

August 27, 2020

Dear AES Families,

Please find the following important handbook documents relating to the reopening of school for the year 2020-21.

These documents are from the Alexander School Department's Plan for Return to Learning posted on the school website on August 7th and adopted by the School Committee on August 11, 2020. The plan is informed by mandates and guidelines from the State for all schools returning to in-person learning. The full plan (updated 08/27/20) and resources to help transition into the new school year can be found on the school's website at: www.alexanderelementary.org

Please take time to familiarize yourself and your child with these documents. If you have any questions, do not hesitate to contact me directly at the school. 454-2623 Ext #2.

We look forward to seeing the students once again on September 8th.

Sincerely,

Trevor Flood
Principal

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Summary

In the spring, the situation was challenging and taxing for all. Schools and businesses closed nationwide; homes became offices and classrooms; nearly all aspects of everyday life were disrupted and transformed. Abundant issues were encountered but many were also overcome - and through the tremendous efforts of families and schools, our children continued to learn.

School departments nationwide understood the importance of returning to in-person instruction but faced the challenge of planning how to do so safely.

There are many factors determining when and how in-person learning will occur in the coming school year. Several of those factors remain out of the control of local schools.

The Maine Department of Education informed by the Maine Center for Disease Control have released guidelines and recommendations to help school departments navigate these challenges. Safety measures will help reduce the risk of COVID-19 spread in schools, however, they will also make returning to in-person classes look different than any other school year.

In the month of August, now close to the start of the school year, current information from the State (as of 07/31/20) advises in-person learning can occur for Washington County. Understanding that the situation could change before and even during the school year, the Alexander School Department is committed to in-person learning so long as it remains advisable. Unequivocally, remote learning cannot replace the numerous benefits associated with in-person learning. However, in the event of school closures, remote learning must remain part of the lexicon for families and schools alike.

- During the summer months, teachers and staff have been planning and preparing for three different pathways of learning - full return to in-person classes, hybrid, and full remote.
- The building has been undergoing preparations for implementing safety measures.
- AOS 77 formed a planning committee of teachers, administrators, and school nurses to inform the overall direction of the district.
- Alexander Elementary School formed a local Collaborative Planning Team to help inform local planning for health and safety measures.
- A draft plan has been developed to frame the return to learning for SY 2020-21 and is scheduled to be submitted for approval of concept at the August 11, 2020 School Committee meeting.

The First Day of School

- The first student day will be September 8, 2020.
- We intend to hold in-person classes Monday to Friday, with a shortened student day.
- School will start at 8:00am and students will be dismissed at 1:30 PM.
- On scheduled Early Release days, students will still be dismissed at 11:15 AM.
- At the beginning of August, a school supply list was published on the school website and hard copies available at the Calais Walmart. A copy of the supply list is also included in this packet.

Alexander Elementary School

Back to School Supply List 2020-21

All students

- Washable cloth masks (recommend at least 5)
- Travel sized hand sanitizer
- (1) box of tissues
- Reusable water bottle (with straw preferred)

Grades PK-1 (additional supplies)

- 1 box of 24 count Crayola Crayons
- (2) single subject notebooks
- (2) folders - flat, pocket style
- Headphones or earbuds

Grades 2/3 (additional supplies)

- Headphones or earbuds
- (5) single subject notebooks

Grades 4-8 (additional supplies)

- pencils
- calculator
- one -- 1 1/2 inch 3-ring binder
- one set of dividers for binder
- one pkg. of loose-leaf notebook paper

Alexander Elementary School SY 2020-21
Recommended Supply List in the event of Remote Learning due to School
Closure

Grades PK - 3

- crayons
- markers
- scissors
- glue sticks
- pencils
- pencil sharpener
- notebooks
- drawing/blank paper
- headphones/earbuds

Grades 4 - 8

- markers
- crayons
- colored pencils
- ruler
- scissors
- pencils
- pkg. of lined paper or notebooks
- drawing/blank paper
- glue stick
- calculator
- headphones/ear buds

What Families Need to Know

While it is the intention to return to in-person learning with modifications and safety measures, it is important to understand that circumstances can change prior to and during the school year. Alexander Elementary school will conduct in-person learning if:

- The State deems in-person instruction [advisable](#). Should the State determine that hybrid or full remote is recommended for our school/area, the school department will follow those recommendations.
- Facilities meet the State guidelines for health and safety.

