

On our campus,  
we learn and grow together,  
even when we're apart.

# Campus School

of SMITH COLLEGE

Fall Reopening Plan 2020

Campus School is more than one place.  
It's *any* place—a classroom or a studio,  
a field trip site or the living room sofa—  
where our students can  
delight in discovery together.

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# Introduction

August, 2020



Dear Campus School Community,

We hope that this communication finds you well, and that you are enjoying the summer months. Thank you for your patience and your input as we have worked to develop plans for the fall. We are writing to provide updated information about our reopening, **which will be remote.**

In determining our reopening the Campus School, we have drawn upon the guidance provided by the Massachusetts Department of Secondary and Elementary Education (DESE), the Centers for Disease Control (CDC), the National Association of Independent Schools (NAIS), and the Association of Independent Schools of New England (AISNE), the New England Association of Schools and Colleges (NEASC), and of course, Smith College. We have worked in concert with Smith to define and abide by the guidelines of the College that apply to our unique position as a lab school located on a higher education campus.

We have been actively planning and preparing for the start of the 2020-2021 school year for the past several months. In the process of implementing fully remote instruction in the spring, we grew to better understand how young children learn in remote settings, how to best deliver instruction, and how to create times of connection and community. We are currently immersed in summer professional development that is tailored to improve our remote instructional methods, our online systems and communication. The design of our professional development modules has been informed by feedback and ideas from our teachers and Campus School families. Going forward, during remote instruction, families will have a one-click point of entry to online materials and we will continue to mix synchronous and asynchronous learning experiences. Students will be involved in full class, small group, and individual Zoom sessions with teachers, and we will have clear, schoolwide expectations surrounding these sessions. Each class will have a schedule that can be printed, hung on the refrigerator, and followed throughout the day. Specialist classes will be built into the schedule; we recognize that our specials offer unique learning experiences and we want to ensure that these are prioritized. We are also eager to prioritize community-building, social-emotional learning and support, and developmentally appropriate anti-racist curriculum across the grades.

**Our campus is more than just one place.** It is anywhere that our students can truly delight in discovery and build their critical and creative capacities - whether it be a Zoom classroom, a hands-on project at the kitchen table, or a virtual field trip. At the Campus School, being in community goes deeper than simply being in the same place at the same time. Our relationships are real and resilient, and we share a love of learning together that stands all tests of time and distance. In the 2020-2021 school year, we will

remain faithful to our mission to be a **vibrant learning community where children flourish because they are known, valued, challenged, and nurtured.**

We will continue to keep the our community's safety paramount in our plans while we prepare to offer the personal, engaging educational experience that distinguishes the Campus School during the 2020-2021 school year.

Sincerely,

Smith College Oversight Committee for the Campus School  
David DeSwert, Vice President for Finance and Administration, Smith College  
Sam Intrator, Elizabeth A. Woodson 1922 Professor of Education and Child Study, Smith College  
Lulu Kellogg, Interim Head of School  
Bill Peterson, Associate Provost, Smith College  
Summer members: Graeham Dodd, Interim Assistant Head of School; Dano Weisbord, Executive Director, Sustainability and Campus Planning, Smith College

Campus School Administration and Crisis Team  
Lulu Kellogg, Interim Head of School  
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Maureen Litwin, Director of Admissions and Financial Aid  
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Hannah Lord, Consulting Psychologist  
Kirsten Kennedy-Alvarado, School Nurse  
Meghan Wicks, Administrative and Communications Coordinator  
Summer members: Kimberly Hoyt, Office Coordinator; Eva Jaffe, First Grade Supervising Teacher; Betsy Ducharme, Coordinator of Auxiliary Programs & PE Teacher





# Reopening

## Remote Learning

**We will begin our school year with remote learning.** Instruction will be provided both synchronously and asynchronously, and a schedule will be developed for each grade level to help facilitate the remote experience for teachers, students, and families. We will continue to utilize and integrate Smith College's virtual campus resources, leveraging our cross-departmental connections to provide a robust learning experience.

