Welcome Back!

We are so excited for our students to return for the 2020-2021 school year! This document spotlights some of the key points from our Reopening Plan to provide parents with a quick reference guide for the start of the school year.
HYBRID LEARNING MODEL

Medfield Public Schools will start the 2020-2021 school year following the Hybrid Learning Model first introduced in the Reopening Plan. This structure provides all students an opportunity to participate in two days of face to face instruction coupled with three days of remote learning experiences. With this model, students will engage in robust learning experiences both in school and from home.

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

- Most students within the district will be assigned to either Cohort A or Cohort B. 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. Wednesdays are early dismissal days for all students.

- Wednesdays will mark the “beginning” of the week for most students. Using Zoom, teachers will introduce content, reinforce concepts, and support learning for the entire class. These Zoom-based meetings will follow a regular weekly schedule with opportunities to participate in small-group and whole-class activities. (See What to Expect, p. 19, for additional details.)

- During the rest of the week, remote students will be ‘with’ their classmates via Zoom for morning meetings (K-5), Go-Block meetings (6-8)
and teacher check-ins (9-12). They may also interact with in-person students in synchronous learning activities and via streaming. (See What to Expect, p. 20, for additional details.)

- Cohort C students will be assigned to attend face to face classes with either Cohort A or Cohort B. When not in face to face classes, they will work remotely under the supervision of a Medfield Public Schools educator and/or have access to special education services.
- Cohort D students will be entirely remote and will not participate in on-site instruction. More details regarding this plan is available on page four.

**Hybrid Model- Cohorts A, B, & C**

- Digital Notebooks (K-8) will be structured for either one week or two week periods, commencing on Wednesdays and finishing on Tuesdays. Most
classes will utilize this notebook to support lesson plan objectives, pacing, and facilitate feedback opportunities.

- 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.
- Attendance will be taken every day—whether in person or remote.

COHORT D

Cohort D is for students’ families requesting an entirely remote schooling experience. For K-8 students, most\(^1\) Cohort D experiences are taught by Medfield teachers using Medfield curricula with other Medfield students. Grade 9-12 students will receive instruction via TECCA Connections Academy. All eligible Cohort D students can receive student support services from Medfield Public Schools.

TRANSFERING BETWEEN COHORTS

- Because of the complexity of scheduling, transfers between Cohort A and Cohort B are, unfortunately, not allowed at this time. If there are any specific concerns, parents/guardians should contact the building principal directly.

\(^1\) Blake Middle School Cohort D world language instruction will be provided by TECCA Connections Academy.
● Parents/guardians may transfer their child INTO Cohort D at any time. This switch will take one to two weeks to finalize all arrangements. Parents/Guardians should contact their child’s building principal to request this change.

● Transfers OUT of Cohort D can be made upon request of the parent/guardian. These changes occur at the end of the trimester (K-8) or the quarter (9-12) to allow sufficient time for scheduling, grade transfers, etc. Parents/guardians must make all requests at least 14 days prior to the end of the term. Unfortunately, due to the complexity of scheduling, etc. availability of specific cohorts and classes are not guaranteed.

### Logistics

**SCHOOL ARRIVAL AND DISMISSAL TIMES - M/TU/TH/F**

<table>
<thead>
<tr>
<th>School</th>
<th>Arrival Time</th>
<th>Dismissal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial (full day)</td>
<td>8:50</td>
<td>3:00</td>
</tr>
<tr>
<td>Memorial (half day- K)</td>
<td>8:50</td>
<td>11:45</td>
</tr>
<tr>
<td>Wheelock</td>
<td>8:50</td>
<td>3:00</td>
</tr>
<tr>
<td>Dale Street</td>
<td>8:50</td>
<td>3:00</td>
</tr>
<tr>
<td>Blake Middle School</td>
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<td>2:05</td>
</tr>
<tr>
<td>Medfield High School</td>
<td>7:20</td>
<td>1:21</td>
</tr>
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</table>
SCHOOL START AND END TIMES - WEDNESDAY

<table>
<thead>
<tr>
<th>School</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial</td>
<td>9:00</td>
<td>11:45</td>
</tr>
<tr>
<td>Wheelock</td>
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<tr>
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<td>11:45</td>
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<tr>
<td>Blake Middle School</td>
<td>8:05</td>
<td>12:00</td>
</tr>
<tr>
<td>Medfield High School</td>
<td>7:30</td>
<td>12:00</td>
</tr>
</tbody>
</table>

