



Frank M. Silvia Elementary School
1899 Meridian Street
Fall River, Massachusetts 02720
(508) 675-9811 Fax 508-675-8314

Mr. Patrick Lenz, Principal
Mrs. Melissa Homol, Vice Principal

Mr. Michael Pacheco, Vice Principal
Ms. Jennifer Grafton, Dean of Teaching and Learning

August 20, 2020

Dear Silvia Families,

I hope your summer has been enjoyable, filled with special moments together with family. We are looking forward to the beginning of school with an understanding that the opening of school and the 2020 - 2021 school year will look and feel different from any other year. Our custodians, clerks, support staff, and administration have done wonderful work preparing Silvia for the return of our students and teachers. I can not say enough about the Silvia staff and their unwavering dedication to our students, families, and each other. This has been a summer like no other and the Silvia staff has worked tirelessly throughout it as we work and operate in an ever changing environment.

The purpose of this letter is to both welcome you back and, also, inform you of important pieces of our Operational Plan for Reopening. Being the father of two elementary students, I am fully aware of the struggles that may accompany you as you try and envision what school will look like come September 16th. My hope is that this letter helps you and leaves you with less questions and concerns that you may have at this present moment. This letter is not necessarily addressing what teaching and learning will look like, but more about the safety plan we are putting into place. If you have questions about teaching and learning (i.e. remote vs. hybrid) please email me and we can set up a time to talk. Please also stay tuned for a video orientation that will illustrate the plan outlined below.

It is imperative we have accurate data on students who are staying completely remote and those who will be in a hybrid model. If you have not done so already, please go to www.fallriverschools.org and fill out the "Return 2 Learn" commitment form. The data we have now is informing us that class sizes will be relatively small (around 10 students). However, the data collection is not complete and we need your help in doing so.

During the week of August 10th, we had a task force made up of parents, teachers, administrators and health officials come together and work on an Operational Plan for Reopening. This plan, specific to Silvia, follows the guidance of the district's reopening plan. Although I will not share the entire plan at this time, I will highlight areas that I believe are most important when it comes to the safety of our students and staff. In terms of the big picture, one of our number one objectives is to keep students with their cohort of classmates only. This will cut down on exposure and also allow for effective contact tracing. The plan is divided into five main areas:

- 1) Operations and Safety
- 2) Health and Medical Management
- 3) Learning and Teaching
- 4) Specials, Arts, and Athletics (not listed below as a separate section but embedded in others)
- 5) Crisis Team/Social and Emotional Support

Please refer to the table below for important subcategories found in the five main areas listed above. Some of the information in the chart is subject to change based on data relative to the “Return 2 Learn” commitment and COVID-19.

Operations and Safety	Adults What will it look like for adults?	Students What will it look like for students?
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Health and Medical Management	Adults	Students
<ul style="list-style-type: none"> • Nurse’s Office Procedures • Procedure for sending sick students to nurse. • Waiting area for sick students 	-Teachers will send students to the nurse’s office only when necessary.	-Students will follow individual student transition procedures when visiting the office. - Students will wait for the nurse in the nurse’s office, keeping to social distancing. If there is an overflow of students then they will wait on chairs outside the nurse office in the hallway. . - Routine medical visits, including medication administration, inhalers, minor cuts and bruises will be performed in the hallway outside the nurse’s office.
<ul style="list-style-type: none"> • Isolation Room for quarantined students 	- The nurse will convert office section of nurse area into quarantine area. - The nurse will wear district provided full PPE (masks, gown, goggles).	District protocol will be followed for nurse quarantine after interacting with covid positive kids.
<ul style="list-style-type: none"> • Waiting area for sick students 	-The nurse will keep students in the office until pick-up.	-Students will wait in the nurse’s office until pick-up.
<ul style="list-style-type: none"> • Medication Visits 	-The nurse will create a medicine distribution schedule for students. Teachers will send students down at their assigned time. - Routine medical visits, including medication administration, inhalers, minor cuts and bruises will be performed in the hallway outside the nurse’s office to avoid contact with sick students.	-Students will follow individual student transition procedures when visiting the office.
<ul style="list-style-type: none"> • Parent Communication 	-Staff will update parent contact info in Aspen.. - Nurse Susan Crossman and Principal Lenz will actively communicate situations if and when they occur as they are related to COVID-19. -District wide protocol will be followed at all times.	N/A

Learning and Teaching	Adults	Students
<ul style="list-style-type: none"> • Scheduling 	Cohorts: -Teachers will be assigned a class within each cohort. Whole Class Bathroom Break:	Cohorts: -Students will be kept in small groups within their assigned cohort. -Students will remain in/travel with this cohort each day.

