to participate in abbreviated class periods or take part in student support opportunities. These meetings will follow a regular weekly schedule and should be a combination of small-group and whole class learning experiences.
  - During the afternoon, teachers participate in common planning activities, professional development, and/or grade level/department/building meetings.
  - During the rest of the week, students could engage in a mix of Zoom meetings, live streamed classes, and/or student-directed activities. Students in the Hybrid Plan will be expected to engage in the following minimum amount of synchronous instruction, asynchronous instruction, or student-directed activities **from home per week**. This is in addition to instruction that occurs in a face to face classroom environment.

<b>Building</b>	<b>Minimum Hours of Remote Instruction/Week (Hybrid Plan)</b>
Memorial	9
Wheelock	9
Dale Street	12
Blake	15
High School	15

- Virtual Notebooks will be structured for either one week or two week periods, commencing on Wednesdays and finishing on Tuesdays. Most K-12 classes will utilize this notebook to support lesson plan objectives, pacing, and facilitate feedback opportunities.
- As with all plans outlined within this document, students will demonstrate an understanding of each subject via a variety of assessment methods. Students will earn grades for their work, reflecting the grading systems already in place.

*Sample Hybrid Learning Plan Schedules*

Hybrid learning in Medfield Public Schools will meet or exceed the standards outlined by the Massachusetts Department of Elementary and Secondary Education. Drawing upon best practices learned in Spring 2020, students will engage in a variety of learning experiences that leverage deep and meaningful understanding. All students will experience a variety of curricular experiences that prioritize relationship building, supports student, faculty, and staff socio-emotional wellbeing, and aligns to Massachusetts Department of Elementary and Secondary Education Frameworks. Moreover, instruction is designed to support independent learning and organizational skills, so that all learners can thrive in this evolving environment.

Sample Elementary (K-5) Hybrid Plan Learning Schedule

<p>Monday/Tuesday (Thursday/Friday)</p> <p>9:00 Morning Message</p>	<p>Today starts in the classroom led by the students’ teachers. Cohort A &amp; C are in school, while Cohort B watches from home via livestream. (Thursday/Friday- Cohort B &amp; C are in school, while Cohort A watches from home via livestream). During this time teachers provide an overview of the day ahead. Morning Message may also feature social/emotional learning opportunities such as reflecting upon a prompt or playing a game to build relationships. If students at home are unable to watch at this time, they can visit the class webpage later in the day to view a recording.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>9:30 - 10:30 Academic Content/ Specials/Snack Break</p>	<p>Within the classroom, content across all the subjects is shared and students have the opportunity to practice the skill and ask questions. Cohort A and C experience the lesson live, where students in Cohort B engage with the same content via their Virtual Notebook, view their teacher’s live stream or recording of that day’s lesson. Elementary teachers may utilize live streaming/recording for any of their lessons</p>

	<p>(Thursdays/Friday- Cohort B and C experience the lesson live, where students in Cohort A engage with the same content via their Virtual Notebook/live feed/recording. Feedback is provided in a variety of ways, using both paper and digital formats.</p> <p>During this period, students will have a snack, following all Department of Public Health protocols.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>10:50-12:00</p> <p>Academic Content/ Specials</p>	<p>Within the classroom, content across all the subjects is shared and students have the opportunity to practice the skill and ask questions. Cohort A and C experience the lesson live, where students in Cohort B engage with the same content via their Virtual Notebook and/or recording of that day's lesson. Elementary teachers may utilize live streaming/recording for any of their lessons (Thursday/Friday- Cohort B and C experience the lesson live, where students in Cohort A engage with the same content via their Virtual Notebook and/or recording. Feedback is provided in a variety of ways, using both paper and digital formats.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>11:00-11:20</p> <p>Mask Break</p>	<p>If the weather permits, students in Cohort A and C are led outside for an opportunity to play and remove their masks (Thursday/Friday- Students in Cohort B and C are led outside for an opportunity to play and remove their masks). In inclement weather, students are provided an opportunity to remove their masks indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>12:00-12:50</p> <p>Recess and Lunch</p>	<p>If the weather permits, students are led outside for an opportunity to have recess and remove their masks. In inclement weather, students are provided an opportunity to remove their masks indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows. In-person students will have lunch in their classrooms at their desks following all Department of Public Health protocols.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>1:00-2:45</p> <p>Academic Content/ Specials</p>	<p>Within the classroom, content across all the subjects is shared and students have the opportunity to practice the skill and ask questions. Cohort A and C experience the lesson live, where students in Cohort B engage with the same content via their Virtual Notebook and/or recording of that day's lesson. Elementary teachers may utilize live streaming/recording for any of their lessons (Thursday/Friday- Cohort B and C experience the lesson live, where students in Cohort A engage with the same content via their Virtual Notebook and/or recording. Feedback is provided in a variety of ways, using both paper and digital formats.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>2:45-3:00</p> <p>Closing Meeting</p>	<p>Classroom teachers facilitate conversations during which in-person students reflect upon their day. Teachers also provide an overview of the next day's learning experiences and provide reminders on upcoming assignments. Remote students have the option of viewing the Closing Meeting live or review a recording later that day.</p>

Monday/Tuesday (Thursday/Friday) 3:00 Dismissal	In-person students are dismissed for the day. All students may choose to participate in remote-based extracurricular activities, or complete homework.
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Sample Elementary Wednesday ½ Day Schedule (Hybrid Plan)

Wednesday 9:00 Morning Message/Socio-Emotional Learning Block	All students will join in a Zoom-based morning meeting. During this time teachers provide an overview of the day and week ahead. Morning Meeting may also feature social/emotional learning opportunities such as reflecting upon a prompt or playing a game to build relationships.
Wednesday 9:45 - 11:00 Small Group Meetings	Students may be assigned to a virtual small group during which the teacher will go over important concepts and check for understanding. Students who are not engaged in a small learning group will work on their Virtual Notebooks or meet with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week)
Wednesday 11:00-12:00 Extra Help	In addition to being available to meet virtually or in-person with students after school, teachers can meet students virtually to provide additional instructional support.
Wednesday 12:00-3:30	Teachers engage in professional activities (common planning time, professional development, etc.).

Sample Blake (6-8) Hybrid Plan Learning Schedule

Monday/Tuesday (Thursday/Friday) 7:50 Advisory Meeting (GO Block)	Cohort A & C will be in the classroom with their advisory teacher and Cohort B will be meeting at home via Zoom with a designated teacher. (Thursday- Cohort B & C will be in the classroom). After morning announcements, advisory teachers with in-person cohorts will help students to frame their day and provide an overview of what will be happening at school. Teachers who are overseeing remote advisories will help students to frame the day for work at home, answer questions about anything that students need clarity about, and spend some time checking in on students. The purpose of this period is both relationship-building and executive functioning support.
Monday/Tuesday (Thursday/Friday) 8:10- 12:40 Academic Content/ Related Arts	In-person students (Monday- Cohort A & C; Thursday- Cohort B & C) will learn content across all the subjects, including related arts and World Language, using a variety of instructional methods. Students will experience seven classes a day, with the majority located within their cluster, thus keeping mixing of students to a minimum. All classes can be recorded so that students working from home (Monday- Cohort B;

	<p>Thursday- Cohort A) have an opportunity to view the class via livestream or review a recording at a later time.</p> <p>Feedback will be assessed in a variety of traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>9:25-9:40</p> <p>Mask Break</p>	<p>If the weather permits, in-person students are led outside for an opportunity to stretch and remove their masks after B period under the supervision of their B period teacher. In inclement weather, students are provided an opportunity to remove their masks indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>11:05-11:35</p> <p>11:40-12:10</p> <p>12:10-12:40</p> <p>LUNCH</p> <p>Advisory</p>	<p>In-person students will have lunch in three different spaces by cluster, ideally outside if weather permits, otherwise in large indoor spaces, separated at least 6' apart with doors/windows open. Lunch has been extended to 30 minutes to allow for handwashing, etc.</p> <p>Students will attend midday advisory with their advisory teacher. This time may be used for relationship building, recess, mask breaks, team building games and activities, and social emotional check ins.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>12:45-2:05</p> <p>Academic Content/Related Arts</p>	<p>In-person students (Monday- Cohort A &amp; C; Thursday- Cohort B &amp; C) will learn content across all the subjects, including related arts and World Language, using a variety of instructional methods. Students will experience seven classes a day, with the majority located within their cluster, thus keeping mixing of students to a minimum. All classes can be recorded so that students working from home (Monday- Cohort B; Thursday- Cohort A) have an opportunity to view the class via livestream or review a recording at a later time.</p> <p>Feedback will be assessed in a variety of traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>2:05</p> <p>Dismissal</p>	<p>Students are dismissed in a staggered fashion for the day. Students may choose to participate in remote-based extracurricular activities, or extra help.</p>

Sample Blake Wednesday ½ Day Schedule (Hybrid Plan)