START OF SCHOOL YEAR

- All Cohort A, B, and C students will begin the year remotely on **Wednesday, September 16th**. On **Thursday, September 17th**, Cohort B students will have their first in-person school day and Cohort A will be remote. Teachers will provide Zoom links prior to the start of school.
- Cohort D students in Grades K-8 will begin the year remotely on **Wednesday, September 16th**. Teachers will provide Zoom links prior to the start of school.
- Cohort D students in Grades 9-12 will be registered for classes by September 16. Classes will begin on or about **Friday, September 18th**.
Transportation

BUS

Medfield Public Schools will follow the Center for Disease Control and Massachusetts Department of Elementary and Secondary Education Guidelines for transportation. As such the following transportation requirements are in effect for the upcoming school year:

● Parents must perform an at home pre-screening prior to students boarding the bus including conducting a temperature check and a check for any respiratory symptoms. For the health and safety of all, students who have a fever and/or have any respiratory symptoms should not attend school that day. Any student appearing ill or showing signs of respiratory illness will not be permitted to enter the school bus.

● All staff and students at bus stops and on the bus, regardless of age, are
required to wear masks at all times. Student masks must be provided by the student/family. Extra disposable masks are available, if needed.

- Food and drinks are not allowed on the bus.
- Students will be assigned seats with no more than one student per bench. Children from the same household may sit together.
- Windows will remain open at all times during operation, unless not possible due to extreme weather conditions.
- Students are assigned to a single bus and a particular seat. As such, it is important to note that only students previously registered for bus transportation will be allowed to board. If families who are not already registered, wish to do so, they may email Phyllis Montillo (pmontillo@email.medfield.net) to add their name to the waitlist.

- Every bus will load from the back to the front and unload from the front to the back. No seat changes are permitted.
- At this time, transportation will only be provided to Cohort C students on their assigned in-person learning days. Parents/guardians are responsible for transportation on days that Cohort C students are working remotely (under MPS supervision).

PARENT/GUARDIAN DROP OFF

- Parents/guardians should adhere to the drop off times articulated on page five. Students will not be allowed to enter the building prior to this time.
- With fewer children choosing bus transportation this year, we anticipate a significant increase in traffic in and around the school at drop-off times.
Please plan accordingly. We will make adjustments if needed once the school year gets underway.

- Building principals will share exact locations for student drop off.

PARENT/GUARDIAN PICK UP

- Parents/Guardians should adhere to the pick up times articulated on page five.
- With fewer children choosing bus transportation this year, we anticipate a significant increase in traffic in and around the school at pick up times. Please plan accordingly. We will make adjustments if needed once the school year gets underway.
- Building principals will share exact locations for student pick up.

Health and Safety

SCREENING

- Parents/Guardians must perform an at-home screening prior to the school day. This includes conducting checks for temperature and respiratory symptoms. For the health and safety of all, students who have fever and/or respiratory symptoms (including seasonal allergy related) should not attend school that day.
MASKS

- All persons on school grounds (including buildings, parking lots, etc.) are required to wear an approved mask. The Medfield Board of Health provided guidelines on which masks are acceptable for school use. Please note that gaiters and bandanas are not allowed in our schools.
- Students will get at least two “mask breaks” during the school day. These will occur in specially designated areas in or around the school building.

IN CASE OF SYMPTOMS

- Students with symptoms of COVID-19 will be instructed to go to or be escorted to a Medical Isolation Tent for evaluation and monitoring.
- Students with symptoms of COVID-19 will be dismissed immediately from school and will be referred for testing.

RETURNING TO SCHOOL IF EXHIBITING SYMPTOMS (NO CONTACT)

- If students come to school with symptoms will not be allowed to return until the following conditions are met: 1) Evidence of a negative test for COVID-19, 2) Improvement in symptoms and 3) Have been without fever (temperature over 100 degrees F) for at least 24 hours without the use of fever reducing medications
- If the medical provider makes an alternative diagnosis (Strep Throat, Flu etc.) then the recommendations for that diagnosis should be followed.
- If an individual chooses not to be tested, they may return to school ten days from the start of symptoms, as long as their symptoms have
improved and they have been without fever for at least 24 hours without the use of fever reducing medications.

RETURNING TO SCHOOL IN CASE OF CLOSE CONTACT OF A PERSON WHO TESTED POSITIVE FOR COVID-19 (NO SYMPTOMS)

- A person is considered a close contact if they have been within **six feet** of an infectious individual for greater than **fifteen minutes**.
- Entire classrooms will NOT need to get tested unless they are a close contact.
- The infectious period begins two days (48 hours) prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin two days prior to the collection of their positive test.
- People who come in close contact with someone who has tested positive for COVID-19, should be tested and must self-quarantine for 14 days, even if they have no symptoms and have received a negative COVID-19 test result.
- If someone tests positive, Medfield Public Schools nurses will work with teachers to determine whether students or staff members are considered close contacts. It is important to note that being in the same room does not necessarily lead to close contact.
- The students and staff members who were in close contact with a person who has tested positive for COVID-19 will be dismissed from school. They will wait in a Medical Tent until they are dismissed. Students who come in close contact with someone with COVID-19 will not be allowed to ride the
RESPONSE TO A POSITIVE TEST