## Sample Schedule for Remote Learning

- ▶ Wednesday will be a half day of remote instruction, to mirror our regular in-school schedule. This will give a rhythm to the week and allow children to be off screens for half a day mid-week.
- ▶ Specialists will be assigned a grade level in order to provide consistency and allow specialists to offer support for that grade throughout the day.
- ▶ As they are available, student teachers and students taking education courses with field work components will work with small groups during the subject blocks.
- ▶ Teachers may opt to teach some of their lessons via video rather than live on Zoom. For example, during the math block, a teacher may screenshare a video lesson to students (and then post it for reference on the LMS - Seesaw or Google Classroom). This may be optimal in some cases because of the tools available in asynchronous formats. Teachers might then opt to pull small groups into breakout rooms while other students work independently with their microphones and video deactivated.

# Sample Weekly Remote Schedule

Remote Monday	Remote Tuesday	Remote Wed (1/2)	Remote Thursday	Remote Friday
8:30-9:00: Zoom in to Morning Meeting	8:30-9:00: Zoom in to Morning Meeting	8:30-9:00: Virtual All-School Gathering	8:30-9:00: Zoom in to Morning Meeting	8:30-9:00: Zoom in to Morning Meeting
9:00-10:00: Math; some small group work	9:00-10:00: Math; some small group work	9:00-12:00: (varies by class)	9:00-10:00: Scheduled math groups	9:00-10:00: Scheduled math groups
10:00-10:45: Special (on Zoom)	10:00-10:45: Special (on Zoom)	- 1 hour of a scheduled specials class	10:00-10:45: Special (on Zoom)	10:00-10:45: Special (on Zoom)
10:45-11:00: Recess/Break	10:45-11:00: Recess/Break	- Time to meet with learning specialists	10:45-11:00: Recess/Break	10:45-11:00: Recess/Break
11:00-12:00: Whole-Group Reading Lesson; some small group work	11:00-12:00: Whole-Group Reading Lesson; some small group work	- Instrumental music lessons	11:00-12:00: Reading Groups	11:00-12:00: Reading Groups
12:00-1:00: Lunch/Recess	12:00-1:00: Lunch/Recess		12:00-1:00: Lunch/Recess	12:00-1:00: Lunch/Recess
1:00-2:00: Writing and Word Study	1:00-2:00: Writing and Word Study		1:00-2:00: Writing and Word Study Groups	1:00-2:00: Writing and Word Study Groups
2:00-2:45: Asynchronous Science or Social Studies	2:00-2:45: Asynchronous Science or Social Studies		2:00-2:45: Asynchronous Science or Social Studies	2:00-2:45: Asynchronous Science or Social Studies

We will work to provide as much academic support with Smith students throughout the year whenever possible. In addition, each specialists will be assigned a grade level in order to provide consistency and allow specialists to offer support for that grade through the day.

# Hybrid Model

In this model, each class will be split into two groups: A and B. Students in Group A will attend school in person on Mondays and Tuesdays, and will learn remotely on Wednesdays, Thursdays, and Fridays. Students in Group B will learn remotely on Mondays, Tuesdays, and Wednesdays, and attend school in person on Thursdays and Fridays. Wednesdays will be half days of remote instruction for students. Wednesdays will be reserved for teachers to work with student teachers, to collaborate with members of the Department of Education & Child Study, and to plan and work together on curriculum.

## AA / Remote Wednesday / BB

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

## Priorities

- ▶ Each Specialist teacher will work with only one grade level for a period of weeks. Specialists will have scheduled time with each group of students, as well as a schedule of time to support the instruction and activities at that grade level during the day.
- ▶ On Wednesdays, some remote learning and engagement opportunities will be made available to students in ways such as the following:
  - ▶ All-School Gatherings
  - ▶ Instrumental music lessons
  - ▶ A scheduled class with grade level specials teacher
  - ▶ Asynchronous and synchronous time provided and monitored by student teachers; project-based learning



Hybrid Model Sample Schedule (for the purposes of modeling only):

▶ Wednesday will be a half day of remote instruction, to mirror our regular in-school schedule. This will give a rhythm to the week and allow children to be off screens for half a day mid-week.