This document contains information on how a return to learning will look at Alexander Elementary School. Several important elements, based on DOE/[CDC recommendations](#), have been highlighted below:

- Modes of Instruction can change during the year based on State recommendations.
- Schools are required to follow the [safety measures set forth by the Maine DOE](#) including:
 - Cloth Masks/face coverings
 - Distancing
 - Daily Self-screening prior to boarding the bus/entering school
 - Hand Hygiene
 - Personal Protective Equipment
 - Return to School after Illness
- Visitors, volunteers, and parents will not be allowed in the building for the time being.
- Use of the facilities by external organizations will be prohibited for the time being.
- The playground and other shared equipment will be unavailable.
- Congregating students including during morning drop off time (prior to 8AM) and during breaks will be minimized.
- Meals will be served in classrooms.
- Parents are encouraged to transport their children to and from school whenever possible.
- Assigned seating and other measures will be implemented on the school bus.
- Sick students and staff must be isolated and sent home immediately.
- Changes will be made to parking and dismissal of students.

School to Home Communication

Important school-wide announcements and information will occur primarily through electronic means. There are several electronic mediums the school department will utilize including the following:

The school website (www.alexanderelementary.org) - the school website will be updated with important documents and resources for families throughout the school year.

The school Facebook page - the school Facebook page may be updated periodically with public announcements, events, activities, etc.

School Messenger Alert System (text and email) - this system will be utilized to communicate urgent/important messages such as school closures and reminders. You will receive a permission form for this service (opt in) in your child's send home packet on the first day of school.

Parent/Guardian Email - email will be a primary mode of communication of information to parents/guardians.

To ensure you receive the latest information from the school department, please make sure that all of your current contact information - including phone numbers and email addresses are current with the school office.

Models of Learning

There are three identified models of learning that could be implemented for/during the school year. It is important to consider that circumstances, including facility readiness and recommendations from the Maine DOE and CDC, **can change prior to and during the school year**, determining the model adopted for learning.

Full Return

A full return means that all students are physically back in the building for daily in-person learning, with modifications and safety measures in place. Instruction will take place within the classroom. Some alternative arrangements for the location of learning spaces may need to be made to accommodate distancing.

Students may still receive assignments to complete at home: for additional core subject skill practice and classes that are difficult/impossible to safely accommodate at school (i.e. Physical Education). Practice at home will also help re-acclimate students for the possible shift to a hybrid or remote learning scenario during the school year.

- Students will be seated to achieve a physical distance of 6 ft in their learning space to the greatest extent possible, with a minimum of 3 ft allowed between and among students (per CDC guidelines).
- Sharing of supplies will be minimized: students will have their own desks, learning materials, and supplies.
- To ease the burden of wearing masks for long periods of time, and in addition to regularly scheduled break times, frequent **mask breaks will be scheduled throughout the day** for students to be able to remove their masks. Students must be distanced at a minimum 6 ft apart when removing masks for breaks. Outside areas will be utilized as possible.
- Students in grades 4-8, who have historically changed locations for their regular instruction, will remain in one area with their homeroom groups. Instead, teachers will travel to deliver instruction.
- Homeroom grouping for grades 4-8 will be the following: Grades 4/5/6 and Grades 7/8.
- Outside areas may be utilized whenever possible for instruction. Due to the nature of instruction - including prolonged proximity and talking to and amongst one another, **masks and distancing requirements still apply** while outside for instruction.

