

# KEARSARGE REGIONAL SCHOOL DISTRICT REOPENING PLAN

ADOPTED 8/6/2020



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## **Executive Summary**

We propose providing a three option approach for parents and community for return to instruction:

- **Option 1: At School: Remote Learning:** A return to in-person instruction within the school building to provide instruction and supports for students.
- **Option 2: At Home: Remote Learning:** A remote learning environment that is synchronized with *At School: Remote Learning* instruction during specifically determined times and providing core instruction.
- **Option 3: Homeschooling:** A remote learning environment that supports asynchronous learning apart from district enrollment (e.g. Independently Home Designed Curriculum). This option requires a withdrawal from public school through a letter of intent to the Superintendent. Additionally, this option would formally exit any student from special education.

Highlights of safety protocols required as part of the return to in-person instruction:

- We will require masks or other Center for Disease Control (CDC) recommended face coverings for students in grades 2-12 at all times other than designated mask break times. The District will provide two cloth masks for each student to use, but any additional masks will need to be supplied by parents and supplemented by school inventory when available.
- **Masks will be encouraged for Preschoolers – grade 1 in classrooms, as developmentally appropriate**
- All faculty and staff will be provided KN-95 filtering masks from school district inventory daily.
- Class sizes will reflect 6' spacing per student for social distancing purposes when possible. Classes that have class sizes in excess of the available space to maintain 6' will be broken into breakout learning cohorts. When possible, classes in excess of 12 students will be broken into learning cohorts and will be located within the school. Instruction will be led by the classroom teacher and support staff will assist in facilitating instruction that is received from the teacher through a live feed.
- All classroom spaces will have hand sanitizing stations.
- All in-person, non-school related evening functions and activities will be prohibited.
- Facility cleaning protocols will be consistent with the CDC and American Industrial Hygiene Association (AIHA) standards. We will adjust cleaning and disinfecting schedules to augment normal cleaning procedures.
- Bus transportation will be limited to one student per seat, unless siblings or family members. All riders and driver will be required to wear masks at all times.
- Parents will be asked to transport students if possible.

Learning environment option details include:

- Remote learning will have similar elements to the former spring model, but will incorporate changes reflective of parent survey data. In particular, remote learning at all levels will be synchronous (occurring at the same time), have routine schedules aligned to in-person classroom instruction, and will be graded. Attendance will be taken and recorded.
- Classroom and teacher assignments will be made following the determination of students and staff who will not be returning. This information will be gathered by August 7 through parent and staff surveys.

- Students will have the option to return to *At School: Remote Learning* instruction after 45 days (or through the approval of an emergency waiver by the principal) if they were a participant in the *At Home: Remote Learning* option.
- Students learning in remote settings will have the option to participate in extra-curricular activities sponsored by the school.

## **Introduction**

The Kearsarge Regional Schools will reopen its schools for in-person instruction in the fall. In so doing, the district will provide three options for parents of the district to select from in order to best align with their family needs. Kearsarge Regional School District focused on three core principles as core elements of decision-making when considering how best to provide learning opportunities for students. These core principles were:

- **Safety** (Creating opportunities for learning that account for the best available guidance from experts in the field focused upon the physical and Social Emotional needs of students and staff.)
- **Equity** (Creating opportunities for learning that provide accessible learning environments for families and students impacted by a wide-range of resource availability.)
- **Quality** (Creating opportunities for student learning that attempt to match or exceed the quality of instruction established through our normal professional practices.)

Each of these were in the forefront of decision-making efforts and outcomes.

We believe that it is an imperative to offer families a return to learning in schools in addition to refining opportunities for remote instruction. This reopening plan affords physically returning students, families, and staff a meaningful learning experience that fundamentally aligns to the three principles described above. Concurrently, providing families alternative learning opportunities is also critically important, and these opportunities are also provided to families through this plan.

Equally important to the three guiding principles of Safety, Equity, and Quality is the need for instructional models that are nimble and designed for quick pivots from in-person instruction to remote learning should circumstances require it. This design provides for such necessity, with synchronized instruction conducted both in-person and remotely. Should the pandemic create localized issues of concern, individual classrooms, grade levels, or potentially schools can make the transition from at school instruction to at home instruction with minimal loss of educational continuity and quality of experience.

This plan was developed through the collaboration of a wide range of constituents, including teachers, nurses, custodial / facilities staff, administration, parents, and students. The data utilized to support decisions was derived from the best information available to us at the current time, including the Center for Disease Control, New Hampshire Department of Health and Human Services, the Department of Education, and the American Academy of Pediatrics. We believe this plan respects the scope of values and needs of staff, students, and families in our community. Nevertheless, we must reserve the right to modify this plan as new information becomes available, or circumstances direct us to change our learning environment for the safety of all.

## **At School: Remote Learning Safety Protocols**

In order to provide an in-person instructional environment that reflects safety, equity, and quality considerations for both students and staff, the plan provides requirements for social distancing expectations, mask use, building accessibility, and health screening. Additional protocols are included for logistical and safety issues related to Personal Protective Equipment (PPE).

### ***Social Distancing and Mask Requirements:***

- All staff members are required to wear KN-95 masks issued from school inventory.
- All students will be provided two reusable cloth masks with district logo (to reduce stigma and potential bullying)
- All staff and students in grades 2-12 must remain masked in classrooms unless in a staff designated mask break.
- Students and staff are required to wear masks when in transitional areas (e.g. hallways, entrances, bathroom visitation, etc.)
- Any masks or other face coverings (other than the school provided cloth masks for students in grades 2-12) will be supplied by parents, and supplemented by school inventory if needed.
- **Masks are encouraged as developmentally appropriate for students in preschool – grade 1 in classrooms.**
- Accommodations for students unable to wear masks will be addressed and authorized by administration and nursing.

### ***Hand Washing / Hand Sanitization:***

The district recognizes the importance of handwashing in combination with social distancing and mask wearing as one of the most effective methods of reducing the potential spread of COVID-19. The plan requires the following:

- Frequent opportunities for students to engage in handwashing within the classroom utilizing CDC guidelines.
- Every classroom will have a hand sanitizer station available for student and staff use.
- Nurses will prepare and distribute proper hygiene and handwashing training materials to students and staff prior to the start of the school year.

### ***Limitations to Building Use and Accessibility:***

Restrictions on building use and access are recommended to minimize exposure for students and staff. Schools will only be utilized by staff and students to the extent practical. The plan includes the following recommendations:

- Vendors and service contractors will be allowed into facilities only into restricted areas designated for drop off or by appointment.
- All essential visitors will be required to wear a mask and sign in at the main office for contact tracing purposes.

- Signs will be posted at the entrance of each of the schools identifying COVID-19 symptoms and restrictions for access to the building.
- Non-essential visitors will not be permitted in our schools.
- Parents must schedule appointments and, upon entering school, will be required to wear a mask provided from district inventory.
- For now, facilities will be available only for activities that benefit Kearsarge Regional School District students. We will make facilities available for child care providers serving the needs of the student population under stipulation of the use of safety protocols employed by the school.
- Non-school district related activities are prohibited in facilities and grounds.
- To the extent practical, elementary classes will have outdoor recess and remain together in small class groups. Structured games and activities that facilitate social distancing are encouraged.

### ***Health Screenings and Protocols:***

Students and staff are required to self-assess prior to leaving home.

- Parents will be asked to assess their children before leaving home and contact the school if a child is symptomatic.
- Staff will self-assess prior to entering school each day.
- In-school screenings will follow protocols to be identified by school nurses:
  - Teachers will be trained to recognize potential symptoms of COVID-19 and how to report these to the school nurse.
  - Each school will establish a space where symptomatic students will report and be isolated from others.
  - Nurses screening procedures in such instances will potentially include a temperature check, review of symptoms, context research through parent contact, and (as determined by this check) a call for dismissal.

### ***Increased Cleaning, Sanitization, and Ventilation***

The creation of a culture of cleaning is paramount to the success of our reopening plan. This culture must embrace the services of our custodial staff, staff members, and students to aid in a continuous attention to cleaning and sanitizing surfaces potentially impacted by COVID-19. An enhanced commitment to cleaning high-touch areas is essential to address potential surface contamination through viral droplets. Ventilation and air circulation systems will be employed to minimize the effects of airborne contaminants. The plan includes:

- Custodial staff schedules will be adjusted to accommodate daytime sanitizing and proper disinfecting of common surfaces in high-traffic areas. This will be achieved by incorporating training, adopting formal protocols, and purchasing necessary equipment and supplies.
- Custodial staff will monitor/prioritize responsibilities to properly disinfect as needed per Centers for Disease Control (CDC), American Industrial Hygiene Association (AIHA), and state guidelines. Tasks will be assigned to each custodian, including specific classrooms, bathrooms, handrails, doors, handles and other high-touch locations according to a checklist of areas which require frequent sanitizing throughout the day.
- High-traffic exposure areas within each building will be cleaned on a regular schedule.

