

Sarah A. Leveque
Principal

333 Charles Street
Reading, MA 01867
Phone: 781-944-7831
Fax: 781-942-9186

John F. Doherty, Ed. D.
Superintendent of Schools

Christine M. Kelley
Assistant Superintendent
for Learning and Teaching



J. Warren Killam School

A T.R.R.F.C.C. Place to Be!

March 18, 2021

Dear Killam Community,

I am writing to share information regarding the full in-person return to school on April 5th. We are excited to welcome back our students, and in many ways, April 5th is a new start for us in the 2021 school year! In some instances, it will feel more like our typical school setup, whereas in others, we have the continued impact of the COVID protocols. This letter will walk you through what we have planned as of now. If items change, I will communicate that with the community. There is a lot of information so please read through it carefully.

Classroom/Learning Spaces

Your child will continue to learn with their current homeroom teacher and classmates. Additionally, their classroom locations will be familiar. The only classroom that is changing physical locations is Mrs. Kraft's students who are moving to Room 3 adjacent to Ms. Cole's class. Mrs. Kraft is excited to create this new learning environment with her students!

There has been a lot of planning for the logistical components of full return. Thanks to the support of Mr. Ken and Mr. Joe, our custodians, the Reading Public Schools facilities staff, and the Department of Public Works staff who are helping with this transition. Each classroom space will be condensed from two classrooms to one. This will allow us to accommodate all classrooms back in the building each day. The desks will be spaced between three to six feet apart and students will be assigned a desk to work.

In order to accommodate the spacing, many of our classroom libraries, manipulatives, furniture, and materials will be stored outside the classrooms. They will be brought into the spaces when students need to use them. Additionally, we will continue to limit the interaction between classes, students, and materials to the best of our abilities.

We will also continue to work with our four outstanding specialists in the areas of art, music, library media, and PE. Your children will access the rich experiences that our teachers and curriculum have to offer. In most instances, our daily classroom schedules have changed. Teachers will be communicating if you have specialists on new days.

Classroom Support

We have been extremely fortunate to have amazing paraeducators supporting our students and satellite classroom setups this year. Many are new to education and they have jumped in with compassion and structure for our children. Our paraeducators will remain with us after April 5th.

They will continue working with our students in a variety of capacities. Grade levels will be assigned support to allow us to begin our traditional Tier II general education re-teaching, or our traditional math and literacy support. Our paraeducators will also support our lunchrooms and provide coverage if a classroom teacher is out for a meeting or the day. We appreciate their continued commitment to Killam!

Fully Remote Students

Our fully remote students will be “livestreaming” into the classrooms. This means that they will be joining the instruction in their homerooms through our classroom camera equipment, Zoom, and other instructional technology software that we have been using this year. A separate letter explaining the remote learning in more detail has been shared with these families.

Special Education and English Language Services

With us back in the building, most students will receive their special education services throughout the school day, following the traditional model. Some services will still be accessed over a laptop to help with cross classroom/school groupings. Your child’s special education teacher and English Language Services teacher will share information with you, if necessary.

Mitigating Factors and Health

We continue to put the health of our students first. All students will wear masks. Students will continue with frequent handwashing, hand sanitizer, and remaining in classroom cohorts. We will also continue with the nightly deep cleaning protocols. Pooled testing will be in effect each week should you choose to enroll your child. If your child is not feeling well, please keep them home. If you have any questions, please reach out to Nurse Sharon Grottkau.

Quarantine

If students, teachers, or a class need to quarantine, we will utilize the livestreaming feature and students will connect over Zoom or Google Classroom depending upon the needs of the quarantine. If this is needed, a specific plan will be communicated to you at the time, as each instance may be different.

Snacks/Lunch

Anytime our students are eating, we will be following the six-foot guidelines set forth from the Department of Education.

As in the past, it is our hope that we can have snack outside as much as possible. Your child’s outside snack routine will remain the same. If we have snack inside, teachers are working on individual plans to allow six feet distancing in the classrooms or in open spaces within the school.

We are moving from three lunches to four to accommodate the classes. We will continue to use the cafeteria and gymnasium for our lunches. Students will be assigned seats and will be eating by grade levels. We will be using a mix of desks and tables; for our round tables, we will be using plexiglass dividers, as proposed by the Department of Education. All other tables will be single seating options.