Full Return Schedule

The following schedule reflects a full return of the student population for daily in-person learning. To alleviate the amount of time students are required to wear masks, increase cleaning and sanitation capabilities, and allow for staff preparation and professional development, a modified student day schedule has been shown.

8:00 - 8:15 AM	Breakfast
8:15 - 9:15 AM	Instructional Period
9:15 - 9:30 AM	Break
9:30 - 10:30 AM	Instructional Period
10:30-10:45 AM	Break
10:45 - 11:45 PM	Instructional Period
11:45 - 12:15 PM	Lunch
12:15 - 1:30 PM	Instructional Period
1:30 PM	Dismissal

Hybrid

The Hybrid Learning model refers to a mixture of both in-person and remote learning. Where students are learning in-person some days and remotely on others - reducing the population of in-person classes on any one given day.

All of the required safety measures by the Maine Department of Education for in-person learning would still apply to this model - including face masks and physical distancing.

- Students will be seated to achieve a physical distance of 6 ft in their learning space to the greatest extent possible, with a minimum of 3 ft allowed between and among students.
- Sharing of supplies will be minimized: students will have their own desks, learning materials, and supplies.
- To ease the burden of wearing masks for long periods of time, and in addition to regularly scheduled break times, frequent **mask breaks will be scheduled throughout the day** for students to be able to remove their masks. Students must be distanced at a minimum 6 ft apart when removing masks for breaks. Outside areas will be utilized whenever possible.

- Students in grades 4-8, who have historically changed locations for their regular instruction, will remain in one area with their homeroom group. Instead, teachers will travel to deliver instruction.
- Homeroom grouping for grades 4-8 will be the following: Grades 4/5/6 and Grades 7/8
- Outside areas may be utilized whenever possible for instruction. Due to the nature of instruction - including prolonged proximity and talking to and amongst one another, **masks and distancing requirements still apply** while outside for instruction.

Hybrid Schedule

- Students will be put into one of two cohorts (groups).
- Scheduling siblings into the same cohorts may not always be feasible, however, consideration will be given to the greatest extent possible.
- One day per week is designated as a full remote day for **all students** - to allow the building to be cleaned thoroughly.
- Teachers will maintain online office hours on the full remote day to continue distance learning and to support students.

The following schedule reflects a school week in the hybrid model scenario:

Day	In-Person Learning	Remote Learning
Monday	Group A	Group B
Tuesday	Group B	Group A
Wednesday	Remote	Remote
Thursday	Group A	Group B
Friday	Group B	Group A

To alleviate the amount of time students are required to wear masks, increase cleaning and sanitation capabilities, and allow for staff preparation and professional development, a modified student day schedule is shown below for in-person learning days during Hybrid.

In-Person Learning Day during a Hybrid Model

8:00 - 8:15 AM	<i>Breakfast</i>
8:15 - 9:15 AM	<i>Instruction in Classrooms</i>
9:15 - 9:30 AM	<i>Break</i>
9:30 - 10:30 AM	<i>Instruction in Classrooms</i>
10:30-10:45 AM	<i>Break</i>
10:45 - 11:45 PM	<i>Instruction in Classrooms</i>
11:45 - 12:15 PM	<i>Lunch</i>
12:15 - 1:30 PM	<i>Instruction in Classrooms</i>
1:30 PM	<i>Dismissal</i>

Remote Learning

Remote Learning refers to when students are learning at home and teachers deliver learning digitally/remotely in the event of school closure. Learning would be provided through a mixture of online platforms and video conferencing (i.e. Google Classroom, Class Dojo, IXL, and ZOOM). Additionally, learning materials could be sent home to families for further enrichment and skills practice.

Given the nature of remote learning, families should be aware:

- Alexander Elementary School will select online learning platforms/apps/software
- Online learning may include video conferencing apps/software*
- It may be necessary for students to be photographed, videotaped, or recorded as part of remote learning or other activity*

*See [Appendix: L - Remote Learning Permission Form](#) for more information.