- Custodian training on sanitizing, disinfecting, and cleaning procedures will be done prior to the start of the new school year and as new technology or products are introduced.
- Students will be asked to wipe down their desk surfaces and use hand sanitizer prior to leaving the classroom. Custodial staff will assist in classroom cleaning during transitions at the elementary school level and for any spaces that require greater assistance.
- A COVID-19 Custodial Response Team will be trained to react to, and intensively deep clean, any potentially impacted area utilizing electrostatic cleaning tools.
- Our air filtration system is currently running at 100% output (24,000 cubic ft. / hour) during the day. HVAC filters are superior to MERV-13 filters recommended by DHHS. They will be changed as frequently as recommended and/or as necessary. Run time of the units will be expanded to allow for increased air exchange after hours (Current standard completely exchanges building volume of air approximately 7-10 times daily)

### ***Food Services:***

Traditional lunch programs will be modified to operate within all the guidelines of the CDC, United States Department of Agriculture (USDA), and state and local agencies. The plan attempts to reduce student exposure to contaminated surfaces as well as other students. The plan includes:

- Students taking part in the food service program will receive prepackaged meals based on menu options for the day. Students will be charged accordingly.
- Every person will use hand sanitizer upon entering the cafeterias.
- There will be no vending machines.
- Students will eat meals in their classroom or in outdoor spaces when available.

### ***Transportation:***

Buses that typically transport up to 50+ students will see ridership limited and the inability to maintain six feet of social distancing will require masks to be worn by drivers and students.

- **All students** and drivers will wear masks at all times.
- Students failing to comply with safety requirements are subject to disciplinary action up to and including removal from bus transportation.
- Students will be required to remain in an assigned seat.
- Ridership will be generally limited to one student per seat unless the second party is a sibling or family member. Max under this circumstance is two per seat.
- Drivers will sanitize handrails and seat tops before leaving the bus terminal. Drivers will follow the same procedures between bus runs. Thorough cleaning will be done at the end of the day.
- Weather permitting, all windows will remain open throughout the bus ride to provide fresh air.
- Upon exiting a bus, students will continue to wear masks and adults who support individual students, who serve as monitors, or who provide supervision at the school, will wear masks.
- Special education transportation will be managed in a similar and consistent fashion with regular education. Exceptions will be made for students who, for medical reasons, cannot wear a mask.
- Should restrictions on co-curricular activities or educational trips be relaxed, all safety transportation rules will apply. Students, chaperones, coaches, and others will be required to wear masks for the trip duration.
- Parents will be asked to transport children if possible.
- All students are encouraged to follow mask wearing and social distancing practices at bus stops.

## **Student Wellness and Support Services**

Classroom teachers, special educators, and related service providers will collaboratively plan for instruction and services to more efficiently integrate the IEP service delivery into the general education curriculum, and in some cases, decreasing the need for extensive service hours outside the general education classroom.

IEP teams will determine how special education services are delivered based on a review of the evidence of student growth/success related to the approaches used prior to, during, and after remote learning in 2019-2020 to make these decisions.

### ***Whole Child Supports:***

To help alleviate student anxiety, special attention will be paid to easing the transition back to school, including:

- Providing school-wide training on expectations for personal protective equipment (PPE) use, social distancing, proper handwashing, procedural changes to new norms.
- Allowing 9th grade students an opportunities to participate in first day procedures without other students in the buildings. This can be offered by way of small group and/or virtual tours to orient students to their new schools and introduce relevant school staff.
- Social Emotional Learning curriculum will continue to be emphasized in instructional planning

*In order to identify students who have suffered trauma since March 2020, so that they are ready and available to learn, we will:*

- By school, review student feedback data gathered at the end of 2019-20 school year.
- Provide training to recognize mental health concerns, while promoting social emotional wellness for all students and staff.

*To connect students and families to appropriate mental health resources, we will:*

- Create information to be sent to families regarding resources that will be published on the school district website, and thereafter we will send periodic reminders to families.
- Use existing protocols to address the needs of identified students.

### ***Enrollment and Transitions:***

Families are required to select and commit to a learning environment for a period of 45 days. However, the district recognizes emergency circumstances do arise that might impact this commitment. Any family seeking to change their commitment are required to petition the school principal for a waiver based on need.

The District reserves the ability to enroll and place students in ***At School: Remote Learning*** or in ***At Home: Remote Learning*** per guidelines established by District policy JG.

### ***Student Services:***

Regular education teachers, service providers, and special educators will collaboratively plan learning tasks in order to consistently provide specialized instruction aligned to curriculum standards and competencies across all settings and provide accommodations and modifications for students who may be unable to independently follow school health and safety protocols.

- For students who are unable to wear PPE, the Special Education Team will determine alternative seating, instructional spaces and/or materials needed. Teams may consider a flexible student schedule so that transitions through hallways are scheduled at times when hallways are less populated. Specialized protocols for health and hygiene, toileting (diapering), and feeding will be established by the Team to provide for individual student needs.
- For students who are unable to wear a mask or require more significant physical support, the IEP team, including the school nurse, will meet to develop individualized protocols. Consideration of documented student needs based on sensory issues, social-emotional, hearing and language will be reviewed. In these cases, students and staff may have access to additional PPE as needed (e.g. goggles, clear face shields, masks, gloves, and gowns) and alternative learning spaces may be considered to limit person-to-person contact.
- For families who choose to utilize ***At Home: Remote Learning*** options during this period, Special Education Teams, including parents, will meet to consider the unique needs of the student and mutually agree on a remote learning plan for special education service delivery, including the potential location of service delivery.
- Special Education services may occur at school for ***At Home: Remote Learning*** students, but no in-home services will be provided by district staff.
- It may be necessary to consider flexibility in staffing to support student services in a remote setting. For example, a case manager who provides remote instruction may be assigned students from multiple elementary schools or at multiple grade levels based on the number of students in this learning environment.
- IEP teams will review data collected via distance learning within 30 days of the start of school to determine the need for compensatory services.
- All IEP Team meetings will be held with access to Zoom, Google Meet, or other remote platforms. When possible, staff will attend in person, however, family members and itinerant staff will participate remotely.

### ***Athletics, Extracurricular, Healthy Activities:***

Kearsarge Regional School District recognizes the significant importance of student engagement with athletics, extracurricular, and healthy activities as a core issue for students and families. Engagement in these activities contribute to the mental and physical health of our students. However, the District also recognizes the potential escalation of threat of transmission of COVID-19 as a result of breakdowns in the systems and structures implemented in building safety plans as a result of participating in these activities. As such, the District will act accordingly under the following guidelines:

**Recess:**

- Building principals will establish staggered recess schedules for cohorts / classrooms that limit exposure between groups.
- Students will utilize hand sanitizer before and after recess.
- District will provide training to staff engaged in recess supervision to address safe practices and methods of supporting / redirecting students engaged in play.
- Occupancy restrictions will be in place for shared areas (e.g. library media center) that serve as alternative spaces for recess
- Students at play will be required to wear masks when 6' of distance is not maintained

**Physical Education:**

- Teachers will modify physical activities to limit the amount of shared equipment.
- Teachers will choose instructional opportunities that limit close contact over those with a high degrees of personal interaction.
- Limited use of locker room facilities.

**Extracurricular / Co-Curricular Activities:**

- No physical clubs or extracurricular activities at the elementary level.
- Clubs and activities that can be offered remotely / virtually will be offered at High School and Middle School levels.
- School dances, whole school physical assemblies, and other large group activities will not take place until further notice.