- Students who are quarantined with no symptoms will shift to remote learning/working until they can return to school.
- Students who are ill do not need to learn or work remotely. They should focus on resting and getting better.
- Students who return to school after illness or quarantine must communicate with the nurse and provide necessary medical documentation. Students must be accompanied by a caregiver for a meeting with the nurse before returning to school.
- The Medfield Board of Health contracts with public health nurses from the Walpole VNA Department to conduct contact tracing for people who test positive for COVID-19. They will educate people who test positive, ask them with whom they have had close contact for two days prior to the positive test, and contact those people to notify them of the potential exposure to the virus.

Meals and Snacks

EATING WITHIN THE SCHOOLS

- Grade K-5 students will have snack and lunch breaks in their classroom. Students will eat at their desks, utilizing the desk partitions.
● Grade 6-8 students will eat lunch in the Blake cafeteria, LMC, and gym spaced to ensure proper physical distancing guidelines.

● Grade 9-12 students will have a snack break in a specially designated outdoor area. Students will have an opportunity to obtain a grab-and-go lunch at the end of school to eat outside or at home.

**WATER BREAKS**

● Students will be allowed to utilize specially designated water bottle fountains only. Students should bring their own water bottle to use during the day.
Technology

HARDWARE/CONNECTIVITY

- Medfield Public Schools actively works with all MPS families to obtain appropriate hardware and internet access. Parents/guardians are encouraged to contact Andrea Moores (amoores@email.medfield.net) if availability to a device and/or the internet is an issue.

LEARNING PLATFORMS

- Google Classroom (2-12) or See Saw (K-1) will be used to share and receive curriculum material. Students will receive training on how to access these platforms. Parents will have the opportunity to receive training on these platforms as well. Live trainings will be scheduled in September and October and recordings will be available on the MPS Hybrid Learning website.

SOFTWARE

- Teachers will use a variety of instructional software throughout the year. The following software is used most frequently by Medfield Public Schools faculty:
  - Zoom
  - Google Suite (Google Docs, Google Drive, and Google Slides)
  - Padlet
• Parent training on frequently used software applications will be offered by the district’s Instructional Technology team. Other technology-related support materials are available on the [MPS Hybrid Learning website](#).

**Student Supports**

**SPECIAL EDUCATION AND ENGLISH LEARNERS**

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. We will focus on the historically marginalized and the most vulnerable groups in our schools, while closely monitoring the impact on traditionally successful groups. Medfield Public Schools 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 to their needs.

At the start of this school year, students are either in a hybrid (Cohorts A, B, and C) or fully remote model. Below, descriptions of supports available to students in each model are outlined.

• Hybrid Learning Model- Medfield Public Schools 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 (Cohort C), rather than 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. English Learners will receive support in order to engage in learning opportunities.

● 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. 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.

● Out of District Placements- Out of District schools will continue to be provided with their education program either remotely or in-person as determined by their respective schools. Medfield Public Schools 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.

SOCIAL-EMOTIONAL SUPPORTS

Medfield Public Schools is committed to supporting our community during this pandemic. In addition to providing educator-focused social-emotional support and training to our educators on trauma-informed best practices, the Medfield Public Schools Office of Social-Emotional Learning curated an extensive list of
Preparing for In-Person Learning

WHAT TO BRING

Keeping in mind that students’ needs can vary, the following items should be brought to school:

- Mask (must meet the Board of Health guidelines)
- Water bottle
- Pertinent school supplies (see school-issued supply lists for guidance)
- Ipad/Chromebook (Grade 6-12)
- Sweater/Sweatshirt (if needed for outside recess/mask breaks)

WHAT TO EXPECT
Students should expect the supportive and upbeat environment that is a hallmark of Medfield Public Schools. We are incredibly happy to see them in person! That said, there will be a few noticeable changes including:

- Smaller classroom capacity; fewer number of on-site students; learning concentrated in a limited physical space
- Reduced time in hallways and no locker access (grades 6-12)
- Masks/face shields on all faculty, staff, and students
- Hand sanitizer and/or washing stations in or just outside all classrooms and within all hallways.
- Alternative classroom and working space, such as the library and cafeteria
- Designated areas for outside mask breaks and medical-related purposes

On-site learning will occur in a variety of formats using a variety of tools. This will likely evolve throughout the school year as teachers expand on their skills to teach in this unique environment.