Special Education

Students with IEP's will continue to receive services regardless of the adopted model of learning.

Preparing Families for a Return to In-Person Classes

The CDC has created a checklist to help families with back to school planning for the school year (SY) 2020-2021. The full document can be found in the appendices of the ASD plan (see [Appendix A](#)). **The school website will be updated in the month of August with additional resources for families to help prepare for a return to in-person learning.**

(www.alexanderelementary.org)

- Check in with your child each morning for [signs of illness](#). If your child has a temperature of 100.4 degrees or higher, they should not go to school.
- Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- If your child has had close contact to a COVID-19 case, they should not go to school. Follow guidance on what to do when [someone has known exposure](#).
- Be familiar with [local COVID-19 testing](#) sites in the event you or your child develops symptoms. These may include sites with free testing available.
- Make sure your child is up-to-date with all [recommended vaccines](#), including for flu. All school-aged children should get an influenza flu vaccine every season, with [rare exceptions](#). This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness.
- Review and practice proper [hand washing techniques](#) at home, especially before and after eating, sneezing, coughing, and adjusting a face cover. [Make hand washing fun](#) and explain to your child why it's important.
- Be familiar with how your school will make water available during the day. Consider packing a water bottle.
- Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up) cloth face covering) and things to do when you return home (like washing hands immediately and [washing worn cloth face coverings](#)).
- [Talk](#) to your child about precautions to take at school. Children may be advised to:
 - Wash and sanitize their hands more often.
 - Keep physical distance from other students.
 - Wear a cloth face covering.
 - Avoid sharing objects with other students, including water bottles, devices, writing instruments, and books.
 - Use hand sanitizer (that contains at least 60% alcohol.) Make sure you're using a safe product. FDA [recalled products](#) that contain toxic methanol.
 - Monitor how they feel and tell an adult if they are not feeling well.

- Develop a plan as a family to protect household members who are [at increased risk for severe illness](#).
- Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.
- Plan for possible school closures or periods of quarantine. If transmission is increasing in your community or if multiple children or staff test positive for COVID-19, the school building might close. Similarly, if a close contact of your child (within or outside of school) tests positive for COVID-19, your child may need to stay home for a 2-week quarantine period. You may need to consider the feasibility of teleworking, taking leave from work, or identifying someone who can supervise your child in the event of school building closures or quarantine.
- Reinforce the concept of physical distancing with your child.

Masks/Face Coverings

The State has mandated for all schools that all students and staff are required to wear a cloth mask/face covering while at school and on the school bus.

Face shields may be an alternative for those students with **documented medical or behavioral challenges** who are unable to wear masks/face coverings. If a student qualifies for an exemption from their health care provider, documentation must be provided to the school and will be forwarded to the Superintendent's office. Those students who do qualify for an exemption **must wear a face shield in place of a mask**. Face shields worn in place of a face covering must extend below the chin and back to the ears (Updated (08/12/20) from the DOE).

The ASD will follow CDC guidance and **require** that all face masks/coverings worn at school be made of **cloth**.

- Surgical masks, N95 respirators, and masks with exhalation valves (vents) are not allowed.

The school department recognizes that surgical masks or N/KN95 respirators may be donned by staff caring for sick students.

The school department also recognizes that situations could arise where a disposable mask may need to be provided by school staff for student/staff use as a *temporary* substitute (e.g. a student/staff mask becomes soiled or wet and that individual does not have a replacement). In certain situations, disposable face masks may be used as a temporary substitute.

- It will be recommended that families purchase multiple cloth face masks and send them with their children in the event one becomes soiled or wet.

Additionally, the ASD will follow CDC guidance on the proper wear/fit of masks requiring:

- Masks/face coverings cover the nose and mouth
- Masks/face coverings fit snugly against the sides of the face
- Masks/face coverings include multiple (at least two) layers of cloth

The school department understands that cloth masks will become part of daily dress for students and staff. Therefore, inappropriate language/imagery/references on masks/face coverings will be prohibited.