<p>Wednesday</p> <p>7:50</p> <p>Advisory / Cluster Meeting</p>	<p>All students will join in a Zoom-based Advisory and/or Cluster meeting. During this time teachers provide an overview of the day and week ahead and may also feature social/emotional learning opportunities such as reflecting upon a prompt or relationship-building activities to support Social Emotional Learning.</p>
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<p>Wednesday</p> <p>8:05-11:15</p> <p>Class or Small Group Meetings</p>	<p>Students will experience shortened virtual meetings with each of their cluster teachers to receive an overview of the week ahead. Students may also meet with advisors, or with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week)</p>
<p>Wednesday</p> <p>11:15-12:00</p> <p>Extra Help</p>	<p>In addition to being available to meet virtually or in-person with students after school, teachers can meet students virtually to provide additional instructional support.</p>
<p>Wednesday</p> <p>12:00-2:05</p>	<p>Teachers engage in professional activities (common planning time, professional development, etc.).</p>

Sample High School (9-12) Hybrid Plan Learning Schedule

<p>Monday/Tuesday (Thursday/Friday)</p> <p>7:30 - 10:30</p> <p>Academic Content/Electives</p>	<p>In-person students (Monday/Tuesday- Cohort A &amp; C; Thursday/Friday- Cohort B &amp; C) will learn content across all the subjects including electives, using a variety of instructional methods. Students experience seven classes a day with the majority taught within their grade level wing, thus keeping hallway transition time to a minimum. Classes could be livestreamed and students working from home (Monday/Tuesday- Cohort B; Thursday/Friday- Cohort A) have the option to watch live or view a recording later that day.</p> <p>Feedback will be provided in traditional and digital ways, utilizing projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>10:30-10:50</p> <p>Snack/Mask Break</p>	<p>In-person students (Monday/Tuesday- Cohort A &amp; C; Thursday/Friday- Cohort B &amp; C) will have an opportunity to obtain a snack from one of the four snack stations located throughout the building during one of the four designated times. If the weather permits, students can go outside for an opportunity to remove their masks and consume their snack. In inclement weather, students are provided an opportunity to eat their snack indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows.</p>
<p>Monday/Tuesday (Thursday/Friday)</p> <p>10:50-1:15</p> <p>Academic Content/ Electives</p>	<p>In-person students (Monday/Tuesday- Cohort A &amp; C; Thursday/Friday- Cohort B &amp; C) will learn content across all the subjects including electives, using a variety of instructional methods. Students experience seven classes a day with the majority taught within their grade level wing, thus keeping hallway transition time to a minimum. Classes could be livestreamed and students working from home (Monday/Tuesday- Cohort B; Thursday/Friday- Cohort A) have the option to watch live or view a recording later that day.</p> <p>Feedback will be provided in traditional and digital ways, utilizing projects, quizzes, worksheets, presentations, etc. utilizing Google</p>

	Classroom.
Monday/Tuesday (Thursday/Friday) 1:21 Dismissal/Lunch	Students are dismissed for the day. Students may choose to select a grab-and-go lunch option at one of the lunch stations outside of the school before heading home. When at home, students may choose to have lunch, participate in remote-based extracurricular activities, or complete homework.

Sample High School Wednesday ½ Day Schedule (Hybrid Plan)

Wednesday 7:30-12:00 Zoom-based classes (25 minutes)	Students will experience shortened virtual classes with each of their teachers to kick off the unit, unpack a challenging concept, or provide an opportunity to reinforce important content. Students may meet with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week).
Wednesday 12:00-2:00	While teachers engage in professional activities (common planning time, professional development, etc.), all students will engage in self-directed learning activities located within their Virtual Notebook.

**Medfield Virtual Academy**

In case a parent/guardian chooses not to participate in any of the Medfield Public Schools Learning Plans outlined above, the Medfield Virtual Academy option is available. Those students will be assigned a self-paced online platform that will be provided through a partnership between the Massachusetts Department of Elementary and Secondary Education and the Medfield Public Schools. DESE will issue additional information about this option shortly.

**IN-PERSON LEARNING PLAN**

In-person learning provides all students a face to face learning experience similar to learning and teaching prior to the COVID-19 shutdown. Within this model, students would return to the classroom and receive in-person instruction from Medfield teachers. Results from our August Parent Reopening Survey #2 survey indicates that approximately 51.4% of families prefer

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in-person learning experience for their children this September- the most popular choice. 16.5% of teachers/staff prefer this model. As what was shared with all respondents within the survey, students in an in-person model would be required to wear masks at all times, seated at least 6' apart, and may experience adjustments to lunch periods and class schedules. While the plan employs the highest standards of student, faculty, and staff safety, unfortunately, we were unable to make an in-person model work using the 6' physical distancing.

A general overview of the In-Person Learning Plan is as follows:

- Elementary (PK-5) students begin their day with their teacher at 9:00 a.m. Students will be in their assigned classroom for most of the day and will participate in all their subjects, including mathematics, reading, science, and social studies. In addition, students will experience enrichment opportunities such as art, music, health/wellness, and world language. Student lunches will occur in the classroom.
- Blake students in grades 6-8 will arrive at school at 7:50 a.m. and participate in an Advisory-based Go Block in specially designated portions of the building. In addition, students will engage in an advisory period, art, music ensembles, health/wellness, and world language. Passing periods will be monitored following detailed protocols and student lunches will be staggered. Please see the *Blake Middle School In-Person Learning Plan Bell Schedule* on page 66 for more details.
- High School (9-12) students begin their day at 7:30 a.m. and participate in seven classes each day. These classes will be held in grade-level wings as much as possible in order to limit interaction within the hallways. All high school students will be dismissed by 1:21 p.m., with no loss of academic learning time. Given this early dismissal time, students will have the option of taking a grab-and-go lunch to eat outside and/or go home for lunch. Moreover, a staggered snack/mask break for all students will occur sometime between 10-11 a.m. Please see the *High School In-Person Learning Plan Bell Schedule* on page 66 for more details.
- As with all plans outlined within this document, students will demonstrate an understanding of each subject via a variety of assessment methods. Students will earn grades for their work, reflecting the grading systems already in place.

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### *Sample In-Person Learning Plan Schedules*

Learning and teaching in Medfield Public Schools is aligned to meet or exceed the standards outlined by the Massachusetts Department of Elementary and Secondary Education, and this will hold true with the in-person plan. Students will experience a variety of curricular experiences that adhere to current state framework standards. While every effort will be made to retain pre-COVID 19 classroom environments and curricular experiences, there will be some changes made to support student and faculty safety. For example, students will not experience small-group activities and will be required to bring in their own art supplies. Moreover, wellness and music classes will be adapted so that they meet the Department of Elementary and Secondary Education health and safety standards. Although learning and teaching in this plan will look slightly different, all efforts will be made to prioritize relationship building and socio-emotional wellbeing.

### Sample Elementary (K-5) In-Person Learning Schedule

9:00 Morning Message	Each day starts in the classroom led by the students' teachers. After morning announcements and attendance, teachers provide an overview of the day. Sometimes Morning Meeting will provide Social/Emotional learning opportunities such as reflecting upon a prompt or playing a game to build relationships.
9:30 - 10:30 Academic Content/ Specials	Content across all the subjects is introduced and students have the opportunity to practice the skill and ask questions. Content may be delivered by the classroom teacher or by one of the many specials teachers, such as the art or music teacher. This is also a time where students may work with specialists for additional support.  Feedback will be assessed in traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom and other software (e.g. Padlet, etc.)
11:00-11:20 Mask/Snack Break	If the weather permits, students are led outside for an opportunity to play and remove their masks. In inclement weather, students are provided an opportunity to remove their masks indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows. Students will have an opportunity to consume a snack following Department of Public Health guidelines.
11:20-12:00 Academic Content/ Specials	Content across all the subjects is introduced and students have the opportunity to practice the skill and ask questions. Content may be

	<p>delivered by the classroom teacher or by one of the many specials teachers, such as the art or music teacher. This is also a time where students may work with specialists for additional support.</p> <p>Feedback will be assessed in traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom and other software (e.g. Padlet, etc.)</p>
12:00-12:50 Recess and Lunch	<p>If the weather permits, students are led outside for an opportunity to have recess and remove their masks. In inclement weather, students are provided an opportunity to remove their masks indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows. Students will have lunch in their classrooms at their desks..</p>
1:00-2:45 Academic Content/ Specials	<p>Content across all the subjects is introduced and students have the opportunity to practice the skill and ask questions. Content may be delivered by the classroom teacher or by one of the many special subject teachers, such as the art or music teacher. This is also a time where students may work with specialists for additional support.</p> <p>Feedback will be assessed in traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom and other software (e.g. Padlet, etc.)</p>
2:45-3:00 Closing Meeting	<p>Classroom teachers facilitate conversations during which students reflect upon their day. Teachers also provide an overview of the next day's learning experiences and provide reminders and/or supports to those in need.</p>
3:00 Dismissal	<p>Students are dismissed for the day. Students may choose to participate in remote-based extracurricular activities, or complete homework.</p>

### Sample Blake (6-8) In-Person Learning Schedule

7:50 Advisory Meeting (Go Block)	<p>After morning announcements, advisory teachers will help students to frame their day and provide an overview of what will be happening at school, answer questions about anything that students need clarity about, and spend some time checking in on students.</p>
8:10 - 9:25 Academic Content/ Specials	<p>Content across all the subjects, including related arts, is introduced using a variety of instructional methods. Students will experience seven classes a day with the majority located within their cluster, thus keeping student mixing to a minimum.</p> <p>Feedback will be assessed in a variety of traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.</p>
9:25-9:40	<p>If the weather permits, students are led outside by their B period teachers</p>

Mask Break	for an opportunity to stretch and remove their masks. In inclement weather, students are provided an opportunity to remove their masks indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows.
9:45-12:40 Academic Content/ Specials	Content across all the subjects, including related arts, is introduced using a variety of instructional methods. Students will experience seven classes a day with the majority located within their cluster, thus keeping student mixing to a minimum.  Feedback will be assessed in a variety of ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.
11:05-11:35 11:40-12:10 12:10-12:40 Lunch  Mid-Day Advisory	In-person students will have lunch in multiple different spaces by cluster, ideally outside if weather permits, otherwise in multiple large indoor spaces, separated at least 6' apart with doors/windows open. Lunch has been extended to 30 minutes to allow for handwashing, etc.  This mid-day Advisory time may be used for relationship building, recess, mask breaks, team building games and activities, and social emotional check ins.
12:40-2:05 Academic Content/Specials	Content across all the subjects, including related arts, is introduced using a variety of instructional methods. Students will experience seven classes a day with the majority located within their cluster, thus keeping student mixing to a minimum.  Feedback will be assessed in a variety of traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.
2:05 Dismissal	Students are dismissed for the day in a staggered fashion. Students may choose to participate in remote-based extracurricular activities, extra help, or complete homework.

