

REOPENING,
RECONNECTING,
& REIMAGINING:

John Trumbull Primary
School

2020-21 Re-Entry Plan

An Adaptation of the
Watertown Public Schools
2020 Re-Entry Plan

Dear John Trumbull Families,

It is with great excitement and enthusiasm that we write to welcome you to the 2020-21 school year. Administration is working diligently to provide an environment that meets all of the guidelines for a safe return to school. We can assure you that all staff will be ready to greet our students on the first day of school on Tuesday, September 8, 2020.

As you read this plan, please know that its intention is to help allay some of your fears as parents and teachers, as well as answer many re-entry questions you might have.

This plan is directly correlated with our district's plan which can be found [here](#).

Please do not hesitate to reach out with any questions, comments, or concerns.

Sincerely,

Laura A. Meka, Principal & Matthew Paylor, Assistant Principal

Immunizations & Health Assessments	See District Plan
Training Staff in Health & Safety Protocols	See District Plan
Training Students in Health & Safety Protocols	<p>The nurse will assist in developing a plan that is age appropriate for our students that will engage students in the new expectations related to all public health policies and protocols. These practices include, but are not limited to:</p> <ul style="list-style-type: none"> • Social Distancing • Frequent hand washing and the use of hand sanitizer • Use of face coverings • Respiratory and cough etiquette • Enhanced cleaning & disinfecting of surfaces
Monitoring Symptoms	See District Plan
Symptomatic Students, Staff & Approved Visitors	<p>An Isolation Room as been established at JTPS. This room is Room E250. It is clearly marked as the Isolation Room and will be staffed by one of the JTPS nurses. The bathroom inside the Isolation Room will only be used by students who are sent to this room.</p> <p>Students/Staff are not permitted in the Isolation Room or the Isolation Bathroom unless directed by the school nurse or building principal.</p> <p>Families are encouraged to provide their children with lip balm and hand lotion (for scratches/bug bites) to limit the number of students having to be treated in the nurse's office.</p> <p>If your child becomes ill and need to be picked up, families will be contacted by the school nurses. Upon arrival to school, parents/guardians/designated pick up adults should ring the buzzer and state their name, and the sick child's name. The secretary will then call the nurse and your child will be walked out by the nurse to meet you.</p>
Containment Plan	<p>JTPS has a Containment Response Team (CRT). These members are:</p> <ul style="list-style-type: none"> • Laura Meka, Principal • Matthew Paylor, Assistant Principal • Tom DiStasio, Business Manager • Maureen Galvin, School Nurse • Shannon McDonnell, Teacher • Shaina Santiago, School Psychologist • Annette Pietro, SRBI Coordinator

Staying Home Sick	See District Plan
High Risk Employees	See District Plan
Substitute Plans	JTPS has hired two (2) building substitutes to reduce the number of extra adults in our building.
Free & Reduced Lunch	See District Plan
Meals for Students who Opt into Voluntary Remote Learning	See District Plan
Meals During Extended Cancellations	See District Plan
Compliance Liaison	Mr. Tom DiStasio, Business Manager
District Calendar Changes	First Teacher Day: Friday, August 28, 2020 First Student Day: Tuesday, September 8, 2020
School Start & End Time	<p>Arrival and dismissal times will be staggered to accommodate social distancing.</p> <p>Arrival FOR 1st and 2nd GRADERS and KDG SIBLINGS: Drop off loop: 8:30-8:45AM Children whose last names that begin with A-H can drop off. 8:45-9:00AM Children whose last names that begin with I-Q can drop off. 9:00AM Preschool parents will park in the parking lot and drop off. 9:00-9:15AM Children whose last names that begin with R-Z can drop off.</p> <p>****KDG parents may park in the parking lot between 8:30-9:10AM and walk their child to the front of the building. You must cross with the crossing guard and maintain social distancing.</p> <p>Expected times for busses to arrive at school: 8:30AM Busses C, H, M/N will arrive at JTPS 8:45AM Busses A, F, K, L will arrive at JTPS 9:00AM Busses G, I, J and some vans will arrive at JTPS 9:15AM Busses B, D, E and some vans will arrive at JTPS</p> <p>****Van times will be shared with individual families by Friday, August 21, 2020.</p>

PRESCHOOL: Arrival for preschool will be **9:00AM** for the morning session and **12:35PM** for the PM session. Park in the parking lot and cross with the crossing guard. Arrival will be at the following doors:

Mrs. Lanese: Main preschool doors; left entrance.

Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom.

Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo's classroom.

Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors. You will see 4 doors. Wait at the doors all the way over to the left side.

THERE WILL BE SIGNS FOR PRESCHOOL PARENTS TO FOLLOW.

Kindergarten and preschool parents who transport their children to school will park in the designated area and cross by the crossing guard with their children. You must hold your child's hand as you walk him/her to the building as the parking lot is a very busy place in the morning. Kindergarten and preschool parents must maintain the 6 foot space for social distancing while waiting to drop off children.

Please encourage your child to say goodbye to you and practice separating so it is easier for your child. We understand that all children adjust at different times so if your child is experiencing difficulties with separation please notify the teacher, but also remember that teachers cannot greet students upon their arrival because they will need to remain in their classrooms. **All students will go right to their classrooms upon arrival.**

The drop off loop will be used for all first and second grade parents who are transporting their children. Although, if you have a first or second grader and he/she is capable of walking your kindergartener to his/her classroom you may also use the drop off loop. The loop will be open from 8:30AM-9:15AM to accommodate the number of families who are choosing to drive their children based on the district survey. Those parents who drop off their children may continue down the driveway and turn into the drive closest to the school. No parent/visitor cars are allowed in the back of the building in the morning. Drop-off parents are asked to proceed to the crossing guard until they are signaled forward. The drop off area is labelled by signs that state "Student Drop Off Area." **Please pull up all the way around the corner, to the stop sign. Children must exit from the passenger side of your vehicle, the side of the car closest to the school.** Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced to prevent traffic build up so please share this information with ALL family members who will be dropping off your child/children.

You must follow all established procedures for parking/dropping off during arrival and dismissal! The safety of all of our students is

everyone's responsibility! The first two lanes of our parking lot are ONE WAY for exiting. The last two lanes are for entering.

Students should not arrive before 8:30AM. Any student arriving after 9:15AM must be walked into the office by his/her parent to obtain a late slip because the main doors are locked at this time. Children cannot be expected to enter the building tardy and unattended after the doors are locked. A child is considered tardy if they arrive after 9:15AM. If arriving after 9:15AM families will use the green doors on the left to enter the building.

Children who ride the bus enter the school at the back lobby. We cannot allow parents in the back of the building to maintain safety. All support staff members will be on duty to assist the students during the first 2 weeks of school.

DISMISSAL: We used the information that families provided in the district survey to develop our dismissal plan. As parents you are responsible for sharing the names of the adults who are allowed to pick up your child. YOU, AS PARENTS, ARE ALSO RESPONSIBLE FOR SHARING INFORMATION REGARDING ANYONE WHO CANNOT PICK UP YOUR CHILD DUE TO CUSTODY ISSUES. Remember that **all adults must show a picture ID** each day to pick up children. Each family who has chosen to pick up their child will receive a number to be placed in the car window which will allow staff on duty to identify who you are and also who your child is. Families will receive a set of 4 numbers to be placed in any car that may pick up your child, (ie, mom, dad, grandma, grandpa). Your child will receive a laminated matching number that you must attach to his/her backpack to assist us with this dismissal plan. (Many of the staff members on duty might not necessarily know your child, but will get to know both you and your child as the pick up process continues). Also remember that only those adults listed will be allowed to pick up your child. This is a safety concern and will be strictly enforced. Early dismissals between 2:45-3:15PM will not be allowed in order to maximize safety of all students who will be in the process of our staggered dismissal.