Screening Prior to Coming to School

From the Maine Department of Education

- Students, parents/caregivers, and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day.
- Students who are sick must stay home and report their symptoms, or go to a healthcare facility depending on how severe their symptoms are. The student would be excused from school in accordance with existing school illness management policy.
- **It is critical for students, parents/guardians, and staff to understand the importance of staying home when sick.**

Please use the Pre-Screening Tool on the following page to conduct self-screening daily prior to coming to school or boarding the bus.

COVID-19

Pre-Screening Tool for School Attendance

Within the past 24 hours
have you had a fever
(100.4 and above*) or
used any fever reducing
medicine?

YES =



Do you feel sick with any
of the most common
symptoms?
(see symptom list to the right)

YES =



Have you been in close
contact with a person who
has COVID-19?

YES =



Have you traveled
outside of the state in
the past 14 days?

YES =



Contact
Your School

Stay home with any YES response to the questions above OR with two or more of the "less common" symptoms listed to the right.

Attend school when all answers are NO. Call or see your school nurse or other designated person at school if you have questions.

Most Common Symptoms of Covid 19:

Cough
Shortness of
breath
or difficulty
breathing
Fever (100.4 or
greater)*
Chills
Sore throat
New loss of taste
or smell

Less Common Symptoms:

Muscle pain
Nausea or
Vomiting
Stomach pain
Diarrhea
Fatigue
Headache
Rash
Swelling or redness
of hands/feet
Red eyes/eye
drainage
Congestion/
runny nose

*Fever is 100.4
regardless of
measurement
location (oral,
temporal).

Updated 8.3.20



Maine
Department of
Education

Responding to Illness

Illness during the School Day

- Students who develop symptoms associated with COVID-19 (see the Pre-Screening Tool) while at school will be taken to a waiting room (isolation area).
- The student's parent/caregiver will be notified to immediately come to the school to pick up their child(ren).
- The student will remain under supervision until the arrival of the parent/guardian or other authorized adult.
- The student will be escorted by a staff member from the waiting room to the parking lot to meet the parent/guardian.
- If the school needs to call an ambulance, they will first alert the healthcare staff that the student may have been exposed to someone with COVID-19.

If a staff member becomes ill during the school day:

- They will be sent home immediately.
- An alternate learning area will be arranged.
- The classroom will be cleaned and disinfected according to CDC guidelines.

Waiting Rooms

To help minimize the spread of illness, there are designated rooms and areas in the school for any student who shows symptoms. These areas are for students to wait while a parent/caregiver arrives to pick them up from school.

- Access to the waiting room(s) are restricted to the sick student and the staff caring for the student. Students who live in the same household, may be placed together in the same waiting room.
- While in the waiting room, students are required to wear a mask unless wearing one poses a danger to the student (i.e. trouble breathing). In the case a mask is not feasible, a face shield will be provided for the sick student.
- Students will be required to wait in the waiting room until being dismissed.

- School staff who interact with a student who becomes ill while at school will use extra precautions when caring for sick people including additional PPE (i.e. goggles or face shield, gown, gloves).
- After each use, the waiting areas will be cleaned and disinfected.

Dismissing a Sick Student

Parents/caregivers who are picking up a sick child from school:

- Call the school upon arrival
- Must remain in their vehicles

Staff will escort the sick student to their parents/caregiver's vehicle.

Returning to School after an Illness

Note: additional guidance from the Maine DOE/CDC is forthcoming and will be provided to families as soon as possible.

Fever

Wait at least 24 hours after the fever has come down and stabilized without medication to consider sending your child back to school.

Vomiting

Wait at least 24 hours after the last episode before considering a return to school.

Diarrhea

Wait at least 24 hours after the last episode before considering a return to school.

