



Good afternoon Maugham families,

Please see the attached letter for the “ABCs” of Our Elementary Back to School Plan. We hope that this information will answer many of your questions and address any concerns you might have. Please feel free to contact us if you need any further clarification.

The ABCs of Elementary Schools’ Back to School Plan

Welcome back! Our teachers have been working hard to prepare our classrooms and our beginning of the year lessons for our students. We are so looking forward to our first day on Tuesday, even if it is not the start to the year we all envisioned or hoped for. Teachers are ready for the challenges that lie ahead and can’t wait to welcome our students back.

Tomorrow is pick up day for all materials prepared by their teachers. These materials might include workbooks, text books, packets and a welcome letter from your teacher with google classroom code information and schedules. If you are not able to attend the materials pick up tomorrow, you can have a friend pick up for you. Materials will also be available in the main office next week.

The pick up times will be as follows for tomorrow, Sept 4th:

12:00-12:30	K
12:30-1:00	1st
1:00-1:30	2nd
1:30-2:00	3rd
2:00-2:30	4th
2:30-3:00	5th

*Siblings can choose one time to retrieve all items.

Families who requested chrome books should pick up their chrome books at this time as well. Please remember, if you already have a school chrome book from the spring, please continue to use it. You do not need to return it at this time. You should hear from your classroom teacher by tomorrow, if you have not already. Your teacher will be reaching out to provide you with some basic information to help you navigate the

first few days of school from home. This information will be the same for virtual students and our in-person learners. **Teachers will provide you with google classroom codes for all classes that your child will attend.** They will all be in one place to make it more manageable for our students. Please reach out to the teachers if you have any questions.

Our virtual school days next week will follow the hybrid schedule. Students should be logged on with their teacher promptly at 8:30 for grades 2-5, and 8:40 for grades K and 1. Attendance will be taken and students will be livestreaming with their teachers until the end of the school day at 1:10 for K and 1 and 1:30 for grades 2-5. Teachers will spend the first few days, as they would in the classroom, building routines, setting expectations and getting to know their students. Students are expected and required to attend all classes and complete all virtual assignments during this time. Teachers may also ask students to be available from 2:30-3:20 on certain days for small group instruction, individual assessment time, or check in office hours.

On September 10th and 11th we will welcome our Kindergarten and First grade students in to meet their teachers in person, and see their classrooms as we prepare for our reopening onsite on Monday, September 14th.

- **September 10th, 2:30-3:00, all in-person kindergarten students will meet their teachers.**
- **September 11th, 2:30-3:00 all in-person first grade students will meet their teachers.**

Starting, Monday, September 14th, all onsite in-person students in grades K and 1 will return to school. Arrival and safety procedures will be communicated home again as the date gets closer. Virtual students will still be expected to log in to school at the same times, 8:40-1:10 to follow along with their class. *During this week, grades 2-5 will continue to work virtually.

On September 17th and 18th we will welcome our 2-5 grades in to meet their teachers in person, and see their classrooms as we prepare for our reopening onsite for grades 2-5 on Monday September 21st.

- **September 17, 2:30-3:00, grades 2-5 Cohort B will meet their teachers.**
- **September 18- 2:30-3:00, grades 2-5 Cohort A will meet their teachers.**

Starting, Monday, September 21st, all onsite in-person students in grades 2 through 5 will return to school in their cohorts. Please refer again to the attached cohort calendar to see when your child attends school in person. Arrival safety procedures will be sent home again as the date gets closer. Virtual students will still be expected to log in to school at the same times, 8:30-1:30 to follow along with their class.

Full virtual students will join their class each day from home. Virtual families may be asked to pick up materials from their teachers. Teachers will share the specifics of this as necessary. In addition, at the comfort of the virtual families and discretion of the teacher, opportunities could be set up with the teacher to provide time for assessments.



We are all excited to see our students and hear the wonderful sounds of children's voices in our hallways. In order to keep those hallways occupied, we all need to have a clear understanding of the part that each of us plays. The following guidelines provided states what is expected to keep our students and staff as safe as possible. We are truly partners in this quest to keep school open.

What symptoms are associated with COVID-19?

- **Fever or chills; Cough; Shortness of breath or difficulty breathing;**
- **Fatigue; Muscle or body aches; Headache; New loss of taste or smell;**
- **Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea.**

What should I do if my child is reporting or displaying any of these symptoms?