DISMISSAL TIMES AND DISMISSAL AREAS:

BLUE POD: Dismissal time will be **2:50PM** at the back of the building. Blue pod families will proceed to the back of the building down the main driveway. Once you arrive at the back loop you will bear to the left to end up at the sidewalk behind the school. You must pull all the way forward. Staff will be there to check IDs and students will be brought outside to your cars. You will then proceed to the back gate exit at the **BACK OF THE BUILDING**, (Porter Street). There will be signs for you to follow.

PRESCHOOL: Dismissal will be at the following doors at **11:25AM** for the AM session and **3:00PM** for the PM session.

	<p>Mrs. Lanese: Main preschool doors; left entrance. Mrs. LaChapelle: Proceed down preschool sidewalk; wait at door outside of the classroom. Mrs. DeLeo: Proceed down the preschool sidewalk; enter through the black playground gate; walk all the way around the building to the door right outside Mrs. DeLeo’s classroom. Ms. Rossi: Proceed down the preschool sidewalk; enter through the black playground gate; walk to the back doors at the left.</p> <p>GREEN POD: Dismissal will be at 3:10PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. Please pull up all the way around the corner, to the stop sign. Children must enter from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars.</p> <p>YELLOW POD: Dismissal will be at 3:20PM at the front of the building. Pick up parents are asked to proceed to the crossing guard until they are signaled forward. The pick-up area will be the same as the morning drop off area. Please pull up all the way around the corner, to the stop sign. Children must enter from the passenger side of your vehicle, the side of the car closest to the school. Drivers MUST NOT exit their vehicle to open doors for children. This will be strictly enforced in order to prevent traffic build up so please share this information with ALL family members who will be picking up your child. Staff will be there to check IDs and students will be brought outside to your cars.</p>
Student Attendance	The CRT will frequently review attendance data to identify students who are missing too much school in order to determine root causes for absenteeism and reverse the pattern of absenteeism.
Masks/Face Coverings	<p>All K-2 students and staff at JTPS must wear a cloth, paper, or disposable mask/face covering that covers the nose and mouth when inside the school building. Students and staff are encouraged to bring in their own masks but will be provided one if necessary. While preschool is not required to wear masks we highly encourage wearing one, especially on the vans. Our preschoolers will be riding the vans with our K-2 students who will be wearing masks.</p> <p>Mask Breaks:</p>

	<p>Students will be provided a mask break every 30 minutes. Classroom teachers will ensure the following during a mask break:</p> <ul style="list-style-type: none"> • Students are facing the same direction • Students are not engaged in discourse • Students are apart from any other student also taking a mask break. <p>Masks will not need to be worn outside (recess), when eating (lunch/snack), or when in PE (increased social distancing will occur).</p> <p>Mask Exemptions: We recognize that a very small number of students or staff may have a medical condition that makes mask-wearing unsafe and need to request an exemption. In order to be exempt from wearing a mask, a doctor's note must be submitted to the school principal and nurse specifying the health concern on or before 8/24/20.</p> <p>In order to maintain a safe learning environment for all students and staff, we encourage families to consider choosing the voluntary remote learning option for their child if their medical condition prevents them from wearing a mask.</p>
Bus Expectations	See <i>District Plan</i>
Cohorts	<p>Our classes that share a bathroom serve as our cohorts. Staff will do their best to limit cohorts that students participate in.</p> <p>Staff will maintain a log for pull out instruction for purposes of contact tracing. Between cohorts for support services, used spaces will be sanitized.</p>
Spacing of Seating	See District Plan (as much as possible but not fewer than 3 feet apart).
School Schedules	JTPS has developed a master schedule that maximizes social distancing, allows for frequent hand washing/sanitizing protocols and the disinfecting of shared spaces, equipment and materials.
Foot Traffic Pattern	Floor markings are strategically placed in the main hallways, cafeteria and office.
Bathrooms	Each class will utilize the bathroom inside their own classroom. Signs will be posted on proper hand washing protocols.
Cafeteria Procedures	<p>JTPS cafeteria procedures:</p> <ul style="list-style-type: none"> • Breakfast orders will be delivered to classrooms. Parents must inform teachers if their child will need breakfast. • Lunches will be separated by grade level.