Fatigue

Make sure your child stays hydrated and let them rest in bed, wait at least 24 hours before considering a return to school. If your child is exhibiting a level of fatigue that is beyond what you would expect from a typical mild illness, they may be lethargic. Lethargy should be evaluated by your child's pediatrician immediately.

Persistent Cough or Sore Throat

If your child has a severe sore throat and a lasting cough, keep them home until the cough is nearly gone or easily controlled. They may also require testing by your child's doctor for illnesses such as strep throat, which are highly contagious but treatable with antibiotics. A child diagnosed with strep throat may return to school 24 hours after the child has been on antibiotic therapy or by the directions of a healthcare provider.

Irritated Eyes or Rashes

Keep your child home until these symptoms clear up or until you've spoken with a healthcare provider. If your child has conjunctivitis, or "pink eye," he or she needs to be diagnosed promptly, as this condition is highly contagious and can spread quickly through schools.

Diagnosed Communicable Disease

A student may return to school after being excluded from a communicable disease by submitting a physician's note stating that he/she doesn't currently have signs or symptoms of a communicable disease or that the disease is not communicable in a school setting. Parents of students with a communicable or contagious disease are to notify the school. The school is also

required to report certain contagious or communicable disease and illnesses to the Maine Department of Health.

Responding to a Case of COVID-19

Notification

Health officials, staff, and families will be notified immediately of a positive case while maintaining confidentiality and other applicable federal and state privacy laws. **It is important to communicate with families that parent contact information should be current with the school office** - including emergency contacts and who is authorized to pick children up from school.

Should there be a confirmed or suspected case of COVID-19 at Alexander Elementary School, notification will be sent to the following:

- Maine CDC
- AOS 77 School Nurse, Kaloua Stanhope
- Maine Department of Education School Nurse, Emily Poland

Close Contact

Students or staff having had close contact (within 6 feet of an infected person for at least 15 minutes) with a person diagnosed with COVID-19 are required to:

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever*, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

Returning to School

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten (10) days since the individual first had symptoms; and
- It has been at least twenty-four (24) hours since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three (3) days since the individual's symptoms improved, including cough and shortness of breath.

Students and their families should be advised that the state/local health department may contact the family for contact tracing. If contacted, families should notify the contact tracer that the student attended school.

Cleaning / Disinfecting

Areas used by sick students and/or staff will be restricted for access until thorough cleaning and disinfecting according to CDC guidelines.

Grading and Assessment

Alexander Elementary will return to regular grading and assessment practices.

Student Discipline

Violations of safety measures will fall under the school department's disciplinary practices and policies, up to and including being sent home.

Music

At this time, it is uncertain if music will be held this year. Should the music program resume, the ASD will follow the guidelines of the Maine CDC pertaining to music (found in [Appendix E](#)).

Physical Education

Physical education will be incorporated into the physical activity breaks throughout the school day. Proper safety measures will be followed. The focus of physical education will be on personal fitness and stress relief. Activities will be more personal than team oriented. ASD will follow [CDC guidelines](#) for physical activity.

Athletics

At this time, it is uncertain if athletic programs will be held this year. Should athletics resume, the ASD will follow [CDC guidelines](#).

Technology

It is the intent to provide ALL students with access to appropriate technology to support learning regardless of the adopted learning model.

Students and their families will be responsible for the care of ASD technology devices per school department guidelines/policies.

Transportation

- Parents/caregivers are encouraged to transport their children to and from school wherever possible.
- Parents/caregivers are asked to contact the school with any changes to their child's transportation situation prior to dismissal as soon as possible.

Busing AM

Busing capacity will be decreased to accommodate distancing - therefore, the busing schedule may change to multiple runs in the morning and afternoon. The following guidelines must be followed on buses:

- Students will be assigned seating, with siblings seated together where feasible.
- Students will be required to wear masks at all times while riding the bus.
- Students will be required to observe physical distancing to the greatest extent possible (6ft with a minimum of 3ft allowable).
- Students will be required to sanitize hands upon entering and exiting the bus. Sanitizer will be available for students to use upon entering the bus.