**Athletics:**

Kearsarge Regional School District is committed to providing athletic activities for its student athletes during the pandemic. However, due to the need for maintaining the safety protocols implemented within this plan for all students and staff, many activities offered during a normal school year will not be offered or will be significantly modified to allow for adherence to safety requirements. At present, Kearsarge will be exploring opportunities for the following:

- Shifts in athletic schedules (Fall/Spring sports) to accommodate the potential for socially distant athletic offerings are being explored both locally and by members of the NHIAA.
- Modifications to seasonal sports to provide socially distant opportunities for practice, training, and/or competition
- Intramural sport activities allowing for locally controlled competitions
- Introduction of new competitive athletic activities that align with safety parameters
- Should restrictions ease, the district will consider return to normal athletic scheduling / offerings

**Contingency Planning**

With a future as uncertain as ever, we need to be flexible and nimble. While we may do everything possible to reduce the spread of COVID-19 in our schools, we may experience increased cases if community members, parents, staff, or students are not diligent in taking similar precautions. The reopening plan includes contingency plans for a number of scenarios.

### ***Positive COVID-19 Tests or Exposure and Exclusion of Students / Staff:***

The Kearsarge Regional School District will not be conducting testing or diagnosis of staff or students for COVID-19. As part of the process of self-assessing symptoms, parents and staff will be required to report any positive test results to their school nurse. *The Algorithm of Action for COVID-19 in Schools* will then be followed: (See Appendix)

### ***State Ordered Closures and Transition to Remote Learning:***

If we see a local spike in cases of COVID-19, local or state health officials may recommend that we close schools for a period of time. If a school is closed for more than two days it will transition to ***At Home: Remote Learning for all students***, likely for a period of up to 14 calendar days.

The following preparations will be included in 2020-21 staff and curriculum planning to account for the possibility of being required to transition to a remote learning environment:

- All students, whether enrolled in ***At School: Remote Learning*** or enrolled in ***At Home: Remote Learning***, will be issued a device as part of a 1:1 computer initiative.
- All students will receive intentional instruction to fully utilize online learning tools at the start of the year focusing on the school district digital tools used in distance learning.
- We will identify essential curriculum and competencies, and incorporate the best practices identified from remote distance learning that will be used in all models of instruction.
- Professional development time will also be given to effective practices used in both in-school and remote distance learning structures to support student engagement, deepen staff understanding of the features of the school district's technology and application tools, and general communication routines and procedures.
- Teacher-guided practice and classroom discussion, priorities for in-school and independent practice, especially using technology tools, will be prioritized for home.
- Professional development sessions for parents focused on supporting their child's learning at home, understanding the school district technology tools, and the expectations for learning at home will be developed and shared.

## **Workforce Management**

Our primary focus is ensuring student safety, however, we must always remember that our schools are staffed with adults. We are tasked with keeping our staff safe and well. Proposed teaching and learning models require flexibility. Nonetheless, our priority will be to staff programs based upon student and parent choices. Instructional and building-based staff will be asked to complete a survey to allow us to identify who falls within an increased risk population based on immunocompromising conditions using guidelines established by the Centers for Disease Control (CDC) and state agencies. Any staff who feel unable to return to school in August, 2020, based upon these guidelines, must have an interactive confidential conversation with Human Resources to discuss their personal circumstances, and discuss required documentation from a health care provider and potential accommodation. All information is relevant and necessary to plan for 2020-2021 school year staffing needs.

### ***Staffing:***

- Staff working in a remote environment might not be grade level or course specific.
- When possible, the district will repurpose certified, non-instructional, and instructional support staff to assist with class supervision, lunch, recess coverage, and absences as needed.

### ***Compensation, Benefits, and Supports***

- Human Resources will provide information to all staff on or about July 30, 2020 to identify who falls within an increased risk population based on state and federal (CDC) guidelines and what benefits, if any, can be available to employees unable to return to work.
- A medical care provider, and preferably a primary care physician, must document a condition that requires accommodations or considerations to remain out of work. Benefits may or may not be available.
- Employees seeking Family Medical Leave Act FMLA supports must contact HR to address their needs.

### ***Performance Evaluation:***

- District ***Supervision and Evaluation Agreement*** walkthrough and observation forms will apply to both teaching in-person and remote learning environments. Any exceptions to timelines and procedures will take into consideration our current environment with approval of related collective bargaining units. Support staff evaluations will also consider exceptions based upon this environment.

### ***Working Conditions/Collective Bargaining Agreement (CBA):***

We may need to adjust start and end times to operate as normal a school day as possible, or to meet the needs of students(s), or related services such as transportation. Such discussions will require collective bargaining unit agreement.

### ***Safety Protocols & Procedures:***

- The school district will establish an affiliation with a local medical care provider (Convenient MD) for testing and other medical related support.
- All staff will be trained on new or updated safety protocols and procedures related specifically to COVID-19 prior to the start of school.
- We will establish a protocol to report symptoms of or exposure to COVID-19. Health officials, such as school nurses, will respond accordingly. School administrators will report suspected or positive COVID-19 cases to district administrators. We will remain in compliance with applicable district policy and the ***Algorithm of Action for COVID-19 in Schools*** (See Appendix).
- The district will form and utilize a Critical Decisions Unit (CDU) for the purpose of collaborative decision making related to COVID-19.

## **Recommendations for *At Home: Remote Learning* Option**

The reopening plan is designed intentionally to support both *At School: Remote Learning* as well as *At Home: Remote Learning*. As such, the specifics of remote or in-person learning environments were refined and designed taking into account responses to staff and parent surveys regarding their experiences with remote learning in 2019-20. The following provisions that shaped the remote learning experience within this plan were directly related to the feedback of parents, staff, and students, including:

- Maintaining a regular and predictable schedule of instruction.
- Utilizing attendance to assist and record student participation.
- Providing synchronous instructional opportunities connected to in-person learning environments.
- Recording instruction to accommodate for student absences.

With these and other instructional goals in mind, both *At Home: Remote Learning* and *At-School Remote Learning* options will focus on providing the same pace and content of instruction. Participants in the *At Home: Remote Learning* option will have the same core instructional opportunities as *At-School: Remote Learning* students during scheduled portions of the academic day. Key aspects of the *At Home: Remote Learning* option include:

- Parents will be supported by the classroom teacher and special education teacher as necessary.
- Students will be accountable for the content and instruction in keeping with the expectations of the students engaged in the *At School: Remote Learning* option.
- Instructional blocks / times will align with *At School: Remote Learning* classrooms and will account for approximately 3.5 - 5.5 hours of instruction per day depending on grade level and content.
- Students will have the option to return to *At School: Remote Learning* instruction after 45 school days (Emergency waivers will be available through petition to principal).
- Students' progress will be monitored by their classroom teacher and graded accordingly.
- Depending on grade level, online readings and practice exercises, instruction and assignments may include other activities such as video tutorials and projects.
- The time needed to complete coursework will vary for each student but should be comparable to requirements for the *At School: Remote Learning* students.
- Special Education services may occur at school for *At Home: Remote Learning* students, but no in-home services will be provided by district staff.

### ***Recording of Instruction:***

Core instruction may be video and audio recorded. Recordings will be made by the teacher for instructional purposes only and will not be utilized for evaluative purposes. Notices will be placed in the classrooms to remind those present of the potential of recording.

Access to the recording will only be provided by the teacher to students of the class who are currently enrolled in instruction. All recordings of instruction will be deleted by the teacher or district within 30 days of the completion of the class or the end of the school year.

Any use or sharing of recordings for purposes beyond a student's personal instructional use is strictly prohibited and will be considered cause for disciplinary or legal action

## **Communication**

Communication efforts related to the plan will focus initially on providing both staff and parents with specific details related to the reopening plan because of the intense interest and potential safety concerns.

- A comprehensive plan document will be created and posted on the district website addressing the community and the public.
- High-interest safety protocols (masks, dividers, etc.) will be called out with visuals to provide a clear understanding of in-school conditions.
- Plan notification to parents will include the following “high-response” communication methods:
  - Email letter with plan overview and directions to comprehensive plan document.
  - Email messages directing parents to the comprehensive plan document.
  - Redundant messages via Facebook, District website, and Blackboard
- Virtual public information sessions will follow the announcement of the reopening plan to answer questions not included in the document. Meetings will entertain pre-solicited questions and possibly live questions.
- A more targeted teacher discussion will be organized by building principals to ensure staff understands criteria and expectations in each building

### ***Create Learning Environment Choice Form:***

Individual schools will request parents complete a selection form indicating how their student will participate. Options will include: ***At School: Remote Learning, At Home: Remote Learning, or Homeschooling***

- Parents selecting **Homeschooling** requires a withdrawal from public school through a letter of intent to the Superintendent. Additionally, this option would formally exit any student from special education.