<p>Wednesday (½-Day)</p>	<p>Remote Days #1 and 2*</p> <p>*It is important to reiterate that not all of the scheduled time below has to be online. Students will be able to bring home work that does not necessarily require screen time. However, tutors will be available on Zoom to support students in each scheduled block should they need it, or if it is helpful for students to be able to log in and sit with an adult in “office hours” while they work.</p> <p>As they are available, student teachers and students taking education courses with field work components will work with small groups during the subject blocks.</p>
<p>8:30-9:00: Virtual All-School Gathering</p> <p>Classroom teachers meet/plan with student teachers (8:30-9:30)</p> <p>9:00-12:00: Possibilities for each classroom’s schedule...</p> <ul style="list-style-type: none"> <li>▶ 1 hour of a scheduled specials class</li> <li>▶ Scheduled lesson with student teacher on a special science or social studies unit with project-based components (in half-groups)</li> <li>▶ Pre-practicum and student teachers meet with small, differentiated groups</li> <li>▶ Time to meet with learning specialists</li> </ul> <p>Instrumental music lessons</p> <ul style="list-style-type: none"> <li>▶ Tutors available to help with work assigned for Wednesdays (students can log in to Zoom for support)</li> </ul>	<p>8:30-9:00: Zoom in to Morning Meeting</p> <p>9:00-10:00: Math (dedicated tutor(s) available)</p> <p>10:00-11:00: Special (on Zoom)</p> <p>11:00-11:15: Recess/Break</p> <p>11:15-12:15: Reading (dedicated tutor(s) available)</p> <p>12:15-1:00: Lunch/Recess</p> <p>1:00-2:00: Writing/Word Study (dedicated tutor(s) available)</p> <p>2:00-2:45: Sci/SS/Project-Based Learning (dedicated tutor(s) available)</p>





# Technology Updates

In reflecting on our unanticipated shift to remote learning in March and incorporating feedback from our community surveys, we have worked to identify and implement tools and systems to help support both students, families, and teachers transition to a digital learning environment. Below is a brief overview of some of the new technologies we will be introducing this fall.

## ParentSquare

One of the key takeaways from our June family survey was the need for centralized communications that reduce the frequency of emails to families, and make finding essential information easy. This year, ParentSquare will be a single point of entry for communications between the school, teachers, and families. Through ParentSquare teachers will be able to communicate back and forth with families, as well as set up sign-ups and RSVPs, and shared calendars. We are currently tailoring ParentSquare to fit our unique needs, and will provide instructions for access as the school year approaches.

## Google Classroom & Seesaw

Google Classroom (Grades 4-6) and Seesaw (Grades K -3) will be the central hubs for classes. Communication between students and teachers can take place on these platforms, and parents can have visibility into them as well as needed.

## campusschool.cloud

campusschool.cloud is an easy-to-remember page of Quick Links. Anyone in the Campus School Community can go there to quickly find the links and help that they need.



# Social Emotional Learning

We are investing significantly in social emotional learning (SEL) resources and inclusion practices with more resources and programming for students and families.

- ▶ We plan to increase the student contact hours of both our social work intern and our consulting psychologist. They will be available to meet with students individually and in groups as needed.
- ▶ Additionally, our community of teachers is working hard to prepare for the SEL needs of students during in-person school (managing masks, reestablishing in-person socializing with an array of friends, the need for movement, and managing transitions are just some of the topics we are thinking about) as well as in virtual environments.
- ▶ Last but not least we will provide ample opportunity for parents to gather and learn as we continue to navigate the coming year.

