



Cary Woods Explorer Parents and Families,

Simply stated, we miss you, we miss “our” children, we miss each other and we miss being together and doing what we love to do; teaching and watching children learn to Create, Wonder, Explore and Soar to reach their greatest potential. We hope each of you are enjoying your summer and making the best of the situation at hand. The CWES Leadership team is working diligently to make plans to continue to provide the quality school experience you have come to expect for each Explorer regardless of the model that works best for your family. We know you are faced with many important decisions regarding your child’s educational experience for the 2020-2021 school year. We trust this document can provide some clarity and additional details about how Cary Woods will look in the fall. With that in mind, please know that the practices and procedures detailed here are subject to change with little notice based on guidance from the Alabama State Department of Education, the Alabama Department of Public Health, the Center for Disease Control and/or the construction of the new Cary Woods Elementary School. We will do everything in our power to keep you informed of changes, adjustments and alterations to these practices and procedures. It goes without saying that every school in Auburn is unique in layout, enrollment, family needs, physical spaces, student needs, etc. The information below will hopefully allow you to feel more informed when making your decision as it relates to students enrolling and attending “Cary Woods In Person School” or “Cary Woods Remote Learning School”. We have used many of the same talking points that were provided earlier to parents from the Auburn City Schools Central Office Leadership and added more detailed information specific to the current situation at Cary Woods. This document is lengthy and information may be duplicated in an effort to answer as many questions as we can so you can make an informed decision about the upcoming school year.

The information in this document is to serve as a complementary document to the Auburn City Schools Return to Learning Plan. The information in this document is specific to Cary Woods, our grades, physical layout, and construction taking place on our campus.

Classroom Procedures and Instruction

We will continue to provide quality, engaging and rigorous instruction for all Cary Woods Explorers whether they are in our building or learning remotely. In each setting, teachers will utilize whole group, small group, and individual instructional opportunities to meet the needs of our students. For IPS (In Person School), small groups of students will be pulled strategically to minimize students mingling with students or adults outside their Cohort (**2-3 classes who go to PE, Recess, Lunch, etc. together yet still physically distance to the extent practical**). Areas where students are receiving instruction in groups (not at their individual desk) will be sanitized following each group and students will use hand washing or hand sanitizing prior to and following the group interaction.

Students will utilize their own classroom supplies as much as possible without sharing. Students will have access to books from classroom libraries and the CWES Library Media Center with precautionary limitations. When books are returned, the classroom teacher and Librarian will place them in temporary isolation before the next student can use or check out.

Classroom teachers will continue to provide a sanitized and disinfected environment each day when students return to school. Each teacher will be provided with EPA approved cleaners to clean classroom surfaces daily. Custodians will also enhance and augment cleaning efforts to ensure everything is properly sanitized and disinfected giving priority to frequently touched surfaces. Cleaning and disinfecting chemicals will be kept in a locked cabinet to mitigate student access.

Use of Face Coverings

All Cary Woods students, faculty, staff will wear masks and/or face shields during the school day at appropriate times. We are aware that wearing masks for 7 ½ hours for students may be extremely difficult and hinder some specific learning opportunities. Students should be able to manage and put on their face mask independently.

Masks should not require tying. This will allow the teacher to require masks during portions of the school day when physical distancing is not possible and instruction requires collaboration and student interaction to teach standards that require a child to see the teacher's face and vice versa. Some examples: transitions, partner reading, small group, phonics instruction, interventions, counseling, guided reading, etc. Basically, our mantra will be "when we move, we mask".

Should a student improperly use their face mask, or should the teacher feel the face mask is soiled or becoming a safety issue, the student will be referred to the school nurse who will make parental contact if necessary. We will need the full support of our families.

Students are required to wear a properly fitting face mask on school buses at all times.

Physical Distancing

Students at Cary Woods will be seated 3 to 6 feet apart when feasible and practical. We will make every effort to arrange furniture to allow more space for distancing. Students will remain with their homeroom class of students and their Cohort, **(2-3 classes who go to PE, Recess, Lunch, etc. together yet still physically distanced to the extent practical)** minimizing the crossover with other students and adults. Outdoor spaces will be utilized as much as possible understanding that in the midst of construction these spaces are limited. Students who leave their homeroom for intervention services, EL services, counseling, or special education services will be pulled by those specific instructors within their Cohort when possible to minimize crossover with other students and adults.

In addition, all hallways and common areas will have labeling on the floors so students are aware of the expectations to be physically distanced when traveling and standing in line for breakfast, lunch, arrival and dismissal. Please discuss the importance of this with your Explorer and support our efforts to keep all students and staff safe.