### ***Create Materials and Content to Support Safety Protocols:***

- In line with professional development plans, new website-based resources will be created to outline any new policies and procedures.
- Current policies, student/faculty handbooks, opening day packets will be updated with new protocols.
- Create/download any posters or displays to reinforce identified safety protocols (hand washing, bathroom protocols, distancing, etc.)
- Create website area for parent access to information and safety information.
- Create a staff professional development requirement similar to the “Blood Borne Pathogen” videos to train staff on new protocols.

### ***Keep At School: Remote Learning and At Home: Remote Learning Communications Consistent:***

- District and school-wide communications will be directed to all parents, whether ***At School: Remote Learning or At Home: Remote Learning*** to continue a sense of school community and involvement, especially if ***At Home: Remote Learning*** will be participating in sports or extra-curricular activities.

### ***Crisis Communications Plans:***

- Based on protocol decisions related to a teacher or student testing positive for Covid-19, communication plans will be developed within acceptable FERPA or HIPAA guidelines.
- “Immediate” communication methods (preferably Blackboard messaging) will be used for these types of alerts.

## **Reopening Task Force Process**

This reopening plan reflects the combined efforts of two taskforces (reopening Taskforce and Nursing Taskforce) and nearly 50 staff members who examined issues and provided recommendations within the following areas:

- Administration
- Operations
- Academics
- Whole Child Supports
- Special Education
- Technology and Distance Learning
- Workforce Management
- Communication Strategies
- Medical / Safety
- Facilities

Additionally, the plan is guided by the support of New Hampshire Department of Health and Human Services (DHHS), The Center for Disease Control (CDC), and the American Academy of Pediatrics. Feedback, inclusive of the July 14, 2020 [New Hampshire Department of Education Guidance for Reopening of Schools](#) was incorporated into this design.

Feedback regarding medical screening procedures, removal and quarantine of students, and triage of potentially infected students is based upon the information documented within the provided here:

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/covid-19-schoolreopening-07-20-20.pdf>

## **Appendix:**

- ***James House Preschool Overview***
- ***Elementary Overview***
- ***Middle School Overview***
- ***High School Overview***
- ***Algorithm of Action for COVID-19 in Schools***

## **James House Preschool Overview**

### **Option 1: At- School: Remote Learning:**

#### ***Preschool Hours***

- James House Preschool is recommending a shortened school day for AM and PM preschool students. This will allow for proper cleaning of classrooms, buses, materials and ventilation between AM and PM schedules.

#### **AM Preschool Hours- 8:30am-10:30am**

- **AM SCHEDULE**
  - 8:30am arrival
  - 8:45am- morning meeting
  - 9:00am- Centers/tabletop (classroom one) outdoor play (classroom two)
  - 9:30am- snack time
  - 10:00am- Outdoor play (classroom one), centers/tabletop (classroom two)
  - 10:30am- dismissal

#### **PM Preschool Hours- 12:00pm-3:00pm**

- **PM SCHEDULE**
  - 12:00pm- arrival
  - 12:10pm- Meeting time
  - 12:30pm- Lunch in classroom
  - 1:00pm- Centers (classroom one) outdoor play (classroom two)
  - 1:45pm- table top activity
  - 2:15pm- outdoor play (classroom one) centers (classroom two)
  - 3:00pm- Dismissal

#### ***General Preschool Guidelines***

- Building access will be limited as outlined in the KRSD reopening plan
- In addition to the KRSD guidelines, staff and students and James House Preschool will:
  - Supervise and help young children to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based sanitizer. When soap or water are not readily available and hand sanitizer is used with children, it should be under the direct supervision of staff. When not in use, hand sanitizer should be kept out of reach of children (on a high shelf, cabinet, or in a backpack worn by staff outside)
  - Ensure that hand washing is required when arriving at the facility, entering the classroom, before or after meals/snacks, before and during meal preparation or services as necessary to prevent cross contamination, after outside time, before and after going to the bathroom or each diaper change, after handling any bodily fluid, before and after medication administration, after cleaning up and handling and garbage, after handling animals or cleaning up animal waste, and prior to leaving for home.
- Students will have their own individual materials as often as possible (crayons, markers, scissors, glue etc.).
- Toys from home are not permitted.

- It is NOT recommended that children wear masks in preschool based off of the following DHHS guidance:
  - There are safety issues with young children having cloth, ties, elastics etc. around their mouths and necks which can pose choking or strangulation hazards.
  - The effective use of masks and other face coverings is impacted by proper handling and use, and children are more likely to play with the masks, adjust them or remove them without washing their hands before or after touching the mask, touch their face, etc. Touching the face and then touching other objects (e.g. toys) can potentially put other children in a group at risk.
  - Staff would need to increasingly be in close contact with children to provide assistance with face coverings, which can be counter-productive to maintaining distance as much as possible.
- The preschool will be thoroughly cleaned twice a day following district developed safety protocols (once between sessions and once at the end of the day following district cleaning procedures). High touch areas will be cleaned by custodial staff hourly, or more frequently if needed.

### ***Employee Guidance***

- James House Preschool will follow district developed employee guidelines as outlined in the KRSD reopening plan.
- In addition, since social distancing is difficult for young children, it is recommended that staff have a spare change of clothes in the event they come in close contact with bodily fluids.

### ***Social Distancing Strategies***

- Classroom sizes will be reduced to no more than 10 students and two adults in the classroom
- Consistently keep the same groupings of kids together with the same staff. Avoid intermixing of students when feasible.
- Centers and classroom activities will be arranged 6 feet apart to promote social distancing of students in the classroom. The number of students at each center will be limited to 2.

### ***Pick-Up and Drop-Off***

- Pick up and drop off will occur at the James House entrance only. James House will not be accessible through the SAU office entrance.
- Pick up and Drop off will occur at the sidewalk.
- Marks on the sidewalk will indicate 6 ft. of space for families to wait to drop off/pick up their child.
- Parents will be expected to wear a mask when waiting to pick up/drop off their child.
- A James House staff member will let students into the building following district COVID-screening procedures.
- Personal belongings will be kept in each child's locker and should be clearly labeled.
- Diapers and wipes will be labeled and individually stored in the changing area.

### ***Indoor Play***

- Students will have individual access to crayons, pencils, paper, scissors, glue sticks etc. that will be stored in an individual case and labeled with the students name

- Difficult to clean toys (cloth based, dress up, sensory table, sand, playdough) or toys that are more likely to be placed in a child's mouth (e.g play food) will be removed from the preschool classroom.
- Shared toys will continue to be available to students. These materials will be placed into multiple bins that can be rotated out every hour and cleaned at the end of each day by teachers and support staff. High frequency materials may be rotated out more often if needed. Students will use hand sanitizer before and after playing in a center/using shared materials.
- Each classroom will have a bucket that is not within the reach of students to place toy items that have been placed in a child's mouth, sneezed/coughed on etc. for washing at the end of the day.

### ***Outdoor Play***

- Students will have access to the playground each day. Each class will have designated times to utilize the playground. There will be 30 minutes between groups accessing the playground.

### ***Meal and Snack Time***

- Preschool students will eat snack/lunch in their classroom
- Students will be seated at every other seat at the tables
- Utensils and food sharing is not permitted
- Staff will serve snack/lunch to the preschool students
- Food preparation will not be done by the same staff member who is toileting students

### ***Toileting/Diapering***

The following toileting protocol will be implemented:

- When toileting a child, staff will wash hands and those of the child's hands before toileting begins.
- Staff member toileting the child will wear gloves.
- Follow safe toileting procedures following approved toileting procedures.
- Procedures should be posted in the preschool stalls. Steps include:
  - Prepare (includes putting on gloves)
  - Assist the child with clothing and getting onto the toilet if needed
  - Assist the child with wiping
  - Assist the child with clothing
  - Wash child's hands
  - Clean toilet seat
  - After toileting, wash your hands (even if you were wearing gloves) and disinfect the toilet seat and stall handle following district cleaning procedures.
  - If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility.
  - The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians.

## **Option 2: At Home: Remote Learning**

### ***Remote Learning***

- Students will participate in live stream classroom activities daily utilizing Zoom or Google Meet. A daily schedule for these activities will be provided to families at the start of school. This includes; morning meeting, virtual snack and teacher led activities.
- Materials to support activities during remote instruction will be provided to families. Teachers will send home an email at the start of each week with links to virtual stories and other online resources to supplement remote instruction.
- District issued Chromebooks are available for students who do not have access to a computer at home.
- Special education services can be provided through tele practice or in-school sessions.
- Special education sessions will be scheduled during school hours by the providers that your child works with.
- Individualized Education Plan teams will meet to determine the appropriate frequency, location of delivery, and duration of these services.