Sample High School (9-12) In-Person Learning Schedule

7:30 - 10:30 Academic Content/Electives	After morning announcements and attendance, content across all the subjects is introduced using a variety of instructional methods. Students will experience seven classes a day with the majority located within their grade-level wing, thus keeping hallway transition time to a minimum.  Feedback will be assessed in traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.
9:49-10:02 Snack/Mask Break	Students will have an opportunity to obtain a snack from one of the four snack stations located throughout the building. If the weather permits, students may go outside for an opportunity to remove their masks and

	consume their snack. In inclement weather, students are provided an opportunity to eat their snack indoors, taking precautions to remain physically distant in a room with fresh air provided by open windows. There are four snack break opportunities between 9:07-10:02 with students assigned to a specific time as to support social distancing).
10:50-1:15 Academic Content/Electives	Content across all the subjects is introduced using a variety of instructional methods. Students will experience seven classes a day with the majority located within their grade-level wing, thus keeping hallway transition time to a minimum.  Feedback will be assessed in traditional and digital ways, such as projects, quizzes, worksheets, presentations, etc. utilizing Google Classroom.
1:21 Dismissal/Lunch	Students are dismissed for the day. Students may choose to select a grab-and-go lunch option at one of the lunch stations outside of the school before heading home. When at home, students may choose to have lunch, participate in remote-based extracurricular activities, or complete homework.

**Medfield Virtual Academy**

In case a parent/guardian chooses not to participate in any of the Medfield Public Schools Learning Plans outlined above, the Medfield Virtual Academy option is available. (D) Those students will be assigned a self-paced online platform that will be provided through a partnership between the Massachusetts Department of Elementary and Secondary Education and the Medfield Public Schools. DESE will issue additional information about this option shortly.

**REMOTE LEARNING PLAN**

The Medfield Public Schools Remote Learning Plan provides all students an opportunity to learn from home utilizing a variety of instructional methods including Zoom meetings, screen recordings, reflection assignments, activities, and more. Our August Parent Reopening Survey #2 (N=1067) indicates that approximately 11.7% of families prefer a remote learning experience this Fall - the least popular among the three plans. The August Faculty/Staff survey (N=334) indicates that 38% of respondents prefer this plan.

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Throughout the Remote Learning Plan experience, students will utilize Virtual Notebooks (Grades K-12) and Google Classroom (Grades 2-12) to support a structured and interactive learning environment. Virtual Notebooks are an iterative platform that provides students with daily lesson plan objectives coupled with supporting activities and assignments. Known as ‘Slide Decks’ last Spring, these MPS teacher-created learning tools were utilized by Memorial, Wheelock, and Dale Street teachers with great success. Blake Middle School and Medfield High School teachers will build upon these best practices and create developmentally-appropriate versions for core academic classes. Google Classroom will be used by all teachers (Grades 2-12) to streamline the collection and distribution of digital documents, whether in-person or remote.

A general overview of the Remote Learning Plan is as follows:

- For most teachers, Wednesday will mark the beginning of the week, and the whole class/cluster will meet virtually together to introduce content, reinforce concepts, and support learning with the entire class present. Following this 45-60 minute meeting, K-8 students will experience small group breakout meetings and opportunities to meet with teachers. (Elementary 9:00a.m.-12:00p.m.; Secondary 8:00a.m.-12:00p.m.).
- Virtual Notebooks will be structured for either one week or two week periods, commencing on Wednesdays and finishing on Tuesdays. All students will utilize this ‘notebook’ to support lesson plan objectives, pacing, and facilitate feedback opportunities.
- During the rest of the week, students will engage in a mix of Zoom meetings and student-directed activities. All students will interact live with each of their teachers via Zoom a minimum of three times per week (including Wednesdays) for at least thirty minutes per meeting (elementary)/ forty-four minutes per meeting (secondary). These meetings will follow a regular schedule and should be a combination of small-group and large group learning experiences.
- Students in the Remote Plan will be expected to engage in the following minimum amount of synchronous and asynchronous instruction per day:

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<b>Building</b>	<b>Minimum Hours of Daily Instruction (Remote Plan)</b>
Memorial	3
Wheelock	3
Dale Street	4
Blake	5
High School	5

- As with all plans outlined within this document, students will demonstrate an understanding of each subject via a variety of assessment methods. Students will earn grades for their work, reflecting the grading systems already in place.

*Sample Remote Learning Plan Schedules*

Remote learning in Medfield Public Schools will meet or exceed the standards outlined by the Massachusetts Department of Elementary and Secondary Education. As such, teachers will create engaging remote learning environments that support deep student understanding. All students will experience a variety of curricular experiences that prioritize relationship building, supports student, faculty, and staff socio-emotional wellbeing, and aligns to Massachusetts curriculum frameworks. Moreover, instruction will support independent learning and organizational skills, so that all learners can thrive in a remote environment.

Sample Elementary (K-5) Remote Plan Learning Schedule

9:00 Morning Message/Socio-Emotional Learning Block	All students will join in a Zoom-based Morning Message. During this time teachers provide an overview of the day and week ahead. Morning Meeting may also feature social/emotional learning opportunities such as reflecting upon a prompt or playing a game to build relationships.
9:45 - 11:00 Small Group Meetings	Students may be assigned to a virtual small group during which the teacher will go over important concepts and check for understanding.

	Students who are not engaged in a small learning group will work on their Virtual Notebooks or meet with student support faculty such as interventionists, special educators, school counselors, etc.(Student support staff can meet with students throughout the week).
11:00-12:00 Extra Help/Lunch	Teachers will be available to meet virtually with students to provide additional instructional support.
12:00 - 1:00 Specials	Students will have opportunities to engage in specials classes including Health, Wellness, Art, Music, and World Language.
1:00 - 2:45 Small Group Meetings	Students may be assigned to a virtual small group during which the teacher will go over important concepts and check for understanding. Students who are not engaged in a small learning group will work on their Virtual Notebooks or meet with student support faculty such as interventionists, special educators, school counselors, etc.(Student support staff can meet with students throughout the week).
2:45-3:00 Closing Meeting	Classroom teachers facilitate conversations during which students reflect upon their day. Teachers also provide an overview of the next day's learning experiences and provide reminders on upcoming assignments.

#### Sample Blake (6-8) Remote Learning Schedule

7:50 Advisory Meeting (GO Block)	All students will join in a Zoom-based Advisory meeting. During this time teachers take attendance, share morning announcements, provide an overview of the day's tasks and may also feature social/emotional learning opportunities such as reflecting upon a prompt or playing a game to build relationships. Students will have support with framing their work day at home.
8:05-11:00 Small Group/Whole Class Meetings	Students will experience virtual meetings with each of their teachers or meet with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week).
11:30-12:15 Extra Help/Lunch	Students have an opportunity to meet virtually with teachers if they are in need of extra help.
12:15-2:05 Small Group/Whole Class Meetings	Students will experience virtual meetings with each of their teachers or meet with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week).

#### Sample High School (9-12) Remote Learning Schedule

7:30-11:00 Small Group or Class Periods	Students will experience virtual meetings with each of their teachers or meet with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week).
11:30- 2:15 Extra Help/Lunch	Students have an opportunity to meet virtually with teachers if they are in need of extra help.
12:15-2:10 Small Group or Class Periods	Students will experience virtual meetings with each of their teachers or meet with student support faculty such as interventionists, special educators, school counselors, etc. (Student support staff can meet with students throughout the week).

**Medfield Virtual Academy**

In case a parent/guardian chooses not to participate in any of the Medfield Public Schools Learning Plans outlined above, the Medfield Virtual Academy option is available. Those students will be assigned a self-paced online platform that will be provided through a partnership between the Massachusetts Department of Elementary and Secondary Education and the Medfield Public Schools. DESE will issue additional information about this option shortly.

**PRE K AND HALF DAY KINDERGARTEN**

Pre K and Half Day Kindergarten are incredibly important to the Medfield Public Schools community. As shared above, the Department of Elementary and Secondary Education will continue to release reopening advisories. At present, we are awaiting updated DESE reopening protocols to inform classroom set up, scheduling, and curriculum. This information will be included within this plan once received.