	<p>-Schedules will be created for whole class bathroom breaks. These breaks will be scheduled to be ten minutes in length with a five minute cleaning in between.</p> <p>Mask Breaks: -Teachers will schedule at least two mask breaks into their day, in addition to the mask breaks provided with lunch/recess.</p> <p>- A sign-up will be created for teachers who want to have masks breaks outside to reduce congestion when transitioning outside.</p>	<p>-Students traveling with their class will use the one way markers in the hallway.</p> <p>-Students traveling alone or with a buddy can move in any direction.</p>
<ul style="list-style-type: none"> Specialists 	<p>-PE will take place outside when possible. On days it isn't possible PE will take place in the teachers' classrooms or gym.</p> <p>-All other specials (Art, Music, STEM) will take place in each classroom rather than the specialist's classroom.</p>	<p>-Students will have their own set of materials for art, provided by the district. These materials will be housed in their classroom.</p>
<ul style="list-style-type: none"> Whole School Orientation 	<p>-A video will be created (and supporting STAR Lesson plans) by Silvia staff informing students of what school will look like and procedures important to know prior to arriving in the building including...</p> <ul style="list-style-type: none"> - How to put on/take off/wear your mask - How to arrive/leave the building - What classrooms will look like - How to socially distance in classrooms/throughout the building - How to transition through the building - backpack/locker/cubby procedures - Bathroom procedures - Cafeteria procedures - SEL <ul style="list-style-type: none"> - How to communicate when wearing a mask - How to share your emotions/feelings 	<p>-Students can view the video with their families to be prepared for the return to the building safely.</p> <p>-Students will engage in the STAR lessons. These lessons are used at the beginning of the school to establish routines. A task force is adding lessons to address new operational plans found in this document (i.e. mask wearing, bathroom use, etc)</p>
<ul style="list-style-type: none"> Classroom Set-Up 	<p>-Each classroom will have a traffic pattern established for moving around the room.</p> <p>- Each classroom will have a table designated for small group work. These tables will have plexiglass dividers.</p> <p>- Desks will be spaced 6 feet apart</p> <p>- No porous materials (fabric furniture/rugs) in the classroom.</p> <p>- Classroom doors to the hallway will be kept open.</p> <p>- Monitor and make sure students are not sharing any items (i.e. pencils, books, etc)</p>	<p>-Students will have an identified area that is for their supplies/ home items in addition to a locker/cubby for their backpack and jacket.</p> <p>-Students will follow the movement patterns for their classroom.</p> <p>-Students will empty their desks at the end of each week to allow for the incoming cohort.</p>

	-A check out system needs to be in place for independent reading books. Books must be sanitized before being put back in library	
<ul style="list-style-type: none"> Rituals and Routines 	<p>-New procedures will be identified to explicitly teach/model/practice. These will be added to our STAR Lesson Plans:</p> <ul style="list-style-type: none"> - Distance (what is 6 feet?) Consider using Squares, pool noodles as visuals. - Lining up - consider jump rope for spacing. - Mask use/remove/put on. - Bathroom procedures (both whole class and individual trips). - Sanitizing desks after snack. - Retrain students to avoid touching items that belong to others. How can you be kind and helpful without using your hands? - Recreate classroom jobs (no more paper passer etc..). 	<p>-Student will adhere to the expected behaviors for each routine.</p> <p>-Student will be reflective on how well they are following routines (with teacher support).</p>
<ul style="list-style-type: none"> Small Group instruction 	<ul style="list-style-type: none"> - Each classroom will have a table designated for small group work. These tables will have plexiglass dividers. - Students still keep masks on during small group time at the table. - Table will be cleaned by teacher after every use. - Students will maintain 6 feet distance in the hallway. 	<ul style="list-style-type: none"> - Students will transition following the flow pattern of the classroom. -Students will stay in their assigned seat within the small group setting.
<ul style="list-style-type: none"> Collaborative Teaching Procedures (Special Ed, Interventions, ESL) 	<ul style="list-style-type: none"> - Staff supporting in classrooms will use hand sanitizer when entering and exiting the classroom. -Support staff (Special Educators, ELL teachers, Paras) will sign in and out of classrooms to keep a log for contact tracing -Push-in services will still take place in the classroom. -Teachers will continue to pull Out for C Grid <ul style="list-style-type: none"> - students will wash hands before/after group. - the groups will remain consistent (for contact tracing). - social distancing will still take place. - plexiglass shields will be used as in small group instruction. 	N/A

Crisis Teams/Social Emotional Support	Adults	Students
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<ul style="list-style-type: none"> SEL Groups 	<ul style="list-style-type: none"> - Groups will be facilitated by SACs and SEL paraprofessionals. The creative use of space, especially outdoors, will be utilized. 	<ul style="list-style-type: none"> - Cohort A students will be offered remote C-grid SAC services on Wednesdays on a fixed, on-going time during school hours.
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	<p>-For in person groups, plexiglass shields will be provided.</p> <p>-Sign-in sheets will be maintained in SAC office or other location for contact tracing.</p>	<p>- To the greatest extent possible, pull out C-Grid services will not involve cross cohort participation and C-Grid services will be provided in person.</p> <p>-SEL groups will also include general education students based on need through the MTSS framework.</p>
<ul style="list-style-type: none"> • Outside Services 	<p>- Until further notice, there will be no outside counseling or other provider services during in-school hours. The District is in the process of coordinating with DCF a plan for Emergency Response Workers who may need to interview a student.</p> <p>- Collaboration and communication will continually take place with outside therapists, counselors, and in-home family teams.</p>	N/A

As mentioned earlier in this letter, the above table does not include all parts of our operational plan, but only those parts we believe are most important to be shared at this time. I will be writing you another “welcome back letter” next week that will capture other aspects of our opening (i.e. important dates, arrival and dismissal, chromebook pick up times/dates, etc). I want to thank the Operational Task Force for Reopening for their work. These members include:

Melissa Homol - Vice Principal	Jim Arruda - Student Adjustment Counselor	Jen Grafton - Dean
Mike Pacheco - Vice Principal	Kristina Michel - Student Adjustment Counselor	Jamie Wilson - Teacher
Tim Powers - Teacher	Rachel Resendes - Parent	Laurie Parker - Teacher
Traci Bustin - Teacher	Paul Gorman - School Psychologist	Susan Crossman - Nurse
		Sally Cerqueira-Bonet - Parent

I want to thank you for your continued support during a very fluid and unpredictable time. Please know that things can change quickly, but we have done the work and are prepared to have students and staff in our buildings, and, at the same time, we are prepared to go totally remote if needed. As always, I am here if you have any questions, concerns, or feedback.

Sincerely,

Patrick Lenz, Principal