## **Elementary Overview**

Re-opening task force members looked at 3 key areas in deciding upon the following proposal

- Safety of students and staff
- Equity of Education for all students
- Quality of Education for all students

### **Options to enrollment:**

- **Option 1: At School: Remote Learning**

- Students will have direct daily access to a teacher and support staff to help instruct and supervise students within the school setting.
- Students will be in-school five days per week for in-school remote learning.
- In the beginning, instructional focus will be on establishing new routines and expectations in classrooms, establishing relationships, and providing direct instruction related to digital learning and social emotional learning skills.
- Students will have opportunities for individual or small group support that promotes 3 levels of interventions - provide foundational pre-requisite skills/concepts, practice on-grade level skills/concepts, and enrichment.

- **Option 2: At Home: Remote Learning**

- Students will learn remotely through live-streamed lessons.
- Students will attend direct instruction lessons in English Language Arts, Mathematics and Science/Social Studies. Independent work will be completed via Google Classroom or another method arranged by teachers.
- Live-streamed lessons may include a class lesson delivered via a web camera, a recorded lesson followed by live guided practice or Zoom or another meeting format.
- Students will receive parallel assignments, due dates, and expectations for learning with virtual accommodations.
  - *Please see KRSD Reopening Plan regarding timelines and expectations related to this option.*

- **Option 3: Homeschooling**

- Parents would take on the responsibility for curriculum design, instruction, assessment of learning, and the learning schedule independent of the schools.
- Families may have the option to pursue online programs, such as VLACS (Virtual Learning Academy Charter School).
- NH DOE and Superintendent need to be notified of homeschooling. Parent/guardian should review state and district policies for further guidance regarding timelines and expectations related to this option.

## School Day

- There will be a revised school schedule. (See SAMPLE schedules\* at the end of this document.) Administration is currently working with all elementary schools and busing company to determine if the revision (length of day) is at the beginning or end of the day.
- School schedules will provide at least 3 instructional blocks of live-streamed synchronous learning to **At Home: Remote learning** students. These 3 instructional blocks will focus on the core content areas of literacy, mathematics, social studies, and science. Social emotional learning will be integrated in these content areas, along with other school-based activities, for **At-School: Remote learning**. Schedule details will be set by grade levels at each elementary school and provided to all families prior to the start of the school year.
  
- ***Beginning of the Day***
  - Students will not be able to congregate before the beginning of the day. Students will need to remain with parents in cars or socially distanced on campus until school opens.
  - Students arriving by bus shall have their masks on when they exit the bus.
  - Staff members will be positioned outside to facilitate entrance into the building.
  - Students will head immediately to class. All grade levels will have assigned entrances. Social distancing and mask protocols should be followed upon entrance.
  - During arrival, entry doors will be held open by a greeting staff member to limit contact with handles.
  - Students will be directed to use hand sanitizer or wash their hands with soap as they enter the classroom and then take their assigned seats.
  
- ***Classroom Environment***
  - All nonessential furniture should be removed from classrooms to ensure greatest distancing capacity.
  - Desks/tables should be arranged to create a minimum of 6 feet of social distance when possible. All desks should face the same direction.
  - When possible, class size will be limited to 12 students depending on square footage. Additional students will be placed in ‘overflow’ rooms.
  - All students will be assigned seats and seating arrangements will be documented to support contact tracing as needed.
  - Activities will be designed to limit close contact between students and staff. Consideration will be made for age appropriate instruction, particularly for students in K-1.
  - Live-streamed instruction format will depend on final numbers of students selecting remote learning at home. Live-streamed lessons may include a class lesson delivered via a web camera, a recorded lesson followed by live guided practice or Zoom, Google Meet, or other virtual meeting format. Certified instructors will deliver this live-streamed instruction.
  - Emphasis will be placed on literacy, mathematics and science/social studies instruction. Direct instruction in these core areas will be made available via a live-stream camera for students at home and in other classrooms.
  - Students in Grades 2-5 will wear masks when inside school buildings. Exceptions may include: when eating lunch, snack or for a short mask break when going outside is not possible. Refer to the District Reopening Plan for further detail.

- ***Assessment of Learning/ Measuring Student Progress***
  - Essential learning standards were identified by grade level teams in June 2020. Assessments will focus on essential standards related to both the student’s previous grade level and starting grade level to best determine current learning levels.
  - K-5 consistently uses AIMSWEB Plus to measure reading and mathematics learning for all students. This practice will likely continue. This assessment is used in the fall, winter and spring.
  - Per current NH DOE requirements, grades 4 and 5 will complete the interim state assessments in reading, writing, and mathematics during the month of October.
  - Grade level teams of teachers are also planning to use local assessments to determine student current learning levels. These assessments align to district curriculum and current instructional programs (such as Envision Math and Journeys Literacy resources).
  
- ***Transition Areas***
  - Hallway activity will be limited as much as possible. Specialists and other staff will come to classrooms when possible to limit access to the building. If students need to be in the hall, social distancing and mask guidelines will be maintained.
  - Classes will be assigned to specific bathrooms to limit exposure. When applicable, students will only utilize their classroom bathroom. Bathrooms will be cleaned daily and all handles will be disinfected three times per day.
  - In this first phase, students will not be going to specials in separate classrooms. These rooms will be used for student overflow in rooms. Specialist teachers will be utilized in two ways. Specials will be integrated with core content and during the school day. They will be asked to provide activities for various segments of the school day. They will also assist teachers to plan integrated lessons, provide virtual instruction or assist in classroom instruction. Specials may be offered through synchronous or asynchronous remote learning.
  
- ***Recess and Lunch***
  - Lunch will be delivered to classrooms and eaten in individual rooms or outside. Students will be required to wash hands or use hand sanitizer before and after any interactions with food during both snack and lunch periods.
  - Schools will not offer typical multiple grade-level recesses. Instead, recess schedules will be designed by classroom or grade level to ensure limited numbers of students outside at the same time. These schedules may vary among each elementary school as it relates to available personnel needed to supervise activities.
  - Activities will be developed for outdoor times that promote physical activity and social distancing.
  - All students will be encouraged to wear masks at recess. Masks will be required when six feet of distance cannot be maintained. Refer to the District Reopening Plan for further detail.
  - Playground structures will be available to students. Routine cleaning and maintenance of playground equipment will occur. Students will be asked to wash hands or use hand sanitizer before and after use of playground equipment.

- ***End of the Day and Dismissal***

- All students will wash their hands with soap or use hand sanitizer before leaving their classroom.
- Dismissal procedures will be developed to ensure a staggered exit from the building.
- All students exiting classrooms will be expected to wear masks and follow social distancing guidelines.
- Each building will work with after school programs to assign a dedicated space and ensure that school guidelines are followed. After school programs will implement school and district safety guidance and expectations.

### **Special Education and Related Services**

- All special education services will be maintained in at-home and in-school remote learning settings.
- Delivery of services may be personalized to meet the needs of individual students. Some students may receive services remotely, others may receive services in class or in special education offices.
- All safety protocols will be maintained per Kearsarge Regional School District Reopening Plan.

### **Other Procedures and Protocols**

- Visitors will be discouraged from entering the school. In most events, visitors will be asked to call the main office. If a visitor must enter the building, they will be required to wear a mask.
- All student and staff screening procedures will follow KRSD screening protocols per Kearsarge Reopening Plan.
- All suspected or confirmed cases of COVID-19 will follow the Algorithm of Action for COVID-19 in schools.
- Personal protective equipment (PPE), such as masks, face shields, gloves, will be stocked at each school and available to staff and students. Hygiene measures will be implemented throughout the school day and built into classroom schedules. Cleaning schedules will be developed and followed for classrooms and common areas by custodial staff.