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## **MPS REOPENING GUIDING PRINCIPLES AND PLANNING PRIORITIES**

Throughout the plan development process, District Advisory and Building Based teams were governed by the following seven guiding principles:

- *Safety of students and staff is a priority*
- *Every student will have daily, impactful learning experiences whether in-person or remote*
- *Education will take a whole child approach- valuing the developmental, emotional, and academic needs of each child-we need to strike a balance*
- *Teaching and learning will continue in all formats to exceed DESE guidelines, frameworks, and expectations*
- *Students will receive consistent experiences within the grade, across the school, and throughout the district*
- *Curriculum will support learning in a broad range of disciplines and provide diverse perspectives*
- *Decisions will be based on evolving state directives using real time data - we have to adapt*

Together, these represent our collective goals in developing plans that best support the students, families, teachers, staff, and administrators of Medfield Public Schools and were used by our teams to evaluate each plan that was developed.

## **DATA SOURCES INFORMING OUR PLANS**

Artifacts from each of the ten meetings are listed below, capturing not only the challenging discussions and complex tasks at hand, but also the collaboration, thoughtfulness, and reflection required to produce each recommendation.

7/7/20 -[District Advisory Committee Kick Off Meeting Slides](#)

7/7/20- [District Advisory Committee Membership](#)

7/7/20- [Abbreviations, Terms, Shared Definitions](#)

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7/7/20- [Building Team Facilitator Guide](#)

7/14/20- [Education Lingo](#)

7/14/20- [District Advisory Committee - Remote Presentations](#)

7/14/20- [Elementary Remote Graphic Organizer](#)

7/14/20- [Blake Remote Graphic Organizer](#)

7/14/20- [High School Remote Graphic Organizer](#)

7/14/20- [CP Breakout Discussion Feedback](#)

7/14/20- [MB Breakout Discussion Feedback](#)

7/14.20- [ML Breakout Discussion Feedback](#)

7/14/20- [Remote Google Form Feedback](#)

7/21/20- [District Advisory Committee- Hybrid Presentation](#)

7/21/20- [Elementary Hybrid Graphic Organizer](#)

7/21/20- [Blake Hybrid Graphic Organizer](#)

7/21/20- [High School Hybrid Graphic Organizer](#)

7/21/20- [CP Breakout Discussion Feedback](#)

7/21/20- [MB Breakout Discussion Feedback](#)

7/21/20- [ML Breakout Discussion Feedback](#)

7/21/20- [Hybrid Google Form Feedback](#)

7/28/20- [District Advisory Team -In Person Presentation](#)

7/28/20- [Elementary In-Person Graphic Organizer](#)

7/28/20- [Blake In-Person Graphic Organizer](#)

7/28/20- [High School In-Person Graphic Organizer](#)

7/28/20- [CP Breakout Discussion Feedback](#)

7/28/20- [MB Breakout Discussion Feedback](#)

7/28.20- [ML Breakout Discussion Feedback](#)

7/28/20- [Remote Google Form Feedback](#)

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## **HEALTH, SAFETY, AND WELL-BEING**

Protocols for Responding to COVID-19 Scenarios ([Stop/Start Protocols](#)) were sent to all superintendents on July 17, 2020. These protocols out-line how we will respond to COVID-19 scenarios in a school, on a bus, or in our community. These protocols are particularly helpful as there was no standardization for schools last March. Our school nurse leader and school physician also received a copy of these protocols. Specifically, these protocols answer the questions on the minds of many parents and staff. Please view these protocols for answers to these questions, including:

- What does the school district do if there is someone that is symptomatic at school, at home, or on the bus?
- Who gets tested for COVID-19 and when?
- What does the district do if someone in the community tests positive and they are in close contact to a student or staff member?
- What are the circumstances that students or staff would need to quarantine?
- How do districts monitor COVID-19 in their community?

Staff and parents have also asked questions around testing, contact tracing and quarantine/isolation. The guidance does highlight the procedures, as well as the responsibilities for these important issues. It is important to note that health care providers and the Massachusetts Department of Public Health are charged with testing. At this time school districts are not responsible for testing, although that may change in the future.

### **Personal Protective Equipment (PPE) Preparedness**

The district has purchased personal protection equipment to protect our students and staff. This equipment was purchased using funds for the CARES Act of 2020. In action, we have purchased

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items to prevent infection in our schools. This is the current list of items purchased for the 2020 reopening.

- Nitrile and vinyl gloves
- N95 Masks
- Masks (adult and child-size)
- Reusable face masks
- Face Shields
- Disposable shoe covers
- Level I and II isolation gowns

In order to support the prevention of infection as well as to be prepared to control the spread of COVID-19 if a positive case or suspected positive case arises, the district has further purchased the following:

- Hand sanitizer
- Free standing hand sanitizer dispensers
- Touch free wall mount hand sanitizer dispensers
- EPA approved disinfectant
- 5 backpack electrostatic disinfectant sprayers
- 10 20x20 tents for outdoor learning/mask breaks
- 5 Medical Grade Isolation Tents
- Plexiglass barriers
- Desk Dividers
- Hands free biohazard trash receptacles
- Resting cots for tents
- Medical supplies for medical tents

## **School Safety Protocols**

If a student starts to feel ill during the day, the teacher will call the nurses' office to inform the nurse. After triaging the student, the student will be escorted to the designated medical waiting room, which will be available at each school. Students will be required to wear a mask in the medical waiting area. Nurses will be fully equipped in Personal Protective Equipment in the medical tent area. Parents/Guardians will be informed to pick up students at the designated medical area. Parents/Guardians must wear a mask when picking up their student.

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The following information details the overarching logistics of the use of the medical tents and the cleaning protocols involved in their maintenance.

### **Medical Tents**

The medical waiting room will be a space just outside of the medical tent. Medical tent spaces will be designated spaces separate from the nurse's office. The medical waiting area and medical tent will be used when a student presenting with COVID-19 symptoms needs to be separated. Each medical waiting area and medical tent will be a self-contained space, near an exit/entrance. Each school will have a tent located on its premises. These exact locations are still to be determined. When occupied, the medical waiting area will always be monitored by appropriate staff. The following safety parameters are put into place within and around the medical tent.

- Masks are always strictly required in this space. The individual supervising this space must always maintain 6 feet of physical distance, remain masked, and wear a face shield or goggles. Staff will be equipped with face shields or appropriate goggles. Nurses and other staff will be equipped with N-95 masks, nitrile gloves and isolation gowns. If a student is unable to wear a mask, there will be no other students in the waiting area.
- Hand sanitizer will be supplied to the medical area and will be required when entering and leaving the space.
- When possible, medical space will have windows that open and exhaust directly into the outdoors.
- The waiting area will be large enough to accommodate several individuals at least 10 feet apart, however only one student at a time will be allowed in the medical tent. All people in the COVID-19 waiting area will be separated as far apart as possible and no less than 10 feet apart.

### **Cleaning and Disinfection Protocols:**

- Staff will close off areas used by a sick person and not use these areas until after cleaning and disinfecting.
  - The area occupied by a sick person will remain untouched for 24 hours before cleaning and disinfecting.

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- Staff will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
  - For restroom cleaning and disinfection, the district will follow the Center for Disease Control guidelines:
    - Ensure that each restroom has functional toilets.
    - [Clean and disinfect](#) using [EPA-registered disinfectants \(EPA #87742-1\)](#) that are effective against SARS-CoV-2, the virus that causes COVID-19, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.
    - Follow the [guidance for cleaning and disinfecting](#) to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.

**Positive COVID-19 Case Protocol:**

- In accordance with state and local laws and regulations, school nurses/administrators should notify the Medfield Board of Health, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
- The MPS Nursing staff will work collaboratively with the Medfield Board of Health to identify individuals who have tested positive and/or who had [close contact](#) with a person diagnosed with COVID-19. Individuals and families will be instructed to stay home and [self-monitor for symptoms](#), following [CDC guidance](#) if symptoms develop.