# Facilities in Hybrid Model

## Summer Actions

- ✔ Bi-weekly meetings with Smith College Facilities to closely coordinate reopening of the building and ensuring the space is clean and safe.
- ✔ HVAC system has been checked and the compressor was replaced the week of 7/20/2020.
- ✔ Outside air is filtered before being blown into the classrooms and is then exhausted out of the building; filters have been cleaned and replaced.
- ✔ Three new hydration stations are being installed in the building so students and faculty/staff can refill water bottles without making physical contact with the device. There will be signs and directions to not use the fountain aspect of the station, just the bottle refill.
- ✔ Rugs have been cleaned and removed from classrooms.
- ✔ All lockers have been cleaned and disinfected.
- ✔ Tables have been removed from classrooms; some may return to rooms once desks/seating arrangements are made within the rooms.
- ✔ Hand sanitizer stations will be throughout the school so that students and faculty/staff can utilize them often.
- ✔ Smith College will provide cleaning/sanitizing materials to be used throughout the day.

## Ongoing Cleaning

- ▶ High touch areas will be cleaned/disinfected multiple times per day.
- ▶ Staff will have access to disinfectant wipes and will sanitize working surfaces and shared objects as needed.
- ▶ Minimize staff and students' contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).



# Health in Hybrid Model

## Communication

▶ The Campus School will have regular communication to parents and staff. Should a case of COVID-19 occur in the school, the school will send an email notification to the faculty/staff/parents. The school will follow direction and guidance from MDPH and Smith College officials. Included in the email communication to parents/staff will be any necessary actions and changes while maintaining affected individuals confidentiality.

## Daily Screening

- ▶ Parents/Guardians must conduct daily health checks for their children at home prior to arrival at school.
- ▶ Students must be kept home if they are showing any signs or symptoms of illness. Staff will be required to self-screen for illness prior to reporting to work each day.
- ▶ Teachers will monitor students and refer to the nurse if symptoms are present.

## Signs and Symptoms

- ✗ Fever
- ✗ Cough
- ✗ Difficulty breathing
- ✗ Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- ✗ Fatigue
- ✗ Headaches
- ✗ New loss of smell/ taste
- ✗ New muscle aches
- ✗ Any other sign of illness

## Face Coverings

- ▶ Students/Staff will be required to wear face coverings while on campus and throughout the day
- ▶ Students/Staff will be provided with training on proper facemask use.
- ▶ Families should provide masks. Please send student with a clean mask on and 2 extra to keep at school as back up.
- ▶ The school will provide additional back up disposable masks for students who need them.
- ▶ Face coverings that are provided by families should be washed after each day of use.

## Hand Washing

- ▶ Proper hand washing techniques will be taught to all students and consistency reinforced. Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if hand washing is not practicable.

## Hand Washing (continued)

- ▶ Hand washing/ sanitation stations will be readily accessible in all sections of the school.
- ▶ Facilities will make sure ample supply of soap/sanitizer and disposable paper towels are accessible. School will provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
- ▶ Staff will develop routines to ensure students wash their hands. Students will be expected to regularly wash or sanitize hands, including, but not limited to before meals, after meals, coming in from outside/recess, after touching face, after sneezing or coughing, and after toileting.
- ▶ Visual supports will be posted throughout building to remind and support understanding of hygiene expectations.
- ▶ Staff will model, practice, and monitor hand washing, particularly for lower grade levels.
- ▶ Students under the age of 9 should use hand sanitizer only under adult supervision.

## Social Distancing

- ▶ Campus School will maintain 6 feet of social distancing (45-55 square feet per person in rooms)
- ▶ Signs will be posted reminding staff and students of social distancing requirements.
- ▶ We will repurpose alternative spaces in the school to accommodate classroom needs
- ▶ Outside spaces will be utilized as much as possible and will be coordinated to avoid overlap or interaction between groups/cohorts
- ▶ Desks/seating will be arranged in classrooms to maintain 6 feet of social distancing
- ▶ Students will stay with their group throughout the day
- ▶ Classes will stay static and not mix indoors.
- ▶ Classroom materials have been ordered so that students will have their own set of supplies in the classroom and will not share.

## Transitions/Hallways

- ▶ Transitions will be coordinated at staggered times.
- ▶ Hallways and staircases will (when possible) be one-way traffic throughout school and clearly labeled with signage and/or floor markers (stay to the right).
- ▶ Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.

## Lunch/Snack

- ▶ Student should come to school with hearty lunch and snacks.
- ▶ Guidelines require no shared food (no extra snacks/ food will be provided).
- ▶ Students should bring own utensils, lunch bags, and water bottles. Sharing of these materials will be permitted.