Whenever students are eating, masks can be off. Students are expected to remain in their seats and have teacher permission to stand up. Once a student finishes eating, the mask will be put on prior to cleaning up. As we prepare for all students to potentially receive lunch, we do anticipate needing to review our lunch procedures and make adjustments as time goes on.

Recess

Classes will be assigned specific recess locations and the locations will rotate throughout the week. This will allow us to play together as classrooms. Students will wear masks at recess and will have designated spots for mask breaks.

Arrival and Dismissal Times

We continue to ask that adults socially distance when outside, wear masks at all times, and exit the campus as quickly as possible after arrival and dismissal. Our goal is to limit the potential interactions between students and families so that we can stay healthy and keep our doors open!

-Arrival Monday-Friday: 8:10-8:25 is drop-off. After 8:25 is considered tardy.

-Half-Day Kindergarten: 8:05-8:15 is drop-off. After 8:15 is considered tardy.

-Dismissal for Full-Day K through 5th Grade remains staggered:

<i>Grade</i>	<i>Monday-Thursday</i>	<i>Friday</i>
Grades One and Two	2:35pm	11:20am
Grades Three and Four	2:40pm	11:25am
Kindergarten and Grade Five	2:45pm	11:30am

-Half-Day Kindergarten dismissal is 11:30am Monday-Friday.

All students taking the bus or attending Extended Day will be monitored by Killam staff until picked up.

Bus

We will continue to keep students socially distanced in the cafeteria when the AM buses arrive. In the afternoons, we keep students 6 feet apart in our bus dismissal lines.

The Department of Education, however, has changed the guidelines on the bus. On February 11th, the Department of Secondary Education released updated transportation guidelines which included the lifting of restrictions on capacity limitations and social distancing. Our bus companies, however, are continuing with the following guidelines: students need to wear masks, bus windows do need to be open, touch surfaces are disinfected, and to the best of their ability, seats are assigned.

Arrival and Dismissal Safety Reminders

ALWAYS

1. All students enter and exit from their external classroom doors (or designated spot). This is the same door your child has been using this year (unless your teacher communicates a new plan).

2. All cars need to be parked along Charles Street, Haverhill Street, or the surrounding neighborhoods. The driveway parking spots are for staff and visitors staying for an extended period of time in the building.
3. There is no idling on school property.
4. The sidewalk along the school entrance is a live fire lane. Cars cannot park or idle there.
5. Our school will remain closed to visitors. In a continued effort to slow the spread by keeping our students with their peers and teachers, we ask all visitors/guardians to ring the front doorbell. A member of the office staff will ask you to remain outside the entrance as we help you with your request.
6. If your child will be absent, call our absentee line 24 hours-a-day at 781-944-7831, option 2. Please state your child's name, classroom teacher, and reason for absence. We will continue with our COVID tracing protocols so please inform us if the illness is COVID related.

ARRIVAL

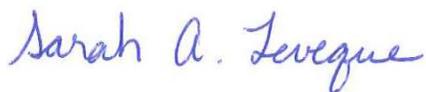
7. Rolling car drop-off begins at 8:10 am.
8. For rolling car drop-off, cars pull all the way up the driveway, parents remain in cars, and students exit from the passenger side of the vehicle.
9. Stay in the rolling car line; do not pass vehicles or buses once your child exits the vehicle.
10. There is a right hand only turn at the end of the driveway onto Charles Street during arrival.

DISMISSAL

11. The driveway is closed 15 minutes before and after dismissal (2:30-3:00pm; 11:15-11:45 on Fridays), meaning no cars should be parking in or driving through the driveway at dismissal. We will have 400 students returning to school and we need to keep our driveway clear of moving vehicles. The exception to this are buses and vehicles with handicap plaques/accessibility.

Please share this information with anyone who will support your child at Killam. We appreciate your attention to the details and your help in keeping our students safe while on campus. Our staff are committed to supporting your child's education every step of the way. We look forward to the continued success of the 2020-21 school year!

Thank you,



Sarah Leveque, Principal
J.W. Killam Elementary School