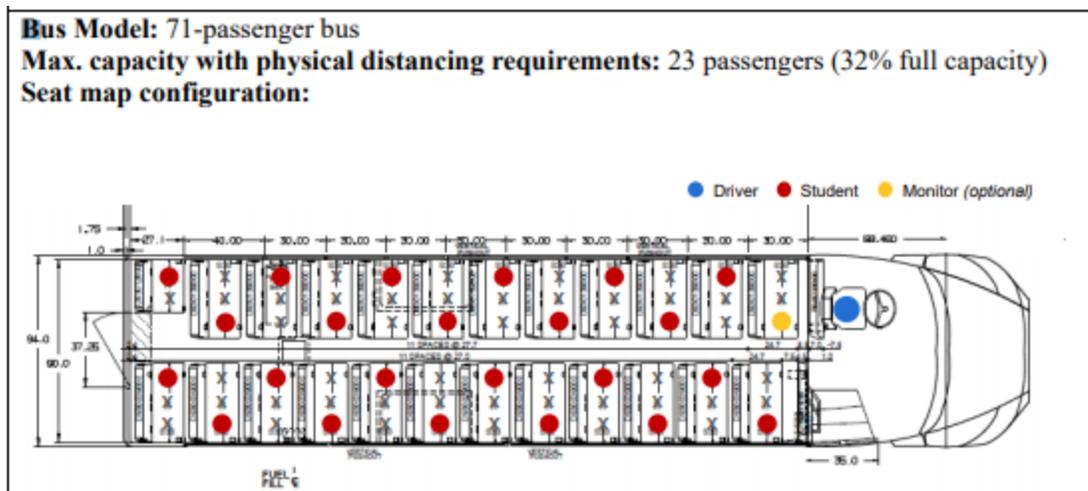
**Transportation Safety and Other Considerations:**

Medfield Public Schools will be following the Center for Disease Control and Massachusetts Department of Elementary and Secondary Education Guidelines for transportation. We have collaborated with Michael J. Connolly & Sons Bus Company to ensure that our students are transported in the safest way possible. Bus routes are being developed and school schedules are being adjusted to assure limited ridership on each route. Parents are asked to perform an at-home pre-screening. This pre-screening should include a temperature check and a check for any respiratory symptoms. For the health and safety of all, we ask that parents/caregivers please use an abundance of caution when determining whether or not your child should attend school. MPS

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will be implementing the following transportation requirements when transporting students to and from school:

- All staff and students on the bus, regardless of age, will be required to wear masks at all times. **Student masks are to be provided by the student/family.** Extra disposable masks will be available if needed.
- Any student appearing ill or showing signs of respiratory illness will not be permitted to enter the school bus.
- Any individual at a bus stop should wear a face mask covering both the nose and mouth and practice social distancing.
- Signs will be posted at bus entrances clearly indicating that no one may enter if they have symptoms of respiratory illness or fever.
- If children become sick during the day, they will not be permitted to travel home via school bus. A parent or caregiver will be notified to pick the student up.
- Students will be assigned seats and be seated *no more than* one student per bench, alternating sides for each row. This allows students to maintain approximately 3 feet of physical distance. Children from the same household may sit together and in closer proximity (e.g., two students per bench)



*\*Note- Children from the same household may sit together and are excluded from the one student per bench requirement.*

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- Windows will remain open at all times during operation, unless not possible due to extreme weather conditions.
  - Students will be assigned to a single bus and a particular seat. No bus changes will be permitted.
  - Hand sanitizer will be available near the bus driver.
  - No eating or drinking on the bus.
  - Maximum occupancy of each bus with appropriate social distancing requirements included will be posted on each bus.
  - Every bus will be cleaned/disinfected after each route.
  - Every bus will load from the back to the front and unload from the front to the back.
  - Students riding the bus will be dismissed from their classroom.
  - One bus will be loaded per location before students from another bus are called down.
  - Each school will have students/staff entering and exiting the building from a minimum of two different locations.

Our bus staffing assignments will remain as static as possible by assigning drivers and other transportation staff to a single bus and specific routes.

## **SCHOOL FACILITIES**

In order to minimize the risk to all members of our school community, The Director of Facilities and the Director of Finance and Operations conducted a facility needs assessment in late June and early July. Each building and learning space was reviewed. These assessments led to the identification of three areas of critical importance in maintaining the health and well being of our students and staff. These three areas are: behaviors that improve safety, school cleaning and disinfecting, and air quality.

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## **Behaviors That Improve Safety:**

### **Face Masks/Face Coverings**

Wearing masks/face coverings at all times has been shown to be one of the most effective means to limit the transmission of COVID-19. As a result, the following parameters will be put in for masks/face covering in the District:

- Signage at the front of each school will state that masks are required before entering the building.
- Masks will be required at all times for all staff and students in grades PreK-12. The only exceptions to the mandatory masks are for meals/snacks, mask breaks, and medical exemptions. The mask must cover the nose and mouth.
- For visual support on adherence to this procedure, additional signage will be hung in several areas of the school with reminders to wear masks, how to remove them safely and where and how to dispose of them properly. Student masks are to be provided by the student/family. Extra disposable masks will be available if needed.

If you are looking for more information to support the proper usage and rationale for wearing a mask, please visit the following resources: [How to Wear a Face Covering Poster](#), [Information on the use of Face Masks from the CDC](#), [Poster on Safely Wearing Face Masks from the CDC](#)

### **Handwashing and Hand Sanitizing:**

To ensure all staff and students enter the school with sanitized hands, hand sanitizing stations will be located at the entrance of each school with signage that hand sanitizing is required before entering the school. Additionally, each school classroom, bathroom, eating area, and stairwell exit will be provided with either a hands-free hand sanitizing dispenser, sink with soap and paper towels and/or a bottle of hand sanitizer. There will be signage reminders to wash/disinfect hands frequently.



Students and staff need to wash/sanitize hands

- **After** blowing their nose, coughing, or sneezing
- **After** being in a public place
- **Before** eating and/or preparing food
- **Before** touching their eyes
- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

If someone is unable to wash their hands, he/she should use an alcohol-based hand sanitizer

The following resources provide more information regarding hand washing and the appropriate way to wash/sanitize. Please visit these resources:

- [Your Health is in Your Clean Hands](#)
- [Handwashing Poster](#)
- [Hand Washing and Hand Sanitizer \(2 pages\)](#)
- [Stop Germs: Wash your Hands](#)
- [Germs Are All Around You](#)

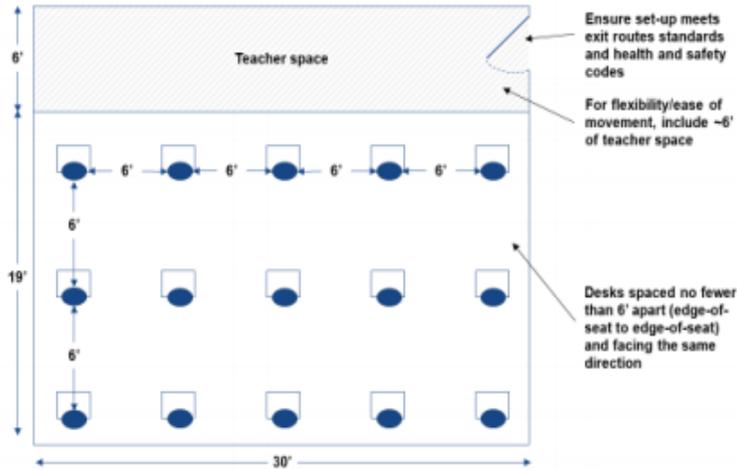
### Physical Distancing:

Physical distancing is a critical component in mitigating the transmission of the virus. The Medfield Public Schools has adopted a physical distance of 6'. Classroom desks will have a minimum distance of 6' between students. During meals, mask breaks, and other times when masks are not worn, a minimum of 6' distance is required with a preference of 10 feet.

To help calculate the classroom capacity for students & teachers at a 6-foot spacing between work spaces we used the below [cannon design model](#) for guidance.

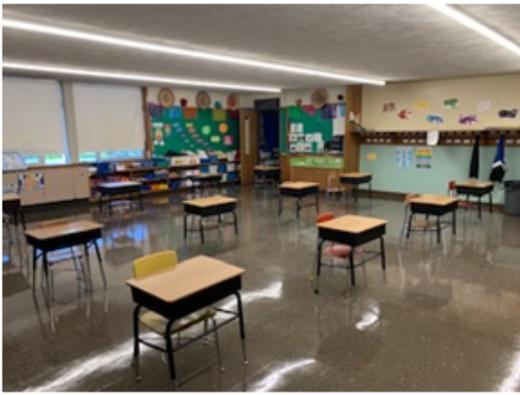
### Example A5: Fits ~15 students with 6' physical distancing

(Dimensions: 750 sq. ft., 25' x 30')



- Estimated 750 ft<sup>2</sup> capacity: ~15 students
- Capacity estimates will vary depending on classroom shape, desk size/type, immovable furniture, storage capabilities, etc.
- In this scenario, calculated 6' distance based on edge-of-seat to edge-of seat (desk-to-desk measurement would decrease classroom capacity)<sup>1</sup>

<sup>1</sup> Assumed 1.5' seat width, 2' desk width



**All schools are set up with 6-foot spacing between students.**

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## School Cleaning and Disinfecting

School cleaning and disinfecting will be conducted by the following schedules.