## Illness during the School Day

- ▶ If student falls ill parents/guardians will be notified and they will need to be picked up promptly.
- ▶ If parents/guardians are out of town and not able to pick up within a reasonable time they should have a designated local pick up person for their child.

## What if There's a COVID-19 Case?

- ▶ School will follow instructions/guidance of MDPH and Smith to determine if part or all school must be closed. School administrators will communicate with necessary groups/individuals per DPH guidance via email. Confidentiality will be maintained per federal and state laws.
- ▶ When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ▶ While waiting for pick up, student will be cared for by designated staff member/school nurse in isolated area per DESE and CDC guidelines.
- ▶ Other students/staff in that ill students classroom will be removed from classroom and taken to alternative space (i.e. outside, different open area, etc.) so that the classroom can be disinfected.
- ▶ Students/staff with symptoms of COVID-19 or anyone who has been in close contact with positive COVID-19 individual will either quarantine 10-14 days or get tested by PCP prior to returning to school.
- ▶ Students/staff who have tested positive for COVID-19 will be required to submit a letter of good health/return to school letter from their physician prior to returning to school.
- ▶ Local health officials will help identify individuals and will follow up on next steps after positive COVID-19 case in school. When school is closed post-COVID cases, the school will work with public health officials for re-entry procedures. Schools/nurses are not expected to screen possibly exposed students/staff to identify cases.

## Restroom Protocols

- ▶ Age groups/classrooms have designated restrooms.
- ▶ A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distance guidelines.
- ▶ Before and after restroom use students will be required to wash/sanitize hands prior to going to restroom and/or re entering classroom.
- ▶ Toilets will have lids.
- ▶ One child will be allowed in the restroom at a time.

## Confidentiality

- ▶ Confidentiality will be maintained per federal and state laws. All health information, including but not limited to COVID-19 illness documentation, will be secured and stored in health office.



# Drop Off & Pick Up in Hybrid Model



Entrances / Exits used for drop off and pick up (for hybrid model)

- ▶ Kindergarten, Grades 5 & 6: Lower door (Kindergarten/State Street entrance)
- ▶ Grades 1 & 2: Side door (by teachers room)
- ▶ Grades 3 & 4: Main door

Students must use their designated grade level door for entering and exiting the building.

## Drop Off Procedures

- ▶ Drop off will take place Monday, Tuesday, Thursday, Friday between 8:00 - 8:30 a.m.
- ▶ A Campus School faculty or staff member will supervise drop off at all doors.
- ▶ There will be lines at each door (socially distanced) where children will line up prior to entering the building.
- ▶ Children riding in cars will be dropped off closest to their designated door.
- ▶ Parents and caregivers must wear a mask if walking their child to the door.
- ▶ Children walking to school on their own should go to their designated door.
- ▶ Children riding bicycles to school should line up on the sidewalk and wait for the child ahead to lock their bike and move away before approaching the bike rack.
- ▶ Students must use hand sanitizer upon entering the building.
- ▶ Students must go directly to their classroom.

Please note: All students arriving after 8:30 a.m. should come to the front door. If you do not feel comfortable ringing the doorbell, please call the front office at 413-585-3270 and someone will come and let your child into the building.

## Anticipated Pick Up Procedures

- ▶ A Campus School faculty or staff member will supervise each pick up location.
- ▶ Students who are walking home alone will be dismissed from their classroom and must immediately exit the building through their designated door.
- ▶ Students who will be walking home with a parent/guardian will be picked up at their designated door.
- ▶ A waiting area will be designated for parents near each door. Parents will socially distance and wear masks while waiting for their child.
- ▶ Students who are riding in cars will wait in their classroom until their parent/guardian arrives in the circle driveway. A staff member will call the student to the portico and the student will wait in a designated space until called to enter their car.
- ▶ Parents with children in more than one pick up location should pick up their younger child first.

We appreciate your patience as we fine tune this process as this is a fluid situation. Our biggest priority is that all students arrive and depart school safely.