Students arriving to school on the bus will be dropped off **at the main entrance site**, and be dismissed from the bus in a staggered fashion (from front to back) to allow for distancing prior to entering the building. Sanitizer will be available for students/staff to use.

Parent/Caregiver Transportation AM

If a parent/caregiver is transporting their children to school in the morning, students should arrive no earlier than 7:30 AM and no later than 7:50 AM - to allow time for entry procedures, hand hygiene, breakfast, and settling in for the school day.

- Students who are being dropped off by a parent/caregiver must use the **front entrance site of the building (library entrance)**.
- Students arriving at school must don a mask/face covering prior to entering the building or interacting with staff at the entrance.
- Drop offs of students should be staggered to allow for physical distancing during entry procedures.
- Upon entering the building, students will be directed to their classrooms.

Busing PM

Busing capacity will be decreased to accommodate distancing - therefore, the busing schedule may change to accommodate multiple runs. The following guidelines must be followed on buses:

- Students will be assigned seating, with siblings seated together where feasible.
- Students will be required to wear masks at all times while riding the bus.
- Students will be required to observe physical distancing to the greatest extent possible (6ft with 3ft allowable).
- Students will be required to sanitize hands upon entering and exiting the bus. Sanitizer will be available for students to use prior to exiting the bus.

Parent/Caregiver Transportation PM

- Parents/caregivers who arrive at school to pick up their children during regular dismissal time, must park in the main parking lot and remain in their vehicles.
- Parents/caregivers who are waiting for the dismissal of their children must avoid exiting their vehicles or entering the building.
- Students will be dismissed from the library entrance to their parents/caregivers vehicles.
- Parents/caregivers who are scheduled to pick up their children earlier than regular dismissal time, are permitted to park in the parking area around the circle so long as it does not interfere with busing - and must remain in their vehicles. (See [Early Dismissals](#) in the ASD plan).

Dismissal of Students

Prior to dismissal, time will be scheduled for students to practice hand hygiene. Dismissal of students will begin at 1:30 PM.

- All students will wait in their classrooms until called for dismissal.
- A staff member will be positioned at the main entrance and library entrance to facilitate dismissal.
- Students will be dismissed in a staggered manner to allow for 6 ft distancing.
- Bus students will be exiting from the main entrance.
- Students being picked up by parents/caregivers will be exiting from the library entrance to their parents/caregivers vehicle.
- Dismissal of students being picked up by parents/caregivers will begin with the elementary students before middle school students.

Early Dismissal of a Student

If you must pick up your child early from school, call the office ahead of time to notify office staff.

- Parents/caregivers who are scheduled to pick up their children earlier than regular dismissal time, are permitted to park in the parking area around the circle so long as it does not interfere with busing - and must remain in their vehicles.
- Staff will escort student(s) from the building to their parents/caregiver.

Meal Times

- To minimize congregating of students - meals will be served in classrooms.
- Hand washing must occur before and after meal times.
- With 6 ft distancing, students will be able to remove their masks during meal time. However, masks must be worn if students are to move from their seats (i.e. traveling to the restroom).
- Students with lunches brought from home will not be able to use the microwaves at school and should have meals that do not require heating.

Breaks

Physical activity/mask breaks will be scheduled during the school day and take place outside wherever possible. During break times students may remove masks so long as 6 ft distancing is observed. Hand sanitizing will be required before and after breaks. Shared equipment, including the playground, will be unavailable. Outside areas will be utilized whenever possible.

Bathrooms

Locker room restrooms will be utilized during the day in addition to the other restrooms in the building. Restrooms will be assigned according to classes.

- Students will be limited to one student per restroom at a time whenever feasible.
- Hand sanitizer stations will be placed in the restrooms.
- Restrooms will be cleaned on a routine basis.