### **\*Sample Schedule 1 (Early Dismissal)**

- 8:20 - 8:35 - Students arrive and enter classroom
- 8:35 - 9:00- Morning routines (attendance, lunch count, pledge and morning meeting)
- 9:00 - 10:00 - ELA instruction (live streamed)
- 10:00 - 10:30 - snack break and exercise or fresh air break
- 10:30 - 11:30 - Math instruction (live streamed)
- 11:30 - 12:30 - Lunch in classroom/ Read aloud/ organized recess break
- 12:30 - 1:30 - Integrated science/social studies (live streamed)
- 1:30 - 2:00 - Preparation for dismissal

**\*Sample Schedule 2 (Delayed Start)**

- 9:30 - Students arrive and enter classroom
- 9:35 - 10:00- Morning routines (attendance, lunch count, pledge and morning meeting)
- 10:00 - 11:00 - ELA instruction (live streamed)
- 11:00 - 11:30 - snack break and exercise or fresh air break
- 11:30 - 12:30 - Math instruction (live streamed)
- 12:30 - 1:30 - Lunch in classroom/ Read aloud/ organized recess break
- 1:30 - 2:30 - Integrated science/social studies (live streamed)
- 2:30 - 3:00 - Preparation for dismissal

## Middle School Overview

### Ongoing Planning

- KRSD Leadership Team
- District Task Force
- KRMS - Leadership Team
- KRMS - Learning and Instruction
- KRMS - Mental Health
- KRMS - Health and Safety

### Options for Enrollment at KRMS

- ***Option 1 - At-School Remote Learning***
  - Students will follow a condensed school day and schedule in the school
  - Instruction will be designed to be remote instruction to be delivered at
- ***Option 2 - At-Home Remote Learning***
  - Students will attend classes synchronously with peers
  - Video will be provided and recorded

### KRMS School Day

- ***KRMS Students will attend school five days a week***
- ***Students will start the school day at 7:30 am\****
  - Students shall arrive at school with their mask and put it on prior to entering the building
    - Students are encouraged to only carpool with others who live at their own home address
    - Students riding buses are required to follow bus safety / health guidelines
  - During arrival, entry doors will be held open to limit contact with handles
    - Classroom doors will be propped open with the teacher greeting each student
  - Students will report directly to their Basegroup
    - Students will be directed to use hand sanitizer as they enter and then take their assigned seats
  - Students who need to arrive earlier will be allowed to and will have an assigned location
- ***Students will end the day at 1:30 pm\* each day***
  - All students will leave the building for the day (athletics/clubs, as allowed, will be scheduled and students must go to those spaces or an assigned waiting space)
  - Staff will collaborate with colleagues, meet as clusters, and prepare for the next day
- ***Staff will have normal contracted day as per CBA with start times adjusted to meet situation***
- ***Cohort Groups (Pods)***
  - Five pods per cluster
  - Each pod takes all classes together
  - Transition to classes together, supervised by teacher
  - Stay together throughout day

- Students get assigned seats in each classroom and seating charts from room to room look the same so students are only in proximity with same peers all day
- Grouped to accommodate math levels
- **Schedule**
  - The day starts and ends with Basegroup, providing the opportunity for check ins, follow ups, and to support organization
  - Block schedule with rotating days (day 1 and Day 2) with three 90 minute instructional blocks per day
  - Students take five classes and one Flex block
  - Math, English, Social Studies, Science, Special
  - Remedial and Advanced math taught at each cluster
  - For. Lang in Flex time - 8th grade
  - Specials rotation
    - Students will have one special for 4-5 weeks
    - Students will have all specials during the year
    - Band TBD
- **Potential KRMS Bell Schedule\***

	Day 1	Day 2
<b>7:30-7:40</b>	Attendance	Attendance
<b>7:40-8:10</b>	Basegroup	Basegroup
<b>8:10-9:40</b>	A	D
<b>9:40-9:50</b>	Break	Break
<b>9:50-11:20</b>	B	E
<b>11:20-11:45</b>	Lunch & Break	Lunch & Break
<b>11:45-1:15</b>	C	F
<b>1:15-1:30</b>	Basegroup	Basegroup

*\*Subject to change based on district and transportation considerations*

- **Flex Block will be used to fit individual students' needs**
  - 1:1 Special Education Services
  - Homework and time to work on long-term projects
  - Individual support
  - Support groups with school counselors
  - World Language (8th grade French and Spanish students taking the course for high school credit)
- **Classes will be assigned mask break times**
  - Exterior of the building will be encouraged for breaks as a class/cohort

- Staff will escort their pod to outdoor break areas as appropriate
- ***Consistent elements of classroom structures will include:***
  - Reminders that instructional sessions are being recorded
  - Daily attendance of all physically and virtually present/absent students
  - Grading process / procedure
  - Communications to parents and students for changes in student disposition including student engagement, failing, or absence
  - Protocols for managed transitions
  - Protocols for personal space cleaning, bathroom breaks, and snacks

### **Classroom Layout and Guidelines**

- All rooms will be set-up with layouts that follow CDC guidelines
  - Assigned seats that do not change day to day with consistent seating location in each classroom
  - A minimum of six feet between student work spaces
- A maximum 15 student capacity in most rooms
- Staff teaching area (includes phone in wall/desk/whiteboard/lecture space)
- All student seats face one direction toward main instruction area
- Hand sanitizer used at the start of class and any transition back into the class from the outside
- Cleaning protocols at beginning and/or end of each class
- Masks required at all times, except during designated, scheduled mask breaks

### **Transitions During the Day will be Limited**

- One directional traffic through all halls
  - Directions clearly marked on floors using PE floor tape
- Use of exterior doors/sidewalks as weather permits
  - Staff will prop doors open to limit contact and ensure safety
  - Doors will be assigned as exit or enter to assist with the flow of the one directional traffic
- One direction staircases
- Masks required during transitions and bathroom use
- Students follow same line order for all transitions

### **Lockers Will Not be Used**

- Opt in exceptions for those that absolutely need one
  - May be strategically placed based upon a student's schedule
- Students are encourage to purchase a backpack that can hold their books, supplies, and Chromebook
- Binders will not be allowed or needed

### **Basecamp**

- First two weeks of school
  - Focus on relationship building
  - Re-norming of schooling
  - Orientation to all the changes

- Practicing of procedures and protocols
- Preparing skills and tools for Remote Learning, in-person and from home
- SEL Screening
- Math and ELA assessments

### **Instructional Design**

- Utilizing block schedule
- Incorporate opportunities for movement and mindfulness within each block
- Provide safe opportunities for student-to-student and student-to-staff interactions
- Provide staff with examples, best practice, and common expectations
- Provide staff with professional development to maximize effectiveness of the block schedule and remote learning

This overview reflects the current progress of the KRMS reopening task force. The following are items that require additional planning/ preparation:

### **Next Steps for the Task Force to Outline:**

- Staff professional development
  - Instructional
  - Mental Health
  - Health and Safety
- Safe transitions, including lunches, breaks, and class to class as well as start of day and end of day entrances...possible screenings to take place as well
- Pick up and drop off entrances
- Basecamp planning - specific topics to cover
- Basegroup/advisory planning
- Changes to faculty and student handbooks for current circumstances
- Adjust Schedule based on district and transportation
- Social Emotional health, including safe meeting protocols and SEL screenings
- Picture day(s)
- Guidelines for extra/co-curricular activities
- Communication model(s)
- Staff duties/halls/breaks

### **First Steps to Re-entry of Students:**

- Re-normalizing being back in school
- Celebration of being together again
- Relationship re/building (focus)
- Connecting our remote students with our in-school “pods”
- Virtual meet and greet
- Team building activities
- Family Meeting (Cluster) time
- Reconnecting the learning process
- Teaching how to utilize remote learning tools
- Academic screening (STAR and Aimsweb Plus)
- Social-emotional screener (SAEBRS)

# **High School Overview**

## **KRHS School Day**

- ***Students will start the school day at 8 am, staff will still arrive at normal contracted time***
  - Students shall arrive at school with their mask and put it on prior to entering the building
    - Students are encouraged to only carpool with others who live at their own home address
    - Students riding buses are required to follow bus safety / health guidelines
    - Students arriving by car will be dropped off/park and enter the building in the front of the school. No side or back entrances will be open.
  - During arrival, entry doors will be held open by a greeting staff member to limit contact with handles
    - Classroom doors will be propped open with the teacher greeting each student
  - Students will report directly to their first (either 1 or 2 depending on odd or even day) period class
    - Students will be directed to use hand sanitizer as they enter and then take their assigned seats
  - Students that need to arrive earlier will be allowed to and will have an assigned location.
- ***Students will end the day at 1:40 PM each day***
  - All students will leave the building for the day (athletics/clubs, as allowed, will be scheduled and students must go to those spaces or an assigned waiting space)
  - Staff will collaborate with colleagues, check in with remote learning students/families, and prepare for the next day
  - Students not needing to attend the Flex Period will be allowed to leave with parent permission and self-transportation; 1 PM (see Flex Period below)
- ***Flex period***
  - Students will sign up ahead of time for either a class to receive support, be assigned for compensatory services, or sign up to be dismissed (parent note must be on file)
  - No more than 8 students will be able to attend any given classroom
  - There will be no built in breaks as the class is only 40 minutes long
  - As space, time, and supervision are available, extra/co-curricular opportunities will be provided
  - AP/studio based courses may run extra sessions
- ***Classes will meet in a block format (6 academic, no study halls)***
  - Zero transition time, students must go immediately from 1 class to the next
  - Keeps Odd and Even periods per day schedules in place should we transition to full remote learning
  - Students will assist with cleaning desks before each end of class
- ***Classes will be assigned break times***
  - All bathroom and snack breaks will be during these times only
  - Exterior of the building will be encouraged and supervised for breaks as a class/cohort
    - Staff will move with their class/cohort; roaming staff will be assigned to assist