Hand Washing and Sanitizing

We know hand washing will be of utmost importance to prevent the spread of germs and disease. Students will receive a hand washing lesson and instruction on minimizing face touching from our school nurse via video on the first day of school. There will be follow up discussion and demonstration by the teacher following the video.

Periodically and as needed, we will reteach and provide additional instruction and modeling. Students will be encouraged to wash hands frequently following toileting, transitions, and interactions with school materials.

We will provide hand sanitizing stations throughout the main hallways for adult and student use during transitions. There will be a hand sanitizer station placed in the front office specifically for any adult entering the front office. A station will be located at the entry point of the cafeteria line to be utilized for breakfast and lunch pick up. A hand sanitizer station will be located and utilized by students upon entry and exit of the PE and recess space for the day. Hand sanitizer will be provided to classrooms for student use prior to any snacks or meals and other necessary times. We encourage families to consider providing and labeling personal hand sanitizer for the student to keep at their desk and for their individual use. This decision will be each family's responsibility.

Sanitizing and Disinfecting

All custodial staff in Auburn City Schools will receive training specific to sanitization related to COVID-19. This will include specific procedures should a student or staff member be diagnosed. While this document does not provide every detail related to sanitization and cleanliness, it does provide our overall approach.

Restrooms

Students will use their classroom restrooms during the school day, and will be required – as always – to wash their hands after use. After School Program students will have access to the common area restrooms, but may use them one at a time. Surface areas in restrooms and around sinks will be sanitized throughout the day.

Classrooms

Classrooms will be cleaned and sanitized each day. Whenever possible, students will not share supplies. Should it be necessary to share items, they will be sanitized after use. Common surfaces – doorknobs, light switches – will be sanitized throughout the day.

Points of Entry

Points of entry and exit will be sanitized throughout the day. There will also be hand sanitizer available for students and guests entering the building.

Tardy

For the safety of your child, parents will be expected to walk their student into the building to sign them in when they are tardy. EVERYONE entering the CWES office will be expected to wear a mask regardless of the amount of time they are in the space. We ask that you do not come into the school (even the office) if you are sick or experiencing any symptoms related to COVID-19. Another adult should walk the student into the building. Students should not come into the building without an adult after 7:45am.

Student Check-Outs

As always, parents will be able to check their student out prior to 2:00pm. EVERYONE entering the CWES office will be expected to wear a mask regardless of the amount of time they are in the space. We ask that you do not come into the school (even the office) if you are sick or experiencing any symptoms related to COVID-19. You should send an adult you listed as an emergency contact to check out your child if you are ill.

Specials and the Arts

Cary Woods Explorers will continue to receive enriching and engaging experiences in Music, Art, Counseling, Media, and Technology. Specials teachers will travel to homeroom classes weekly to minimize movement in the building. An area will be marked off in the classroom for Specials teachers to deliver instruction at a safe distance from students. This practice is designed to minimize exposure keeping in mind the definition of exposure is “within 6 feet for more than 15 sustained minutes.” When possible and practical, students will use their own materials and supplies. Otherwise, shared supplies will be sanitized between uses. In addition to these precautions, we will have the option to use gloves when appropriate.

Students will be able to check out books from the library with temporary book isolation taking place upon return of books. Individual headphones (provided by Cary Woods) will be used by students when necessary. Technology hardware such as iPads and keyboards will be sanitized between class and student use. Students will use hand washing or hand sanitizing protocols when they transition to different parts of the building. As health and safety guidance changes, these protocols may also change.

Physical Education (PE)

Students will participate in the required 30 minutes of PE each day with their Cohort. Homerooms will remain distanced as practically as possible. Outside PE and non-equipment games will be utilized as much as possible and still maintain the integrity of the Physical Education Standards. In our current state of construction, we anticipate PE to take place in the Multi-Purpose room for the first few weeks of school. Students will use hand sanitizer upon entry into the PE space (indoor/outdoor) and as they leave PE class each day. PE equipment will be sanitized between class rotations when appropriate.

Playgrounds

Cohorts will have recess together daily in various spaces around the campus. Hand washing and sanitizing protocols will be used before and after playground use. Indoor recess equipment will be sanitized between class rotations as much as possible.

Arrival

Buses will begin to unload at 7:15. This will take longer than usual because buses will be unloaded three at a time. The students will be routed through three different doors to eliminate large numbers of students being in close proximity. Cars will be able to move through the loop to unload after buses have unloaded. (Note: This is different from previous years.) Students will report directly to their classroom when they enter the building or stop by the breakfast line to collect their breakfast. Students who wish to eat breakfast should arrive prior to 7:30 so they can finish their breakfast and instruction can begin promptly at 7:45am. Students exiting their cars at 7:45 are tardy.