	<ul style="list-style-type: none"> • KDG and First Grade students will eat in their classrooms. Lunches will be picked up in the cafeteria and delivered to classrooms. • Second Grade students will eat in the café or the gym. Students will sit across from each other at a 6 foot distance while eating in the café. Students who will eat in the gym will also sit at a 6 foot distance. • Second grade classes will enter through a staggered arrival time to allow for social distancing while entering the café and retrieving their lunches. • Between lunch waves in the café and the gym tables and seats/chairs will be sanitized. • Students will be required to clean their hands before and after lunch.
Recess	<p>The master schedule designates specific times and areas for cohorts to go outside for recess.</p> <p>The recess procedure is as follows:</p> <ul style="list-style-type: none"> • Each cohort will stay together. • Each cohort will be in a different area outside to reduce contact with other cohorts and maintain appropriate social distancing. • Playgrounds will be sanitized twice throughout the day. • Students will be required to clean their hands before and after recess. • Each cohort will have their own recess equipment.
Signage	Floor markings and signs are posted.
Cleaning & Sanitizing Protocols	<p>Each classroom will be provided with hand sanitizer and sanitizing wipes.</p> <p>All bathrooms and identified high touch surfaces in hallways and common spaces at JTPS will be cleaned and sanitized twice per day. Classrooms will be sanitized nightly. Full school cleaning will take place over the weekend to prepare for the following week.</p>
High Touch Surfaces, Shared Materials, and Shared Equipment	<p>Teachers will have access to disinfecting materials in their classrooms to ensure proper disinfecting of high touch surfaces, shared materials, and shared equipment.</p> <p>Whenever possible, students will not share equipment or materials; ie pencils, pens, crayons, erasers.</p> <p>High touch surfaces within the school building will be properly cleaned throughout the school day to ensure the safety of our students and staff. The cleaning times will be logged and kept for documentation.</p>

Supplies	<p>JTPS is equipped with adequate supplies for cleaning and disinfecting.</p> <p>Hand Sanitizing stations will be installed strategically throughout the building.</p>
Training for Safe Cleaning & Disinfecting	See <i>District Plan</i>
Hygiene & Hand Washing	See <i>District Plan</i>
Water System	See <i>District Plan</i>
Communication	<p>Updates will be shared with JTPS families on an as needed basis from the school and/or district.</p> <p>In order to maintain the health and safety of our entire community, it is imperative that families immediately notify the principal when family members have been exposed to or contracted COVID-19. You can reach Laura Meka or Matthew Paylor at (860) 945-2776 by phone or mekala@watertownps.org and paylorma@watertownps.org by email.</p>
Monitoring of Symptoms	See <i>District Plan</i>
School Cancellations	See <i>District Plan</i>
Visitors in the School	<p>JTPS will post a "No Visitors" sign to notify the community that visitors will not be permitted into the building unless scheduled to enter, required by law, or otherwise required by a student's individualized education plan.</p> <p>The main office will maintain a log for those visitors allowed into the building to facilitate contact tracing. The log will include name, contact phone number, and arrival/departure time of each individual.</p> <p>Parents needing to drop off items for their child should ring the buzzer and state their purpose to the secretary. Parents will then be prompted to leave items on the drop-off table located outside of the building. A secretary will then retrieve the item and get it to the classroom for your child.</p> <p>Parents who are dropping off a child who is tardy must ring the buzzer at the green doors and follow the secretary's directions.</p> <p>Parents should only pick up early for emergencies. Parents must pick up 10 minutes (2:40PM) BEFORE our staggered dismissal begins to avoid confusion and maintain safety. Parents should</p>