<b>Daily Cleaning &amp; Disinfecting Schedule (Day Shift)</b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency/Comments</b>
<b>High touch surfaces: Door handles, light switches, handrails etc.</b>	Clean with EPA approved product using a clean cloth	Hourly throughout the school day
<b>Restrooms: Faucets, sinks, paper towel dispensers, soap dispensers, toilet stalls</b>	Clean with EPA approved products using a clean cloth. Then the entire restroom will be disinfected with EPA approved product	Every two hours during the school day
<b>Hand Sanitizer Dispenser</b>	Clean with EPA approved products using a clean cloth and fill dispensers as needed.	Throughout the day

## Nightly Cleaning & Disinfecting Schedule (Night Shift)

Area/Item	Method	Frequency/Comments
<b>High touch surfaces:</b>  <b>Door handles, light switches, handrails etc.</b>	Clean with EPA approved product using a clean cloth	Hourly throughout the school day
<b>Restrooms:</b>  <b>Faucets, sinks, paper towel dispensers, soap dispensers, toilet stalls</b>	Clean with EPA approved product using a clean cloth. Then the entire restroom will be disinfected with EPA approved product	Every two hours during the school day
<b>Hand Sanitizer Dispenser</b>	Clean with EPA approved products using a clean cloth and fill dispensers as needed.	Throughout the day
<b>Classroom Floors</b>	Swept and washed with EPA approved product	Nightly
<b>Classroom high touch surfaces (Desks and chairs)</b>	Disinfected with EPA approved product	Nightly

<b>Classroom disinfecting</b>	Will be disinfected with EPA approved product	Nightly
<b>Common Areas/ Hallways/Stairwells</b>	Will be cleaned and disinfected with EPA products. Floors will be swept and washed.	Nightly

### Wednesday Deep Cleaning & Disinfecting Schedule

<b>Area/Item</b>	<b>Method</b>	<b>Frequency/Comments</b>
<b>High touch surfaces: Door handles, light switches, handrails etc.</b>	Clean with EPA approved product using a clean cloth	Wednesday
<b>Restrooms: Faucets, sinks, paper towel dispensers, soap dispensers, toilet stalls</b>	Clean with EPA approved products using a clean cloth. Then the entire restroom will be disinfected with EPA approved product	Wednesday
<b>Hand Sanitizer Dispenser</b>	Clean with EPA approved products using a clean cloth and fill dispensers.	Wednesday

<b>Classroom floors</b>	Swept and washed with EPA approved product	Wednesday
<b>Classroom desk</b>	Clean with EPA approved product using a clean cloth	Wednesday
<b>Classroom high touch surfaces</b>	Clean with EPA approved product using a clean cloth	Wednesday
<b>Classroom disinfecting</b>	Will be disinfected with EPA approved product	Wednesday
<b>Common Areas/ Hallways/Stairwells</b>	Will be cleaned and disinfected with an EPA approved product. Floors will be swept and washed.	Wednesday
<b>Walls</b>	All walls throughout the school will be wiped down and washed with EPA approved product and disinfected.	Wednesday
<b>Classroom desk/chairs</b>	All classroom desks and chairs will be	Wednesday

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	cleaned with EPA approved product using a clean cloth and disinfected.	
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Based on CDC Guidelines, facilities staff will follow the procedures below in regard to cleaning/disinfecting:

For all cleaning, staff will

- Wear disposable gloves to clean and disinfect.
- Clean surfaces with an EPA approved cleanser and then disinfect using [EPA approved disinfectant](#).
- Routine cleaning of frequently touched surfaces will be performed throughout the day.

These include

- Light switches
- Countertops
- Door handles
- Desks
- Keyboards
- Toilets
- Faucets
- Sinks

For disinfection, staff will

- Use an EPA approved disinfectant throughout the schools.
- Follow the instructions on the label to ensure safe and effective use of the product (dwell time).

A 3-6 month supply of all required cleaning supplies is on hand at all schools. Custodians have individual carts where they have all required cleaning supplies and cleaning products. All

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products used on site are EPA approved. Custodial closets are locked and only accessible by the school custodians. The Material Safety Data Sheet (MSDS) will be posted in each custodial office, this document details the active ingredients in the disinfectant.

A detailed schedule will be provided to each Head Custodian based on the final building / classroom schedule. The following is a guideline that will be used for cleaning the following areas.

- Classrooms will be cleaned and disinfected daily - at the end of each day. Desks will be wiped down and the entire room will be disinfected with a solution (Bioesque) that is EPA approved to kill the COVID-19/SARS/Flu viruses in 4 minutes.
- Common Areas High Touch Surfaces and Restrooms will be cleaned and disinfected throughout the day. Staff will conduct continuous cleaning through the hallways, door pulls, and other high touch surfaces (see list above).
- All common areas, high touch surfaces and restrooms will be thoroughly cleaned and disinfected at the end of the day.
- Restrooms will be regularly stock with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no touch trash cans.

Every school has been provided a backpack sprayer along with a hand held sprayer to support constant disinfecting throughout the day. The EPA approved solution that will be applied over all surfaces has a 4 minute virus kill time. A schedule has been developed for the custodians to follow for both day and night cleaning and disinfecting.



### **Air Quality/Ventilation:**

We have begun the process of conducting indoor air quality testing in all five schools to get a baseline air quality and we will share those results with the Medfield Board of Health. These reports will focus on 4 key areas of indoor air quality (IAQ) improvement Dilute, Exhaust, Contain and Clean.

- **Dilute:** (to increase ventilation with outdoor air)
  - Raising the minimum outdoor air-dampers setpoints.
  - Operating mixed-air air-handling units with 100% outdoor air when outdoor air conditions allow.
  - Keeping ventilation systems operating 24/7 even if at lower airflows.
  - Implementing a pre-occupancy purge sequence to flush the building with outdoor air.
- **Exhaust:** (keep local exhausts running)
  - Keep restroom exhausts operating 24/7
  - Air ventilation systems will be set to intake approx 25% of fresh air in lieu of using recirculated air or the typical minimum of 15% fresh air intake.

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- Open windows and doors to allow fresh air when it is safe to do so and weather is appropriate.
  - **Contain:** (control indoor humidity)
    - Install humidity sensors and update control sequencing to limit indoor humidity to less than 60% relative humidity.
    - Disable discharge-air temperature reset for systems during humid
  - **Clean:** (use air cleaning technology as appropriate)
    - Upgraded filters to MERV-13 (medical grade filters) and ensure effective air seals
    - Clean ductwork as necessary

### **Summary of Major Facility Changes:**

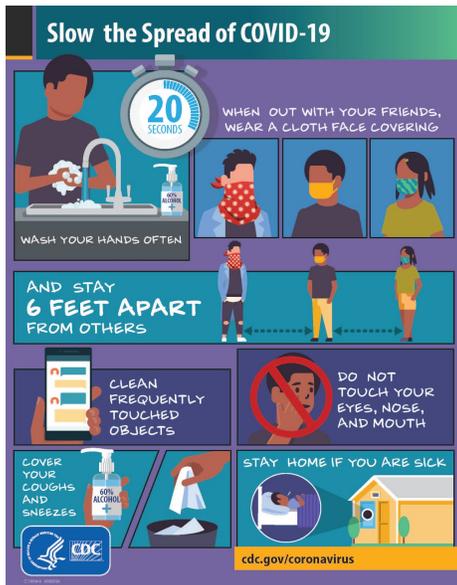
There are a significant number of changes in facilities for this year. These are detailed below:

- All student desks will be at a minimum of 6' apart.
- Every classroom teacher will have a 6' "buffer zone" between them and the first row of student desks.
- Teachers will be supplied with masks as needed along with a face shield.
- Elementary school classrooms will have a custom made 3-sided barrier attached to each student's desk. These barriers will be clear on 3 sides so students can still see their teacher/surroundings.
- New signage will be visible throughout the schools for visual reminders for staff and students to include (see below for examples):
  - "How to" wash hands at hand washing stations.
  - Reminders to wash hands frequently.
  - Reminders to keep physical distance of 6'.
  - Floor signage for directional hallways.
  - Proper mask removing and reapplying procedures.
- Hands-free sanitizer dispensers as well as free-standing hand sanitizer stations and sanitizer bottles will be installed throughout classrooms and hallways throughout the

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school district.

- A walkthrough will be conducted at each school with the Medfield Fire Chief and Medfield Building Inspector before the opening of school to ensure all fire code regulations and building safety guidelines have been met/addressed. Desks will not block means of egress in the event of an emergency. When appropriate and approved by the Medfield Fire Chief, interior doors will be propped open to improve air circulation and reduce the number of times people touch door handles.
- Plexiglass barriers have been installed at the main office at each school. This will be in place for when visitors are invited back into the buildings.





### **Building Protocols:**

Both families and staff at Medfield Public Schools are eager to return to teaching and learning in their school buildings. We have taken a number of school safety measures to minimize risk to all members of our school community by establishing specific building protocols. This section will outline specific changes that students and staff should expect when returning in the Fall.

#### **Arriving at School**

- Staggered arrival times.
- Students will go directly to their classrooms.
- Multiple doors will be utilized for entry to allow for physical distancing.
- Entry/Dismissal doors will be assigned by each school.
- Individuals will be stationed to direct students.
- Walkers, bikers and drivers will have staggered arrival and dismissal times and assigned entry and dismissal doors. Only students will be allowed into the school buildings.

#### **Classroom Set-Ups**

- All individuals in a classroom will maintain 6 feet social distancing.

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- Classes will be encouraged to go outside when feasible.
  - Desks are arranged in rows, at a 6 foot distance from each other.
  - Desks will all face the same way, to avoid any student facing another student.
  - Staff will be encouraged to keep a seating plan to assist with contact tracing if necessary.
  - Signage will be placed to “mark off” 6-foot increments for visual cues.
  - Posters and signage will be displayed in the classroom to assist students in understanding the need for social distancing.

**Lockers:**

- Locker use will be suspended for the start of school to eliminate additional touch surfaces.

**Signage:**

- Age-appropriate signage will be posted in highly visible locations throughout school property, reminding students and staff to follow proper health and safety protocols. Example signage on how to wear masks and reminders to wash hands are provided by both the DPH and CDC.