IMPORTANT NOTE: Our traffic pattern will likely be different this year and may change more than once depending on construction and demolition. Please know that as soon as the City of Auburn finalizes their assessment and makes their recommendation, we will share that information on social media and our school webpage.

Dismissal

Students will be dismissed to buses from their homeroom classrooms. Dismissal times **may** change slightly to allow for separation and distancing. Until we have a better idea of our enrollment and who will be on campus, it is premature to make announcements about dismissal times. We hope that families will receive this information

and know that we are planning for distancing during dismissal. Student dismissal from individual classrooms will be staggered so that teachers can walk students to dismissal locations while supporting distancing. To provide supervision to students and avoid crossover of groups as much as possible, we are evaluating how to manage students who walk and ride bicycles. Due to the change in the traffic pattern, cars will not be allowed to park on Sanders Street south of the school.

Buses

Students should be screened for symptoms in the morning by the parent or guardian prior to boarding the bus. Drivers will use facial coverings and students are required to wear a properly fitting face mask on school buses at all times. Windows will remain open on buses as weather allows. Hand sanitizer will be applied before boarding the school bus in the afternoon.

Bus Routes will be posted to the Parents Section of our Webpage in early August. Please note that these are fluid and change often so double check prior to the first day of school to ensure you have the correct information about bus stops and times.

Breakfast

Breakfast will be picked up in the hallways utilizing social distancing. No transaction of money or data entry via keypad will occur at the point of sale. Students will take their breakfast to their classrooms to eat and discard their trash.

Lunch

Students will eat lunch in the classroom with their homeroom class. No transaction of money or data entry via keypad will occur at the point of sale. Teachers and Child Nutrition Staff will work together to ensure efficient distribution. Students will utilize hand sanitizer upon entry and exit into the multi-purpose room in order to pick up their lunch. Lunches will be pre-made in covered trays that will allow for easy transport and prevention of the spread of germs.

Our Child Nutrition Program staff are trained extensively in safe food handling and preparation procedures yearly, and will continue to implement best practices to ensure the safety of our students and staff. They will also receive additional training related to COVID-19.

Home Lunch

Students may continue to bring home lunches. Should a student forget his/her lunch, a home lunch may be delivered to the school. Food purchased from restaurants is **not permitted**. EVERYONE entering the CWES office will be expected to wear a mask regardless of the amount of time they are in the space.

Lunch Visitors

Lunch visits with students will be suspended for the 2020-2021 school-year.

Special Education

Every child with a disability is entitled to services based on their Individualized Education Plan. In the traditional model, students will be supported in settings outlined in the IEP (inclusion, individual, small group, whole group, etc.). In the remote model, students will also be supported by Special Education teachers based on the IEP, but an amendment to the original plan may be required to accommodate remote learning.

Attendance

If a student is required to quarantine based on the guidance of public health officials, the absence will be excused and a blended model of distance learning will take place to support the student. All other student absences will continue to be subject to the attendance policies as outlined in the Auburn City Schools Parent Student Handbook.

Visitors

Community and parental presence on our campus has long been a key to maintaining our warm and friendly family environment at Cary Woods. We remain grateful for the support we receive from our families. However, in order to maintain a sanitized environment and minimize exposure, campus visitors will not be permitted past the internal glass doors at Cary Woods for the 2020-2021 school year. Mrs. Hamiter and/or other front office staff will deliver items to students and support other needs that might arise. While the instances when visitors are needed on campus will be greatly reduced and prioritized, those visits will be by appointment only. Unfortunately, this will also be the case for the first day of school. Stay tuned to our webpage and social media for more on the “First Day” procedures. Please know that we are planning diligently to make this the best possible experience for our Explorers and for you. We understand and appreciate your concerns. Please know that this is only our first of much correspondences to come. Our Leadership Team continues to meet to plan ways to lessen the anxiety of students coming into the building for the first time. Please stay tuned for more information.

Only ACS employees, approved ACS vendors, service providers, and approved Auburn University students who are in our schools for internships will be allowed in the building beyond the glass doors. These employees, vendors, service providers, and students will be required to wear appropriate face coverings.

After School Program

After School programs will operate as scheduled with proper distancing and grouping as practical and feasible as possible. After School schedules and student interactions are being prepared to minimize student crossover and meet social distancing guidelines. Similar measures for cleaning and sanitizing that take place during the school day will continue during the After School Program hours. Parents who come into the building to pick up their children will be required to wear masks.