- **Keep them home and contact your health care physician for guidance.**

What happens if my child is fine in the morning but then gets to school and isn't feeling well?

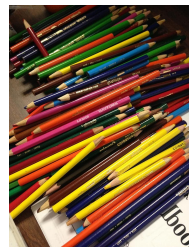
- **Should any of the following symptoms not be reported on but observed of a student in our schools, he/she will be promptly isolated from others and removed from the school building:**
 - **At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; OR**
 - **At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder**

*Once isolated, parents will be notified immediately. It is **required** for parents to come pick up children within 15-20 minutes. If you know this quick turnaround may be difficult for you, please make sure the school knows who to call. We do not want children waiting for longer than 20 minutes.*

What health and safety precautions as well as screening will be done before my child enters the school?

- **Parents will be asked to fill out a health attestation form before entering the school building. It is essential that this form be filled out accurately each time. No form, no entry into the building. Certain answers will trigger a red flag that would prevent entry.**
- **Temperature checks will be done upon students' entry into the buildings. This will be done with either contactless thermometers or a temperature scanner. Any temperature 100.4 or higher would prevent entry.**

We ask you to please be vigilant in the evaluation of your child's health each and every day. We will be asking that of our staff as well.

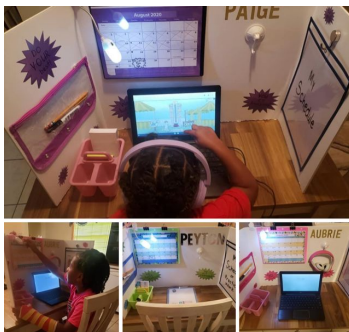


Information on Materials and Supplies:

Materials will be kept in students' backpacks throughout the day to access and to allow for all materials to be taken home daily. All students should have essential individual supplies such as a pencil with an eraser, individual sharpener with receptacle, pens, markers, and a highlighter. Headphones/ear buds will be required in classrooms. Teachers will communicate with students and/or parents in regards to specific individual supplies that students should have in the classroom each day.

A minimum of 2 fresh masks per day is required, but it is recommended that students have 5 per day to allow for replacement after eating or if the mask becomes soiled. Students should also have individual unscented hand sanitizer on hand as well as their own refillable water bottle. Snack should be packed separately (in a bag or lunchbox) from students' school materials. All utensils, napkins, and beverages should be included. Please try to use containers and packaging that students can independently open and close.

Students are encouraged to create a quiet “learning space” in their homes that is free from distractions and offers some privacy. It is recommended that this area include space for a computer or other device, space in which to write or perform other tasks, and spaces in which books and other materials can be stored in an organized manner. Teachers will communicate with students and/or parents regarding the specific supplies and materials that students should have in their at-home learning space.



Remote eLearning/Video Conferencing- During online virtual settings, you will be visible/audible to other participants (students and Tenaflly staff). Expectations during virtual learning environments for students can be found below. It is our hope that you will follow the expectations listed in order to ensure a successful and productive learning experience.

Basic Etiquette for Online Video Learning

- All students are required to show up at the scheduled time
- Find a quiet place with the least distractions (siblings, pets, parents, television)
- Be respectful when speaking and writing
- Dress appropriately - remember your classmates and teachers can see you
- Stay on mute until you would like to contribute, need to speak, or ask a question
- Refrain from chewing gum, eating or drinking in front of the camera
- Video must be on in order to be considered present for attendance
- Limit movement to avoid causing a distraction to others
- Do not share screenshots of Zoom meetings where student or teacher images are displayed
- *Do not copy, alter, or redistribute conferencing videos*

- Participants can/will be removed from a session if deemed necessary, and appropriate disciplinary action will be taken.



A few things to remember and consider:

This plan is NEW for all of us... please practice patience and understanding.

Please help establish healthy routines for your child to ensure their safety and success for a great school year.

Please make sure your child has all of the materials and supplies he or she needs for learning each day.

Lastly, please know your children are WATCHING and LISTENING! They are looking to you during this difficult time. Be POSITIVE, be PATIENT, be PROUD and most of all be KIND!

We will continue to provide you with information and answers. Please do not hesitate to contact me if you have any questions or concerns. Stay tuned for more information and welcome videos coming your way! You can expect procedural videos next week from me before we all return to school in-person.

Warmly,
Dr. Ferrara