**Spaces for mask breaks:**

- Two tents will be provided at each school for outdoor mask breaks.
- Spaces for mask breaks will have a mandatory spacing of at least 6 feet apart for all students. Hand washing facilities or hand sanitizer / signage on proper removal/disposal of masks will be displayed.
- Principals will schedule two mask breaks per day (e.g. mealtime and recess) for each class.

**Hallway Passing**

- When feasible, hallways will be designated as “one way”.
- When feasible, stairways will be designated as “one way”.

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- In Emergency Situations/Evacuations the quickest evacuation route will be used.
  - Students will be encouraged to adhere to social distancing guidelines when walking in the hallways.

### **Dismissal**

- Staggered Dismissal - reverse of arrival to school procedure.
- Walkers/Drivers/Bikers will be dismissed in a staggered fashion.
- Buses will be loaded in a staggered fashion from the back to the front.
- Will use multiple exit points of school to expedite dismissal and loading buses.

### **Special Considerations**

- No gathering of large crowds - students or staff (or families/community meetings).
- Physical field trips are on hold.
- Out of state and out of country travel is on hold.
- No visitors are allowed at the schools.
- Students will not share supplies- pens/pencils/crayons.
- Items should not be passed around the class. For example, microphones, displays, papers, etc.

### **Visitor protocols**

The Center for Disease Control and the Department of Elementary and Secondary Education have strongly recommended that schools cut down on the number of people coming into the buildings each day. To this end, Medfield Public Schools will not have visitors in the buildings (Only exceptions will be for necessary contractors who will comply with social distancing and mask requirements). If parents need to drop off supplies/items to students, they will need to call the main office and let them know that they are dropping something off. The item should be clearly labeled with the student name, grade and homeroom teacher name. Storage bins will be available outside each school for parents to drop off any necessary items. Office staff will go out to retrieve items and get them to the students. Parents will be asked to limit dropping off items

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to the school unless it is an emergency or necessary to get through the school day.

**Recess protocols:**

At Memorial, Wheelock and Dale Street schools, the playground areas will operate at a reduced capacity and students will wash their hands at the end of the play period. Masks will be required for grades PreK and up. Recess will be made up of Cohorts of 3 classes in the hybrid model and each will play in a different location. Six staff members will be responsible for supervising the recess to ensure that safety protocols are being followed.

- Possible Recess blocks:
  - 11:00 - 11:25
  - 11:30 - 11:55
  - 12:00 - 12:25

**Food Preparation and Serving Space Protocols:**

Medfield Public Schools is committed to following all safety protocols while maintaining meal availability for all students. Since March’s unexpected closure the food service department served a total of 7,061 meals. We will continue to provide meals for all students. Food Service Staff will follow all measures, as recommended by the CDC. In addition, the following procedures will be followed:

- Masks will be worn by food service staff at all times while preparing and serving food.
- Kitchen work spaces will face the same direction or will be facing a wall.
- Vendors making food service deliveries will be asked to wear a mask while making the delivery. If they are unable to do so, they will be asked to leave the delivered items on the loading dock, or an agreed upon area.
- Food service workers will be required to complete training before the start of the school year that will cover topics including allergies, food safety and how coronavirus affects food service.
- The proper germicidal cleaner will be used on all food preparation surfaces.

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For in school meal service, students or parents/guardians will be asked to pre-order their meals online in order to assure the proper number of meals are produced and to ensure contactless ordering procedures are taking place. Meals will be individually packaged for each student and then packed up and delivered to each classroom for the elementary. Packaged, pre-ordered lunches will be delivered to the food stations at the middle and high school. A meal serving distribution schedule will be established to limit interactions between classrooms and avoid risk of contamination of food items or meal distribution areas. For instance, schools may schedule classroom deliveries or set times for each classroom to pick-up their meals from a central location. The following schedules will be used for lunches at each school:

- **Lunch - Elementary**

- Student lunch in the classroom

- 11:30 - 11:55
- 12:00 - 12:25
- 12:30 - 12:55

- **Blake Middle School and Medfield High School**

- Blake Middle School

- 11:05-11:35 8th grade
- 11:40-12:10 6th grade
- 12:10-12:40 7th grade
- Lunch will be served by cluster, outdoors when possible, in 3 different spaces, or indoors in 3 different large gathering areas separated at least 6 foot apart with doors/windows open.

- Medfield High School

- 1:15 - Students may choose to select a “grab & go” lunch at one of the lunch stations before heading home.

If at any time, the district moves to remote learning, schools will continue to offer meals to eligible students who are learning remotely from home. Meals for remote learners will be served

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in a drive-through format, curbside pick up at a specified time. Multiple days' worth of meals may be provided in one pick up.

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## **EQUITY AND STUDENT ENGAGEMENT**

During this period of school closure, some students and families have been more vulnerable than others. COVID-19 has exacerbated systemic inequities that have existed for decades. Our plan will focus on the historically marginalized and the most vulnerable groups in our schools, while closely monitoring the impact on traditionally successful groups.

As a District, we continue to hold true to the belief that all children need to experience success and that sentiment remains true even during these difficult times. Our portrait of a graduate needs to expand and our support for students needs to alter in a myriad of ways. We want students to create, question, explore, think deeply and explore material in ways they never have before. MPS will continue to partner with families to support all students. Our services and interventions for students who need them, will continue to grow and adapt through this partnership.

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## **ENGLISH LANGUAGE LEARNER (ELL) SUPPORTS**

Medfield's English Language Learner (ELL) teachers have consistently connected with our English Learners (ELs), and their families. These home-school relationships were an important factor in enabling the families in our program to make the transition to remote learning. Over the summer English Learners were provided with added resources to continue to support student learning throughout the summer.

Mary Bruhl, Director of Student Services, will be available via email at [mbruhl@email.medfield.net](mailto:mbruhl@email.medfield.net) during the summer months for families needing support or information.

As we begin the 2020-2021 school year, the ELL Department will continue to assist our English learners in their language acquisition and support students in developing the linguistic skills to succeed in their content classrooms through the provision of language instruction via a variety of methods, whether in-person or remotely, depending on student and family needs and circumstances. New students may need to have their English skills assessed. You will be contacted by the ELL Department to set up a time for testing if needed.

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## **SPECIAL EDUCATION**

### OVERVIEW OF SPECIAL EDUCATION SUPPORTS

Special educators often form close connections with students; therefore, ongoing communication and meaningful partnerships with families continues to be of paramount importance to us. As we move into the start of the new school year, special educators will continue to collaborate with families, related services providers, teaching assistants/behavior technicians, general educators and others who support children in Special Education, ensuring that recommendations for activities are appropriate and accessible whether they occur in-person or remotely. The collaboration that took place during the spring closures will continue into the new school year to provide students with their IEP programming and services. Staff will build upon collaboration practices that were successful in the Spring, continue to assess their efficacy and improve on these practices with time.

The District is dedicated to providing a Free and Appropriate Public Education (FAPE) to our students, coupled with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction and related services. How these services are delivered will vary depending upon the model.

- **In-Person Learning:** Services will be provided in accordance with the IEP while maintaining the safety and protection of all students and staff. Special educators and related service providers will schedule groupings to provide safe-distance in special education settings. Spacing and/or use of table top dividers will be utilized as needed. General education setting service scheduling will plan for no more than one additional special staff member to be included in a classroom, when possible.
- **Hybrid Learning Model:** The District will prioritize in-person services for students for all students with IEPs. However, in order to allow for full access to the curriculum, there may be some services which continue to remain remote. Special populations of students will be identified and will likely be attending school on all in-person days, rather than

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following a school's hybrid schedule. The option for additional in-person services and supports may be offered during the remote half day on Wednesdays as well.

- Remote Learning Model: Special Education Staff will continue to consider remote instructional and engagement strategies provided. Each student's IEP providers will consult with parents to gather input for students' Special Education Remote Learning Plans addressing all IEP goals and outlining services. Continued collaboration with families and school personnel will exist continuously throughout the period of remote learning. If considered safe to do so, special populations of students will be identified and will likely be attending school in-person.

IEP meetings will be held remotely to limit the number of people in a building and the District will continue to work with families to meet timelines or agree to extensions for Initial Evaluations, Reevaluations, and IEP Team Meetings. The backlog of testing and Team meetings will be swiftly scheduled in consultation with families, including some testing completed over the summer.

Students placed in Out of District schools will continue to be provided with their education program either remotely or in-person as determined by their respective schools. MPS will continue to monitor their education program and progress reports and will work to ensure that students' and parents' needs are considered and responded to.

As always, please do not hesitate to contact any of the special education staff with any questions or concerns. Please know that we are here for you, and we want to support you.

### **More In-Person Opportunities for Special Populations**

Throughout the period of closure, feedback from parents, students and staff has consistently conveyed the school community's profound sense of loss with the inability to deliver in-person instruction and maintain close connections during the COVID-19 pandemic. Optimizing the

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amount of in-person opportunities with in-person instruction is a priority, as we further develop the special education component of the back-to-school plan.

Massachusetts Department of Elementary and Secondary Education (DESE) has focused on having districts make at-risk youth or students with disabilities a high priority for in-person instruction when developing plans for reopening in the fall. DESE recommends considering the following when prioritizing students for in-person instruction:

- Students with multiple disabilities;
- Students who will need more time to learn new procedures and protocols to increase their successful reentry to school in the fall;
- Students whose level of engagement with remote learning during closure was low.