In addition, we cannot hold a spot in the After School Program for students who choose “Remote Learning”. We will call students on the waiting list to fill those spots, therefore, should a student return to traditional school in January the program may not be able to accommodate the student who returns.

Remote Learning

Cary Woods Explorers participating in remote learning will be placed in a grade specific homeroom class with a Cary Woods Elementary teacher. This homeroom will be similar or slightly larger in size than the traditional learning environment and will be with other Cary Woods Elementary students.

It is very important for families to know that the Auburn Remote Learning model is NOT the same as the Emergency Distance Learning Model used in the spring of 2020. Students and families should expect to be engaged in daily (see approximate time below) online learning with the standards, pacing, and rigor used in the traditional model.

Remote learning will utilize the Schoology platform to communicate activities, instruction, and assessments. The State of Alabama has purchased a standards based curriculum (Schools PLP) for remote learning.

Instruction will be a combination of WebEx (face-to-face) instruction and/or recorded video instruction provided by the student's Cary Woods teacher, other instructional videos, independent practice activities, etc. The Schoology platform will serve as the vehicle to get all instructional components to the student and family at home. Remote learning teachers will continue to communicate with parents via email, Schoology, telephone, etc. We will continue to utilize professional response times within 24 hours of the initial contact during the work week to address questions and concerns.

Attendance for the remote learning model will be determined by student participation in daily/weekly instruction and completion of assignments and assessments. Remote learning and traditional learning will be aligned as much as possible. This will allow grade level planning and provision of quality instruction if students are quarantined or become sick. For students with an IEP, an amendment to the IEP may be written based on the individual needs of the student as a learner in a remote setting.

The following daily online time requirements recommended by the Alabama State Department of Education will be used as guidelines for teachers in the Remote Learning Model. Additional off-line work will be required each day to complete assignments.

Grade Level	Time Requirement
Kindergarten	30-90 minutes per day
First and Second Grades	45-90 minutes per day

Students enrolled in remote learning will follow all district guidelines previously provided in terms of device requirements, time of instruction, and orientation meetings.

Remote learning students will have a structured schedule to assist with day-to-day expectations and assignment completion. This will include weekly library, art, music, and counseling instruction along with daily PE lessons. In most cases, these lessons will be pre-recorded videos. These may or may not be provided by an ACS or Cary Woods Elementary Teacher.

Students who begin the academic year in the Auburn Remote Learning Model MUST remain in the Remote Model the duration of the first semester. These students can return to Traditional/In Person School at the beginning of the second semester. (January 5, 2021)

Students who start the academic year in the traditional in person school setting may choose to leave the traditional model at any time, however they can only return at the beginning of the second semester. (January 5, 2021)

It is important for families to know that we will do our best to maintain balanced classes. If a student begins in traditional school and leaves to go "remote", they will then be taught by the Cary Woods remote learning teacher for the appropriate grade. Should the student return to campus at the beginning of the second semester, they may or may not return to the same homeroom due to changes in enrollment and class sizes.

Remote Learning Supplies

Students who are participating in Auburn Remote Learning will need access to internet, a device (not a phone) like an iPad/tablet, laptop, or desktop to receive instruction. If at all possible, a printer will make the at home learning even easier. Auburn City Schools and Cary Woods Elementary School will work with families to meet their needs to the best of our ability.

While each class will have different expectations based on the standards they teach, here is a general list of supplies a student might need for Remote Learning:

Pencils with erasers Crayons Scissors	Glue stick Loose leaf paper Composition book	Plain unlined paper 3-4 folder/s/ to keep organized Headphones for the device (optional)
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Distance Learning

Distance learning is not the same as the **Auburn Remote Learning Model**. Distance Learning occurs should a class or the school be quarantined. During quarantine (10-14 days) students will still receive instruction from their Cary Woods homeroom teacher. Every effort will be made to support families during this process. In the first weeks of school, students will be taught to use the SeeSaw learning platform. This will be the platform we use to provide distance learning should a class or the school be forced to quarantine. We hope this will make this transition as easy as possible.

It is important to note here that there will be a two-day time frame for teachers to prepare to begin distance learning, should a class or school move to quarantine.

Classroom Teacher Assignments

Students participating in both traditional and remote learning will receive a phone call from their 2020-2021 homeroom teacher on August 4th or 5th. During this initial call, teachers will schedule a time for the parent and student to meet with the teacher via WebEx on August 6th or 7th to introduce themselves, share important information about the opening of school and to collect important information about student transportation, contact information, etc. It is imperative that the contact information, including phone numbers you entered at registration, are current and in working order. If you are not sure, you may call the office at 334-887-4940 to confirm accuracy.