- **Consistent elements of classroom structures will include:**
  - Reminders that instructional sessions are being recorded
  - Daily attendance of all physically and virtually present/absent students
  - Grading process / procedure
  - Communications to parents and students for changes in student disposition including student engagement, failing, or absence

### **Options for Enrollment at KRHS**

- **Option 1. At-School Remote Learning:** *Students will rotate between attending school physically and virtually*
  - Students will attend school physically for 2 days in order to meet in all 6 courses and then rotate to virtual for 2 days with the same 6 courses before repeating the pattern
  - Students will be accountable for attendance in both the virtual and physical class times
  - Students will complete all work, seamlessly
- **Option 2. At Home: Remote Learning:** *Students will remote learn through livestreamed and virtual office hours*
  - Must be enrolled in by petition to the Principal
  - Students will attend all classes virtually (some classes may have limited functions and each student's schedule will be adjusted accordingly with a collaboration between school staff, the student, and student's family)
  - Students will receive the same assignments, due dates, and expectations for learning with virtual accommodations
- **Option 3: At-School Remote Learning-Intensive:** *Students will attend school physically every day*
  - Must be enrolled in by petition to the Principal
  - Students will be placed in overflow spaces for virtual learning days by their cohort
  - If physical space allows a student to attend a class, the student will be allowed to

### **Classroom Layout and Guidelines**

- All rooms will be set-up with layouts that follow CDC guidelines
  - Assigned seats that do not change day to day
  - A minimum of an assigned 36 square feet per student/classroom
  - A maximum 12 student capacity in most rooms
  - All students facing the same direction
  - 100 square feet per staff teaching (includes phone in wall/desk/whiteboard/lecture space)
  - All student seats face one direction toward main instruction area
- Hand sanitizer used at the start of class and any transition back into the class from the outside
- Masks required at all times

### **Transitions During the Day will be Limited**

- One directional traffic through all halls
- Use of exterior doors/sidewalks as weather permits
  - Staff will monitor and hold doors open to limit contact and ensure safety
  - Doors will be assigned as exit or enter to assist with the flow of the one directional traffic
- One directional staircases

- Masks required during transitions and bathroom use

### **Lunches will be held in classrooms**

- Lunch will be eaten in classroom
  - Lunch services will be one way traffic for pickups
  - **No Microwave Access (bag lunches will need to be ready to eat)**
- Staff will start the lunch period encourage all to use bathrooms to wash hands
  - Roaming staff will support transitions

### **Lockers Will Not be Used**

- Opt in exceptions for those that absolutely need one
  - May be strategically placed based upon a student's schedule

### **Advisory Program Adjustment**

- Advisory will receive an adjustment to include a senior mentoring process
  - Seniors will be assigned to each advisory of underclassmen to help mentor
  - Advisories will build capacity to support students

### **First Week of School**

- Freshman Orientation will be in waves by a split alphabet
  - Breakout rooms will be used to supplement large gathering
- Students will attend introductory days in person only, stay within rotation, but no virtual learning for first 4 days
  - Focus on relationship building
  - Re-norming of schooling
  - Orientation to all the changes
  - Will be oriented to google classroom for virtual learning days

### **Afterschool Activities**

- Activities will still occur afterschool, however list is being refined
  - Virtual access will be set up to allow students to join from home as needed
- Athletics are being reviewed in connection with NHIAA

This overview reflect the current progress of the school's reopening task force. The following are items that require additional planning/ preparation:

### **Concord Regional Technical Center (CRTC)**

- Students choosing to attend CRTC are being asked to choose the **At Home: Remote Learning** option
- Students may be able to take their English class through CRTC Plus, in lieu of an English course at KRHS
  - This English course is directly aligned to the program that the student enrolls in and relates to the projected profession

**Sample Bell Schedule:**

Blue Day				Gold Day			
<b>Staff Arrival</b>		7:15	8:00	<b>Staff Arrival</b>		7:15	8:00
Period 1		8:00	9:30	Period 2		8:00	9:30
Period 3		9:30	11:00	Period 4		9:30	11:00
Period 5		11:00	13:00	Period 6		11:00	13:00
Wave 1	Lunch	11:00	11:30	Wave 1	Lunch	11:00	11:30
	Class	11:30	13:00		Class	11:30	13:00
Wave 2	Class	11:00	11:45	Wave 2	Class	11:00	11:45
	Lunch	11:45	12:15		Lunch	11:45	12:15
	Class	12:15	13:00		Class	12:15	13:00
Wave 3	Class	11:00	12:30	Wave 3	Class	11:00	12:30
	Lunch	12:30	13:00		Lunch	12:30	13:00
Flex Period		13:00	13:40	Flex Period		13:00	13:40
<b>Office Hours/Break (lunch)</b>		<b>13:40</b>	<b>15:00</b>	<b>Office Hours/Break (lunch)</b>		<b>13:40</b>	<b>15:00</b>
Wave 1	Break	13:40	14:10	Wave 1	Break	13:40	14:10
	Office Hours	14:10	15:00		Office Hours	14:10	15:00
Wave 2	Office Hours	13:40	14:10	Wave 2	Office Hours	13:40	14:10
	Break	14:10	14:40		Break	14:10	14:40
	Office Hours	14:40	15:00		Office Hours	14:40	15:00
<b>Staff End of Day</b>		<b>15:00</b>		<b>Staff End of Day</b>		<b>15:00</b>	

**Sample Schedule Rotation:**

<b>BLUE DAY (1, 3, 5)</b>	<b>GOLD DAY (2, 4, 6)</b>	<b>BLUE DAY (1, 3, 5)</b>	<b>GOLD DAY (2, 4, 6)</b>	<b>BLUE DAY (1, 3, 5)</b>
GROUP In Building: Rollins	GROUP In Building: Rollins	GROUP In Building: Winslow	GROUP In Building: Winslow	GROUP In Building: Rollins
REMOTE: Winslow	REMOTE: Winslow	REMOTE: Rollins	REMOTE: Rollins	REMOTE: Winslow
<b>GOLD DAY (2, 4, 6)</b>	<b>BLUE DAY (1, 3, 5)</b>	<b>GOLD DAY (2, 4, 6)</b>	<b>BLUE DAY (1, 3, 5)</b>	<b>GOLD DAY (2, 4, 6)</b>
GROUP In Building: Rollins	GROUP In Building: Winslow	GROUP In Building: Winslow	GROUP In Building: Rollins	GROUP In Building: Rollins
REMOTE: Winslow	REMOTE: Rollins	REMOTE: Rollins	REMOTE: Winslow	REMOTE: Winslow
<b>BLUE DAY (1, 3, 5)</b>	<b>GOLD DAY (2, 4, 6)</b>	<b>BLUE DAY (1, 3, 5)</b>	<b>GOLD DAY (2, 4, 6)</b>	<b>BLUE DAY (1, 3, 5)</b>
GROUP In Building: Winslow	GROUP In Building: Winslow	GROUP In Building: Rollins	GROUP In Building: Rollins	GROUP In Building: Winslow
REMOTE: Rollins	REMOTE: Rollins	REMOTE: Winslow	REMOTE: Winslow	REMOTE: Rollins

## Algorithm of Action for COVID-19 in Schools

### Suspected Case of COVID-19 Exclusion Criteria

The following protocols require that students in all buildings and grade levels have assigned seating that is clearly documented on a daily basis. Attendance must be taken at the beginning of every class. A system for bus attendance may need to be developed as well. The following guidelines will be adjusted as the Centers for Disease Control (CDC), the Department of Health and Human Services (DHHS), and the American Academy of Pediatrics (AAP) update their guidelines and recommendations.