In person students will be ‘with’ their remote classmates on in-person days via Zoom for morning meetings, advisory meetings, and teacher-check ins. They may also interact with remote students in synchronous learning activities and via streaming.
Preparing for Remote Learning

WHAT TO EXPECT

- Students are expected to participate in learning activities following a similar time schedule as those who are in school. Thus, all students must have access to their computer/iPad and should be available to participate in synchronous instruction throughout the school day, when appropriate. Instruction during remote learning days will look different from teacher to teacher, and grade level to grade level, however, all students should expect the following:
  - With the exception of Grade 9-12 Cohort D students, Wednesdays will mark the “beginning” of the week. This is an opportunity for teachers to introduce content, reinforce concepts, and support learning with the entire class present. All teachers will interact with their students via Zoom on Wednesdays in a variety of different ways. For example, elementary may use this time to engage students in Morning Message, small group meetings, and closing meetings. Middle School students will use this time for cluster meetings, advisory meetings, class meetings, with their and/or student support opportunities. High school students will meet each of their classes via Zoom for 25 minutes.
○ On remote days that do not fall on Wednesdays, Cohort A, B, & C Grade K-5 students will have a morning check-in via Zoom with their teacher to take attendance and to outline the day’s learning. During the rest of the remote learning day, students will engage in a variety of learning opportunities guided by their ‘digital notebook’. Activities will be in an asynchronous format with possible opportunities for live streaming and synchronous digital learning (when appropriate).

○ On remote days that do not fall on Wednesdays, Cohort A, B & C Grade 6-8 students will have a morning check-in via Zoom with their cluster point-person to take attendance and to outline the week. During this time, grade 6-8 Cohort D students will meet with their assigned Cohort D Advisor. Throughout the rest of the remote learning day, students will engage in a variety of learning opportunities guided by their ‘digital notebook’. Activities will be in an asynchronous format with possible opportunities for live-streaming and synchronous digital learning (when appropriate). Extra help will be available via Zoom for remote students each week.

○ During remote days that do not fall on Wednesdays, Cohort A, B, & C Grade 9-12 students will have a check-in with each of their teachers at least once during the two-day remote learning schedule (M/T or Th/F). During the rest of the remote learning period, students will engage in a variety of learning opportunities guided by Google
Classroom. Learning will be in an asynchronous format with possible opportunities for live-streaming and synchronous digital learning (when appropriate). Extra help will be available via Zoom for remote students each week.
  ○ Grade 9-12 Cohort D students will follow the schedule outlined by TECCA Connections Academy.

Suggestions on Supporting Your Child this Year

Now that the school year is upon us, here are a few things you can do to support your student for a successful school year.

- Focus increased attention on COVID-19 prevention guidelines as outlined by the Center for Disease Control and Prevention and the Massachusetts Department for Public Health. We must be vigilant as a community to keep each other safe.
- Have students get used to wearing a mask for an extended period of time. Model best practices in hand washing hygiene and mask wearing.
- Print the MPS Daily Screening Checklist and have it available for daily use.
- Create a learning environment free of distractions including electronics, pets, toys, etc. Provide each child with their own designated area, if possible.
- Celebrate first day of school milestones such as taking pictures and wearing a special first day outfit- even though the first day is remote. This
conveys the value that at home learning is as important as in school learning.

- Create a regular “school from home” schedule and that includes Zoom meetings, digital workbook/google classroom time, etc. Be sure to include daily activities that mirror going to school activities, such as having students wake up at a regular time, wash/dress, and gather their materials.
- Use Google Calendar as a way to structure time and provide reminders, if appropriate.
- Have student passwords to learning platforms available for easy reference. Contact reopening2020@email.medfield.net if you have any difficulty.
- Check Google Classroom, See-Saw, and email regularly. Ask your student targeted questions about specific learning experiences. (e.g. “I noticed that you were watching a video about frogs. What was the the most interesting thing you learned?”)
- Participate in upcoming hybrid focused training and view software support materials on learning platforms and other instructional software.
- Keep in regular contact with your child’s teacher and inform him/her if you have any concerns about their engagement or well being.

Questions?
If you have any questions about the start of school, you are encouraged to contact our dedicated Reopening 2020 email address: reopening2020@email.medfield.net

Helpful Links

Below are a list of resources referenced within this document:

- MPS Reopening Plan
- MPS District Website
- Town of Medfield Coronavirus (COVID-19) Info
- Center for Disease Control and Prevention
- Massachusetts Department for Public Health
- MPS Daily Home Screening Checklist
- Medfield Board of Health Mask Memo
- MPS Hybrid Learning Website
- MPS Office of Socio-Emotional Learning
- TECCA Connections Academy (Cohort D - Grade 6-8 World Language & High School)