Should full closure occur after the start of the school year, the District will explore continuing in-person services on a one-to-one basis. Such a decision will be in agreement with parents, staff, and DESE guidelines.

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## TEACHING AND LEARNING CURRICULUM

Last Spring, the Massachusetts Department of Elementary and Secondary Education modified the curriculum to accommodate the disruptions caused by school closures statewide. Although present DESE advisories have prescriptively outlined K-12 Framework modifications, work is underway to accommodate the upcoming school year.

In August, 2020, Principals, Grade Level Leaders, and Department Heads will convene to review current curriculum frameworks and outline goals in reducing the curriculum to meet the 170 day school year. Teams of teachers will work during the 10-day preparation period to modify the curriculum and create curriculum maps. Once complete, this curriculum mapping project will be posted on the district website and the MPS [Remote Learning website](#).

## DIFFERENTIATED INSTRUCTION

Both prior to and during closure, students and families expressed a need for more differentiated learning opportunities. Differentiation involves modification of content (the what), process (the how), the product (the result) and the learning environment (the where). Each of these can be altered in multiple manners to allow for students' success. As we work to eliminate systemic barriers in our schools, we believe this approach holds promise. What may appear to be a small change in our instructional practices can have a big impact when it comes to student equity and access.

Differentiation also requires that our teachers work together to co-plan and organize instruction that meets the needs of all students. Special educators and teachers of English Language Learners (ELL) bring a wealth of knowledge and skill to designing effective learning for their students and regular education teachers, and all students benefit from co-constructing lessons rather than adapting them after the fact.

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We also know that students' equity and access needs are varied in a remote learning environment. Technology-based instruction offers new ways to enhance student access, but we must be intentional when designing instruction to fully achieve this benefit. To this end, a variety of professional learning opportunities were offered this past spring and will be provided throughout the coming year to support educators in differentiating lessons at all grade levels, as well as the effective and purposeful use of technology to enhance accessibility for a wide range of students. Additionally, in both the remote and hybrid models, staff will have time on the early release Wednesdays to work collaboratively and plan for instruction. General educators will have an opportunity to work with and learn from special education staff and teachers of English language learners. They have had the opportunity in the past to offer expertise on how to design instruction that is accessible for students with special needs and this will continue to a greater degree for the 2020-2021 school year.

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## **PROFESSIONAL LEARNING**

Throughout the shutdown, professional learning has been central to the Medfield Public School remote learning experience. In addition to grade level, department, and building level professional development projects, the Technology Integration team also provided daily professional learning opportunities to district teachers. Moreover, they worked closely with building administrators to provide support to students and their families.

This school year, the team will continue their efforts focusing on impactful professional learning experiences that leverages deep learning. Throughout August, 2020 they will develop intensive technology and learning design-focused seminars aimed to support teachers in hybrid and remote learning environments. These sessions will be offered to district teachers during the ten-day preparation period and throughout the school year. The schedule outlining session topics will be posted on the [MPS Remote Learning website](#).

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## **FAMILY PARTNERSHIPS AND SUPPORTS**

Throughout this unprecedented shift to a new way of teaching and learning, our dedicated educators and support staff will continue to serve our community, connecting students and families with the varied resources necessary to engage in learning amidst this pandemic.

During the closures, MPS staff served lunch each day and served approximately 200 meals per week throughout the spring. Staff also took inventory of who needed a device to access remote learning and these were provided to each and every student that expressed interest so as to assure equity in access to learning. MPS further elicited feedback from families through surveys and the Thrillshare platform. The data from these surveys was used to help to guide the District's decisions and actions for the Spring and will continue to do so moving toward the Fall.

MPS further offered multiple parent information sessions during the spring that addressed topics of interest that families indicated through surveys. These topics ranged from parenting during the pandemic to executive functioning support to technology 101. Multiple staff members throughout the district presented and the final session partnered with the Director of Medfield Youth Outreach to support families as they entered the uncertainty of the summer. These sessions will continue to be offered with some regularity during the 2020-21 school year.

## **COMMUNITY RESOURCES**

The Medfield Public School's website continues to update and share [COVID 19 Resources](#) and [COVID 19 updates](#). The [Community Links](#) section offers information on many community organizations within Medfield. The Medfield Social Emotional Learning (SEL) website has also added a plethora of [SEL resources](#) that are broken down for elementary, secondary and educator subsections. The town of Medfield website also regularly provides updates to its [Coronavirus Information](#).

# APPENDIX

## Blake Middle School Hybrid Bell Schedule

A		A		ALL REMOTE		B		B	
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
GO Block in Advisory	7:50 - 8:05	GO Block in Advisory	7:50 - 8:05	Cluster Zoom Meeting	7:50-8:05	GO Block in Advisory	7:50 - 8:05	GO Block in Advisory	7:50 - 8:05
A	8:10 - 8:45	A	8:10 - 8:45	Class or Small Group Meetings	8:10-11:15	A	8:10 - 8:45	A	8:10 - 8:45
B	8:50 - 9:25	B	8:50 - 9:25	Extra Help	11:15- 12:00	B	8:50 - 9:25	B	8:50 - 9:25
Snack/Mask Break	9:25 - 9:40	Snack/Mask Break	9:25 - 9:40	Teacher PD. Students engaged in asynchronous learning activities using Virtual Notebooks.	12:05-2:05	Snack/Mask Break	9:25 - 9:40	Snack/Mask Break	9:25 - 9:40
C	9:45 - 10:20	C	9:45 - 10:20			C	9:45 - 10:20	C	9:45 - 10:20
D	10:25 - 11:00	D	10:25 - 11:00			D	10:25 - 11:00	D	10:25 - 11:00
E	E Period Lunch Advisory	E	E Period Lunch Advisory			E	E Period Lunch Advisory	E	E Period Lunch Advisory
<b>6th grade</b>		<b>6th grade</b>				<b>6th grade</b>		<b>6th grade</b>	
E period	11:05-11:35	E period	11:05-11:35			E period	11:05-11:35	E period	11:05-11:35
lunch	11:40-12:10	lunch	11:40-12:10			lunch	11:40-12:10	lunch	11:40-12:10
Advisory	12:20-12:40	Advisory	12:20-12:40			Advisory	12:20-12:40	Advisory	12:20-12:40
<b>7th grade</b>		<b>7th grade</b>				<b>7th grade</b>		<b>7th grade</b>	
Advisory	11:05-11:25	Advisory	11:05-11:25			Advisory	11:05-11:25	Advisory	11:05-11:25
lunch	12:10-12:40	lunch	12:10-12:40			lunch	12:10-12:40	lunch	12:10-12:40
E period	11:30-12:05	E period	11:30-12:05			E period	11:30-12:05	E period	11:30-12:05
<b>8th grade</b>		<b>8th grade</b>				<b>8th grade</b>		<b>8th grade</b>	
Lunch	11:05-11:35	Lunch	11:05-11:35			Lunch	11:05-11:35	Lunch	11:05-11:35
Advisory	11:40-12:00	Advisory	11:40-12:00			Advisory	11:40-12:00	Advisory	11:40-12:00
E period	12:05-12:40	E period	12:05-12:40			E period	12:05-12:40	E period	12:05-12:40
F	12:45-1:20	F	12:45-1:20			F	12:45-1:20	F	12:45-1:20
G	1:25-2:05	G	1:25-2:05			G	1:25-2:05	G	1:25-2:05
35 min classes		35 min classes		35 min classes		35 min classes		35 min classes	

## High School Hybrid Bell Schedule

A		A		ALL REMOTE		B		B	
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1	7:30 - 8:14	1	7:30 - 8:14	5	7:30 - 8:00	1	7:30 - 8:14	1	7:30 - 8:14
2	8:19 - 9:03	2	8:19 - 9:03	7	8:10 - 8:40	2	8:19 - 9:03	2	8:19 - 9:03
3 w/ snack (13)	9:08 - 10:05	3 w/ snack (13)	9:08 - 10:05	6	8:50 - 9:20	3 w/ snack (13)	9:08 - 10:05	3 w/ snack (13)	9:08 - 10:05
4	10:10-10:54	4	10:10-10:54	4	9:30 - 10:00	4	10:10-10:54	4	10:10-10:54
6	10:59 - 11:43	6	10:59 - 11:43	3	10:10 - 10:40	6	10:59 - 11:43	6	10:59 - 11:43
7	11:48-12:32	7	11:48-12:32	2	10:50 - 11:20	7	11:48-12:32	7	11:48-12:32
5	12:37 - 1:21	5	12:37 - 1:21	1	11:30 - 12:00	5	12:37 - 1:21	5	12:37 - 1:21
44 min classes		44 min classes		30 min classes		44 min classes		44 min classes	
<b>Mask/ Snack break period 3</b>				<b>ADVISORY WEDNESDAYS</b>					
<b>Breaks</b>				5		7:30 - 7:55			
1	9:07 - 9:20			7		8:05 - 8:30			
2	9:21 - 9:34			6		8:40 - 9:05			
3	9:35 - 9:48			4		9:15 - 10:40			
4	9:49 - 10:02			3		10:05 - 10:30			
				2		10:40 - 11:05			
				1		11:15 - 11:40			
				Advisory		11:50 - 12:10			
						25 min classes			

