



**Pierce School
In Person Protocols and Procedures for Hybrid Learning
2020 - 2021 School Year
Grade 1 & Grade 2**

Helpful Links

[PSBMA Reopening Hub](#)
[Pierce School Site](#)
[PSB School Health Services](#)
[Hybrid Planning Presentation 10.13.2020](#)
[Hybrid Planning Presentation \(Slides Only\)](#)

Keeping Students Healthy

Health & Safety

Ensuring that students come to school only when completely healthy is crucial to us being able to remain open. Before your child can report to school, you need to complete this health attestation. In addition, please monitor your child for any symptoms of COVID-19 (link here to symptom sheet from nurses) and do not send your child to school if any symptoms are present unless your child's doctor can provide a note stating that symptoms are not COVID related.

You will find health and safety resources and information on the [PSB School Health Services](#) site. Please take the time to thoroughly review the information on the site. We want to highlight the [PSB 2020-21 School Attendance Agreement](#). This document must be completed before a student may return to the school building. NO EXCEPTIONS will be made.

Face Coverings

The Public Schools of Brookline (PSB) are committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is to wear face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice. A face covering that

completely covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. Masks must fit snugly against the sides of the face, secured with ties or ear loops. Gaiters, balaclavas, bandanas, and coverings with valves are prohibited.

What to Do if Your Child Is Sick

Please refer to the attached flow chart for handling symptoms and illness. It is important to call our absence call in line. 617-730-2572, to report any time your child(ren) may be staying home or experiencing illness whether they are in person or participating in their remote days. Please make this phone call prior to 8:30a.m. each morning. When leaving a message please include your child(ren)'s name(s) (first and last), homeroom(s), all symptoms and a phone number that our school nurses can reach you at for follow up.

Each day our nurses and front office staff will be cross checking our attendance register and absence call in line to ensure we are keeping track of any and all absences related to illness. If you do not call with a reason that your child is not attending school, you can still expect a follow up phone call from our nurse or office staff.

[PSBMA Health & Safety Back to School Parent Guidelines](#)
[Health & Safety FAQ](#)

New Office Policies and Procedures

Drop Off Table

In order to maintain health and safety standards, we will not be accepting in-person drop off of any forgotten items. The drop-off table will be located outside of the entrance to the main building. If you bring anything to your child during the school day, leave it on the table, then ring the doorbell and tell the office staff your child's name and homeroom. We will do our best to get items to the classroom in a timely manner. Please be aware that we are not responsible for items left on the table that are lost or stolen.

No Phone Calls from Office

Children will not be allowed to make phone calls from the main office. If a student needs to call home during the school day, the classroom phone is the phone that should be used.

Late Arrivals

More than ever, being late to school poses a tremendous disruption to teaching and learning and compromises our health and safety protocols. Students who arrive at the building after 8:00 a.m., regardless of their assigned entrance will need to enter the building through the main entrance. One student at a time will be admitted into the main lobby to be checked in by a staff member. Students will wait outside in a socially distanced line for late entry check-in. This means that on days when we have inclement weather, unfortunately students may be waiting outside.

Early Dismissals

If for any reason you need to pick up your child(ren) during the school day, please come to the main entrance..

When you arrive you can ring the bell and share your name, your child(ren)'s name(s), their homeroom(s), and the reason they need to be dismissed. A member of the front office staff will then connect with staff in the building to have your child(ren) dismissed. Children in Kindergarten - Grade 1 will be walked to the entrance of the Historical Building closest to the main building. Grade 2 students will be walked to the main lobby and then sent outside to the adult waiting. Children in Grades 3-8 will be dismissed independently from their classrooms and walk out through the front entrance to the adult waiting. **We will not be able to allow students to wait in the office for the adult picking them up. As such, children will not be released from their classrooms until their adult is physically present at the school building. NO STUDENT may be dismissed without an adult waiting outside for them.**

Late Pick-Ups

Again, it will be critically important that students are picked up on time as students will not be able to wait for their parent/caregiver in the office.

Arriving at School and Leaving School

Arrival and Dismissal Procedures Grade 1 & Grade 2

Our arrival and dismissal procedures have been modified to reduce crowding and traffic in hallways and stairwells. Prior to your child's return we will share a video that will feature these designated arrival/dismissal areas and procedures. Please review the video and below information with your child(ren) so that everyone is prepared on the first day of school.

Arrival Procedures

There are entrances designated for every grade level when arriving and leaving the building each day. Students will:

- use their assigned entrance every morning.
- be required to sanitize their hands when they enter the building through their designated entrance at either a hand sanitizing station or an adult will be present to dispense sanitizer.

Staff will be staggered throughout the hallways and at each entrance to ensure students remain at safe distances and follow hallway guidelines. Grade specific arrival/dismissal doors/procedures are as follows:

- **Grade 1:** Students should arrive at the entrance of the main building and look for the designated classroom arrival area. Students will meet their classroom teacher at this designated area each day. Teachers will then transition students into the building.
- **Grade 2:** Each grade 2 classroom has their own door for arrival and dismissal. Students should arrive at the designated door each morning.

Grades 7&8: Individual doors at their classroom locations (Sperber, HB, Caf, 209A, Sci Lab)

Dismissal Procedures

The same doors used for arrival will be used for student dismissal. Students must exit through their assigned doors each afternoon. Staff will be present at each exit to ensure student safety. To facilitate a smooth, socially distanced dismissal we will dismiss students at staggered times--dismissing two grades at a time with several minutes between each group. Dismissal will take a few minutes longer than usual. We ask for your patience as we refine this process.

- **Grade 1:** Teachers will walk students to designated arrival/dismissal areas where they will be dismissed to their caregivers. All adults and caregivers who arrive to the building to pick up students must wear a face covering. We will dismiss older students first, in the event they are picking up younger siblings. If you have an older child picking up a younger child, please review the distance protocols with them.
- **Grade 2:** Students will be dismissed from the identified classroom doors, all adults and caregivers who arrive to the building to pick up students must wear a face covering and must remain behind the designated line 6 feet away from the assigned student/teacher door.

Front Driveway Closed to Traffic

The front loop driveway in the front of the school is **CLOSED to all vehicular traffic** (with the exception of our buses) from 7:45a.m. until 8:15a.m. each morning, from 2:15 - 2:45p.m. Monday, Tuesday, Thursday, and Friday afternoons, and from 11:45 - 12:15p.m. on Wednesdays.

School Supplies and Meals at School

What to Bring to School Each Day

- a properly fitting mask and 1 or 2 extra masks
- a water bottle
- a backpack large enough to fit your child(ren)'s snack, lunch bag, and chromebook (if needed)
- a nut free snack and lunch that your child(ren) can manage with as much independence as possible
- a change of clothing in case of accidents (for younger students)
- a charged chromebook

Breakfast and Lunch

For students who will be ordering and receiving breakfast and/or lunch from school, families are encouraged to use the online ordering system LINQ which can be accessed through the [Public Schools of Brookline Food Services website](#).

- If you are having problems placing your order, or if we do not receive your order, we want to reassure all families that their student will be able to place their order from the default menu items offered daily at the time of service.
- Please note, we are operating peanut-free kitchens at this time to safeguard against cross contamination during service and distribution.

- Pre-ordered meals will be packaged by class/teacher's name (for example: Pierce/Muldoon)
- An assortment of items will be provided to all classrooms as backup for students who may have missed preordering.

For more information and to view the online menus please visit the [Public Schools of Brookline Food Services website](#).