Greetings Westward Family!

I am excited to welcome students back to our campus on September 21, 2020. As a school family we will continue to collaborate and provide you with additional information about the processes and procedures that have been altered to help us all maintain a healthy and safe learning environment.

The School District of Palm Beach County has created a COVID-19 Guiding Document which contains helpful information for parents, guardians, students, and staff.

Please view this electronic document [here](#).

Any information in the Covid-19 Guiding Document that is underlined is a hyperlink, meaning, if you click it you will be directed to another page, a document, or a video with much more information on that particular topic.

Page numbers listed on the entire index are also hyperlinked to assist you in locating specific information within the Guide quickly. I encourage you to review the entire Guiding Document, paying special attention to the subjects listed below:

**Technology Brought to Campus Daily:** [Page 11]

**Visitor Protocols:** [Page 12]

**Face Covering Requirements on Buses and in School:** [Page 13]

**Classroom Spacing and Configuration:** [Page 14]

**Link to Cleaning Guidelines for COVID-19:** [Page 17]

**Clinic Processes:** [Page 22]

**COVID Protocols for Students when Testing Positive:** [Page 22]

**Lunch and Cafeteria:** [Page 25]

**Transportation (Buses):** [Page 30]

The District has also created a comprehensive FAQ page that will answer many of your questions [palmbeachschools.org/ReopeningSchoolsFAQ](http://palmbeachschools.org/ReopeningSchoolsFAQ)
Please be aware that my staff and I are here to answer all of your questions as it pertains to our school plans. Your child’s teacher should always be your first point of contact. Additionally, I’d like to make you aware that many other sources of information are available to assist you.

The Communications helpline will remain open through late September to answer your questions. Operators are available in English, Spanish, and Haitian-Creole. The number is: (561) 969-5840.

The IT Helpline is also available for technical questions regarding your child’s District issued computer. That number is: (561) 242-4100.

Upon returning to school on September 21, students will immediately notice that our campus has undergone many modifications to keep our children and staff as safe as possible. The following short videos (click on the titles to view), were created to help staff prepare for the arrival of your student. They will give you an overview of some of the processes in place.

- **Hallway Traffic and Signage**
- **Isolation Areas**
- **Desk Spacing and Safety**
- **Overflow Spaces**
- **Visitor Protocols**

Parents, thank you for making your choice of instruction (distance or in-person) known by filling out the ‘Make Your Choice’ survey located in your student’s portal. You may return to the portal and change your choice, however, please remember that fulfilling your new preference may take up to one week.

I also want to encourage you to verify that the contact information we have for you is accurate. This short video explains the verification process. [Verify your Contact Information Video](#)

Your children have not been on a campus setting for about six months. They will be excited to see their friends. It’s important, however, to remind them that social distancing guidelines that we now have in place were created for their protection. It’s paramount they understand that new procedures must be followed. Since your child last attended classes, the District approved a [COVID-19 Student Policy](#). Please also be aware of the District’s [Student Code of Conduct](#).

Our Parent Virtual School Meeting will cover specific information as it pertains to our school such as parent pick up processes, drop off locations and more. The dates of the meetings are as follows:

- **September 14, 2020**  Parents of Students in Self Contained Classes (contact has been made from our school to the applicable parents).
- **September 16, 2020**  All Westward Parents

Your teachers, counselors and administrators will host live Google Meets with you.