Meet Your Teacher

This individual WebEx will be the “Meet your Teacher” event for 2020-2021. This effort is to protect the integrity of the environment in the building prior to the opening of school. This will ensure and limit access only to students, faculty and staff once traditional school begins on campus.

Curriculum Nights

These events will also be virtual WebEx presentations. Your teacher will share the specifics on dates and times with you in August.

Special Events

During the first semester, prior to winter break, special events will be provided via live recordings and remote technology. Unfortunately, we will not have an in person Veteran’s Day Program, Breakfast with Buddies, Grandparents Days, Winter Musical or other Assemblies. In December, ACS will re-visit the possibility of allowing large group gathering events for the second semester. This will be communicated to families at that time.

Cary Connect

Our Cary Connect program will be suspended for at least the first semester due to the inability to maintain our Cohort system.

Classroom Celebrations

Cary Woods classrooms may continue to host classroom behavior, birthday, and spirit celebrations, however, no outside food or snacks may be brought or sent into the classroom for group consumption. This includes treats brought in for student birthdays. While this isn't ideal, we will still find ways to celebrate each other and enjoy our time together! These events will be left to the discretion of the classroom teacher and be held in classrooms to minimize student crossover and support physical distancing.

Recess

Research has repeatedly shown that recess is a vital component of a school day. As such, recess will continue at Cary Woods. We will utilize the playground, courtyard, field, multipurpose room and any safe green space available to ensure as much separation between students as possible. Students will be required to sanitize their hands before and after recess.

Individual Snacks

Students will have a scheduled snack time during the day. Snacks are the responsibility of each family. Prior to eating, students will wash their hands. We encourage families to send a healthy snack item. Students may not share snacks.

Field Trips

Field trips are suspended for the fall semester. This will be reevaluated for the second semester.

Water Fountains

While water fountains will be available, we will highly discourage the use of the water fountains and opt for filling bottles at the classroom sinks and using the bottle fillers. Students need to bring a **clean** water bottle to school each day. Sinks and water fountains will be sanitized throughout the day, and students will be required to use hand sanitizer prior to and after use.

Should a student forget his/her water bottle, a cup will be provided for the day.

Parent Conferences and Meetings

For the foreseeable future, parent conferences and meetings will be conducted virtually to maintain the integrity of our environment for our students and staff.

Supply drop off and information pick up

Please stay tuned to your email, our webpage, and social media for information about a date and time for supply drop off and information pick up. We will make this announcement the last week of July.

Additional Supplies Required

Clipboard – students should have a clipboard so they are able to be mobile and flexible while still able to complete assignments, practice, and remediate. Students should have their own clipboard so they are not sharing supplies.

Reusable and refillable water container – water fountains for drinking will be highly discouraged. The sink faucet and bottle fillers will be available to students.

Hand sanitizer and sanitizing wipes – while we will have some such supplies available, we will need and appreciate each family to provide one of each to ensure the supply is not interrupted and we have adequate supplies to keep our sanitizing and cleaning protocols active and rigorous.

Please know that while this situation is unprecedented and undesirable, we are doing our very best to balance quality education and instruction, the social and emotional needs of students, families and staff, as well as the health and safety of our students, families and staff. We will continue to adjust plans and protocols as needed and as suggested by the Alabama Department of Public Health in order to best serve our students and families. We are happy to help and support in any way we can. We know that we will not think of everything but we are committed to trying. Our school leadership team has met and will continue to consider practices and procedures that we believe will be in the best interest of “our” Explorers.

We always value and acknowledge your support and confidence. We do not take lightly the responsibility we have for providing a safe, nurturing and engaging place for children to learn and grow. This year more than ever we ask for your patience and grace as we face an opening of school like none we have ever encountered before. We will all be adjusting to new routines, practices and procedures together. There will likely be growing pains, frustrations, apologies, do-overs and no doubt celebrations of accomplishments. As adults, we can use these opportunities to teach and model for our children resilience, cooperation, reflection and productive communication. Our goal is for Cary Woods to be a happy place for children. Please communicate with our Counselor, Mrs. Kim Dixon, if she can help in any way as emotional needs arise. We recognize that these times can be unsettling for children.

Our theme for this year will be “There’s no place we’d rather be...”. While this is certainly an important and meaningful chorus in our school song, it has never meant more than it has over the last few months. We commit this year to learning, growing, dreaming, serving, celebrating, reading, and shining in the “place we’d rather be.”

If you have any specific questions, please reach out via email or phone call to Mrs. Snyder or Mr. Anderson. We will do our very best to answer your questions to the best of our ability with the information we have available or find the answers to your questions.

Sincerely,

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