	ring the buzzer at the green doors and state their name and must show photo identification in order to pick up.
Utilizing School Buildings Before & After School	See <i>District Plan</i>
Assessment	Fall benchmark testing will be strategically administered to JTPS students with careful thought given to reducing test anxiety and fatigue.
Reacclimating Students	Building a classroom community will be a priority at JTPS. Teachers will concentrate on building a classroom community, developing class norms, and building routines. The focus will be on social and emotional well being.
Social Emotional Learning	As a part of the RULER framework that has been adopted by the district, teachers will begin the year with a focus on establishing classroom communities through the creation of a charter.
Instructional Materials	See <i>District Plan</i>
Music	Students will have full access to music instruction in their current classrooms.
Special Education	See <i>District Plan</i>
Voluntary Remote Learning/Distance Learning	<p>While the voluntary remote students are assigned to a classroom as a place holder for their eventual return to school, we cannot have students transition between coming to school in person and voluntary remote learning on a continual basis. You must commit to your decision.</p> <p>A menu of learning activities aligned to classroom activities will be provided to remote learning students on a weekly basis. This will be done independently with oversight from parents. This menu will be designed through a collaborative process with the grade level team.</p> <p>Parents are encouraged to check out the resources provided by the Connecticut State Department of Education (CSDE) on the CT Learning Parent Hub which can be accessed by clicking here.</p> <p>Teachers will be encouraged to provide opportunities for the voluntary remote students to make connections with their peers as least once per week. Teachers may invite these students to join the class virtually for a Circle/Morning Meeting, Game, Icebreaker, Social Emotional Learning lesson, etc.</p>

	<p>Students that would typically qualify for intervention if they were in school will receive intervention virtually.</p> <p>For Special Education students, their plan may look different than what is described above depending on their Individualized Education Plans (IEP). These will be defined on a case by case basis.</p> <p>Students/family members will not record or photograph any portion of a Distance Learning/voluntary remote lesson without prior written permission of the teacher before the lesson begins.</p>
Field Trips	There will not be any field trips approved this school year.
Fans in Classrooms	Classroom fans must be directed blowing out of the window, not oscillating within the classroom. Windows that overlook the playground may not have fans running during recess times.
Fire Drill Procedures	Classrooms will exit through their usual drill locations. Students and staff will wear masks for the duration of the fire drill.

Student Responsibilities

Stay home if feeling ill.

Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

Morning self-screening required.

In order to prevent transmission among the school population, parents are instructed to screen students before they leave for school. Check to ensure temperature is below 100.0 degrees Fahrenheit without the use of fever reducing medication and observe for symptoms associated with COVID-19 outlined by public health officials.

Face coverings or masks required.

Students must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Families are encouraged to provide their students with face coverings or masks. Schools will provide if needed.

Social distancing required.

Students must maintain social distancing to the greatest extent possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials will be minimized to the extent possible.

Frequent hand washing or hand sanitizing expected. Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, before and after recess, after bathroom use, and after coughing or sneezing.

Students may not change buses.

Students will be expected to ride the same bus to school in the morning and the same bus in the afternoon every day. Face coverings or masks must be worn on the bus.

Staff Responsibilities

Stay home if feeling ill

Teachers and staff must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.

Morning self-screening required

In order to prevent transmission among the school population, teachers and staff are instructed to screen themselves before they leave for school. Check to ensure temperature is below 100.0 degrees Fahrenheit without fever reducing medication and observe for symptoms associated with COVID-19 outlined by public health officials.

Face coverings or masks required

Teachers and staff must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. "Mask breaks" will be provided during the day. Teachers will be allowed to remove masks during instruction with increased social distancing. Schools will have backup disposable masks available for teachers and staff.

Social distancing required

Teachers and staff must maintain social distancing to the greatest extent possible.

Frequent hand washing or hand sanitizing expected

Teachers and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.