Water Fountain

The water fountain will be retrofitted for a touchless water bottle filling station instead. Students are strongly encouraged to bring refillable water bottles (with reusable straws if available) daily.

Hallway and Gym

The hallway will be posted for directional travel of students and staff. Separate entry and exit points to the gym will be designated. When feasible, the gym will be made available for mask breaks and marked to show appropriate distancing.

Lockers

Students will not have access to their lockers this year due to distancing requirements:

- Students should not bring unnecessary items from home to school.

Emergency Drills

Emergency drills will still be held throughout the school year. Note: In any emergency situation, the primary focus of staff will be to move students away from the situation as quickly as possible.

Visitors and Visiting the School

To minimize the risk of exposure to illness - **parents, volunteers, and visitors will not be allowed in the building** for the time being. The CDC guidelines recommend “limit any nonessential visitors, volunteers, and activities involving external groups or organizations.”

Parent / Teacher Conferences

Parents/caregivers who wish to schedule a meeting with their child’s teacher(s) or the principal should call the school to arrange for a time after instructional hours.

Meetings will be held remotely for the time being (via telephone, video conferencing, etc).

Considerations for Traveling

Recognizing that students, staff, and their families may sometimes travel during weekends or vacations - the school department places emphasis on the fact that it is important to follow State and local guidelines if traveling out of the State or if the student has traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#).

CDC Guidelines for Travel:

You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including [children](#)) pose a risk to your family, friends, and community for 14 days after you were exposed to the virus. Regardless of where you traveled or what you did during your trip, take these actions to protect others from getting sick after you return:

- When around others, [stay at least 6 feet](#) (about 2 arms' length) from other people who are not from your household. It is important to do this everywhere, both indoors and outdoors.
- Wear a [mask](#) to keep your nose and mouth covered when you are outside of your home.
- [Wash your hands](#) often or use hand sanitizer (with at least 60% alcohol).
- Watch your health: Look for [symptoms of COVID-19](#), and take your temperature if you feel sick.

If the student has traveled out of the State:

- The student must follow the Maine CDC's mandatory 14 day quarantine upon returning home.
- The State will exempt residents traveling to and from certain states from the testing and 14-day quarantine requirement altogether because, when adjusted for population, the prevalence of active cases of COVID-19 in these states is similar. Families should visit the [Maine CDC website](#) for the most recent list of exempt states.

The CDC has provided guidelines for anyone traveling away from their local communities. This document can be found in the appendices of the ASD plan (see [Appendix I](#)).

Appendix L: Remote Learning Permission Form

Alexander Elementary School
Remote Learning in the Event of School Closure

Guidelines for Video Conferencing/Learning Activities:

- No person other than the instructor may photograph, videotape, or record the video conferencing/learning activities.
- A quiet area with minimal distractions/interruptions will be provided to participate in video conferencing/learning activities.
- Students will be prompt and timely when participating in scheduled video conferencing/activities.
- Students will be presentable in dress and prepared for the activity.
- Foul language, obscene behavior, and illegal activities while video conferencing/learning will be prohibited.
- Participation of the video conferencing/learning activities will be limited to only those necessary for the activity including the student(s) and instructor(s).
- Instructors may have additional guidelines and expectations and these will be communicated to families.

By signing this form, I give permission for my child to participate in distance learning activities and video conferencing tools utilized by the Alexander Elementary School **and** that:

1. My child and I have read and agree to abide by the above guidelines.
2. I understand that my child may be photographed/videotaped/recorded for purposes of distance learning activities and for his/her voice and image to be transmitted and viewed by instructors, students, and other persons at remote locations who are involved in the distance learning activity.
3. I understand that should the above guidelines not be followed, video conferencing/learning activities will be discontinued.

If you do **NOT** agree to the above, please contact the school.

Parent/Guardian Signature

Date

Parent/Guardian (**Print Name**)

Date

Child's Name (**Print**)