#### Scenarios:

- Building Location:
  - SAU
  - Preschool:
  - Elementary:
  - Middle School:
  - High School:
  
- Factors:
  - *Student at school*
    - Isolate Student, student will be required to wear a mask
    - Student will be sent home and exclude from school
    - School nurse will contact DHHS to be notified of action, school nurse will communicate actions with the COVID-19 team
    - Class and teacher in contact with the ill student will be sent home for remote learning until further information related to disease status is known. Or, until the DHHS staff communicate an alternative appropriate plan based upon epidemiological principles.
    - Student will be told to contact healthcare provider and will be asked to stay at home in accordance with symptoms and testing results
    - Any symptomatic student will be treated as a suspected case and will remain out of school until the following criteria are met:
      - A negative COVID-19 Test and medical provider note clearing them from isolation
        - OR
        - 24 hours with no fever **AND**
        - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
        - It has been 10 days since symptoms first appeared (CDC, 2020)

- *Student at home*

- Calls will be made by the school nurse to the parent to obtain details and act upon information in accordance with the algorithm.
- If a student has symptoms of COVID-19 parent will be directed to contact health care provider and isolate at home.
- Any symptomatic student will be treated as a suspected case and will remain out of school until the following criteria are met:
  - A negative COVID-19 Test and medical provider note clearing them from isolation
    - OR
  - 24 hours with no fever **AND**
  - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
  - It has been 10 days since symptoms first appeared (CDC, 2020)

- *Staff at school*

- Isolate Staff, staff will be required to wear a mask
- Send staff home and exclude from work
- School nurse will contact DHHS to be notified of action, school nurse will communicate actions with the COVID-19 team
- The students and any other staff in the classroom with the ill staff member will be sent home for remote learning until further information related to disease status is known. Or, until the DHHS staff communicate an alternative appropriate plan based upon epidemiological principles.
- Staff will be told to contact healthcare provider and will be asked to stay at home in accordance with symptoms and testing results
- Any symptomatic staff member will be treated as a suspected case and will remain out of school until the following criteria are met:
  - A negative COVID-19 Test and medical provider note clearing them from isolation
    - OR
  - 24 hours with no fever **AND**
  - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
  - It has been 10 days since symptoms first appeared (CDC, 2020)

- *Staff at home*

- Call the staff to obtain details (HR or School Nurse)
- If staff has symptoms of COVID-19 they will be directed to contact health care provider and told to stay at home in accordance with symptoms and testing results
- Staff will remain out of school in accordance with symptoms and testing results.
- Any symptomatic staff member will be treated as a suspected case and will remain out of school until the following criteria are met:

- A negative COVID-19 Test and medical provider note clearing them from isolation
    - **OR**
  - 24 hours with no fever **AND**
  - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
  - It has been 10 days since symptoms first appeared (CDC, 2020)
- *Was COVID testing completed or will testing be completed?*
    - Yes
      - When are results expected?
      - Documentation of results requested prior to admission to school
    - No
      - Student and Staff excluded for time from that allows for the following conditions:
        - 24 hours with no fever **AND**
        - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
        - 10 days since symptoms first appeared (CDC, 2020)

**Other Specific Actions:**

- Nurse will notify the Building Administrator of the suspected case and contact the NH DPHS at 603-271-4496 (after-hours call 603-271-5300 and ask for the public health nurse on call).
- Notify district Critical Decision Unit (CDU) of case and DPHS information
- Letter/call from School Administration to parents of exposed students and staff
  - Individuals known to have been in contact with symptomatic or positive staff will be notified of need to quarantine at home until the DPHS determines return to school criteria
- Dismissal procedure followed keeping exposed students in staff in location until pickup occurs
  - MS/HS will need to identify previous classes and teachers exposed and notify of need to quarantine at home until DPHS determines return to school criteria
  - Area with ability to provide social distancing must be created in cases where large number of students and staff have been exposed

**Confirmed Case of COVID-19**

**Scenarios:**

- Building Location:
  - SAU
  - Preschool:
  - Elementary:
  - Middle School:
  - High School:

- Factors:
  - ***Test Positive Without Symptoms:***
    - May return to school/work if 10 days have passed since test (CDC, 2020)
    - Healthcare Provider may allow for return if two negative test results occur at least 24 hours apart (CDC, 2020)
    - If symptoms develop the individual will then follow the guidelines for the symptomatic individual
    - Student and Staff excluded for time frame that allows for the following three conditions to ALL be met:
      - 24 hours with no fever **AND**
      - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
      - 10 days since symptoms first appeared (CDC, 2020)
  - ***Test Positive With Symptoms:***
    - Student and Staff excluded for time frame that allows for the following three conditions to ALL be met:
      - 24 hours with no fever **AND**
      - Respiratory symptoms have improved (e.g. cough, shortness of breath) **AND**
      - 10 days since symptoms first appeared (CDC, 2020)

\*\*A negative test is not required for + COVID-19 student/staff to return as long as above criteria met. Person may continue to test positive for up to three months though not considered infectious to others after above 3 criteria is met.\*\*\* (New Hampshire Division of Public Health Services, Department of Health and Human Services, 2020)

### **Contact with Positive or Suspected Case of COVID-19**

#### **Scenarios:**

- Building Location:
  - SAU
  - Preschool:
  - Elementary:
  - Middle School:
  - High School:
- Factors:
  - ***Student or Staff at home***

- Notify building administrator
  - Calls will be made by the school nurse to the parent to obtain details and act upon information in accordance with the algorithm.
  - If a Student or staff was in contact with a symptomatic or positive COVID-19 individual that is not a member of the school community and was not in the school building, then the student will stay at home and no other actions or notifications are made to school staff or families.
  - If student has symptoms of COVID-19 parent will be directed to contact health care provider
  - Student will remain out of school in accordance with symptoms and testing results
  - DPHS contacted 603-271-4496 (after-hours call 603-271-5300 and ask for the public health nurse on call).
  - CDU activated
- *Student at School*
- Notify building administrator
  - Calls will be made by the school nurse to the parent to obtain details and act upon information in accordance with the algorithm.
  - If a Student or staff is in contact with a symptomatic or positive COVID-19 individual that is not a member of the school community and was not in the school building, then the student will stay at home and no other actions or notifications are made to school staff or families.
  - A “contact of a contact” is not considered a reason for exclusion or action
  - Only individuals in direct contact with a suspect of positive case of COVID-19 will be evaluated
  - If it is determined that the student is a close contact of a suspected or positive case of COVID the student will be excluded from school for 14 days
  - Student and parents will be advised to contact their primary care provider:
    - If student develops symptoms of COVID-19 they will be excluded for the time noted for a suspected case of COVID-19
    - If the student tests for COVID 19 they will follow the exclusion criteria based upon test results and symptoms
  - DPHS contacted 603-271-4496 (after-hours call 603-271-5300 and ask for the public health nurse on call).
  - CDU activated
- *Staff at School*
- Notify building administrator
  - School nurses will communicate with staff members to obtain details and act upon information in accordance with the algorithm.
  - If a Student or staff is in contact with a symptomatic or positive COVID-19 individual that is not a member of the school community and was not in the school building, then the student will stay at home and no other actions or notifications are made to school staff or families.
  - A “contact of a contact” is not considered a reason for exclusion or action

- Only individuals in direct contact with a suspect of positive case of COVID-19 will be evaluated
- If it is determined that the staff member is a close contact of a suspected or positive case of COVID-19 the staff member will be excluded from school for 14 days and directed to contact health care provider
- Staff member will be advised to contact primary care provider:
  - If staff member develops symptoms of COVID-19 they will be excluded for the time noted for a suspected case of COVID-19
  - If the staff member tests for COVID 19 they will follow the exclusion criteria based upon test results and symptoms
- DPHS will be contacted 603-271-4496 (after-hours call 603-271-5300 and ask for the public health nurse on call).
- CDU activated

\*\*\*Students and staff on quarantine for close contact cannot test out of quarantine

\*\*\*Must be out for 14 days

## **References**

Centers for Disease Control. (2020). When you can be around others after you had or likely had COVID-19. Retrieved from: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

New Hampshire Division of Public Health Services, Department of Health and Human Services. (2020). Retrieved from: [https://www.nhhca.org/files/2020/07/17.-FAQ-Travel-Guidance-July-8\\_ET.pdf](https://www.nhhca.org/files/2020/07/17.-FAQ-Travel-Guidance-July-8_ET.pdf)