

ASD Reopening Plan for Fall 2020 at the Academy for Science and Design

Prepared by Jenn Cava, Director

BoT Approved July 29, 2020 & August 12, 2020

Executive Summary/Outline of the ASD Redesign/Reopening Proposal

Summary of the Plan: We propose a strategic, phased-in approach to reopening the Academy for Science and Design that begins with a hybrid model of instruction more heavily reliant upon remote learning experiences and progresses to a hybrid instructional model that supports a ratio of on-site and remote learning. The timing for the progression of this phase-in and subsequent increases to the on-site learning time for our students will rely upon external factors related to developments in the COVID-19 pandemic, the school's demonstrated ability to provide a physical environment that meets critical health and safety guidelines, and continued feedback from students, families, and teachers regarding the most optimal learning environment for our students.

In the development of this plan, the following values/assumptions were held:

- The health and safety of our students, employees, families, and volunteers/supporters must always be our top priority.
- Continuity in student learning and minimization of disruption to learning should be major focuses of reopening and redesign planning, as the school may transition in and out of various models/phases as public health conditions change.
- The ideal learning environment for ASD students involves regular in-person, on-campus interactions/collaboration; remote learning, even in its best execution, cannot be viewed as an equal replacement for daily, in-person participation in on-site learning, but can still be robust, rigorous, and engaging.
- Any return to in-person learning will be accompanied by varying levels of risk during the COVID-19 pandemic; ASD must adopt and communicate measures to minimize risk wherever possible.
- School reopening/redesign plans must be thought of as fluid, flexible, and exploratory. Adaptations and adjustments should be expected during implementation.
- Feedback and participation in the exchange of communication/information sharing from all stakeholders is critical to the overall success of the plan implementation, as well as the health and safety of our students. Feedback from all members of the ASD community must be reflected in the decisions, plans, and procedures developed by the Academy for Science and Design.
- ASD reopening/redesign plans must be flexible enough to support, on a case by case basis, students or staff with medical restrictions preventing a safe return to onsite learning.
- ASD reopening/redesign plans must support equal access to education for all students, including special focus on the mitigation of issues for families experiencing financial/health/personal/logistical challenges.

ASD Board motions/approvals to support ASD Fall Reopening

Motion to Approve Fall 2020 reopening of Academy for Science and Design on Monday, August 31, 2020 in Proposed Hybrid (Limited) Phase

Background information/materials located on pgs. 2 & 3, and 5-28, BoT Approved July 29, 2020

Motion to Approve requirement of home-screening, masks, and social distancing (6 feet whenever possible, minimum of 3 feet) for all individuals inside the building at all times; masks to be required outside of the building when individuals are unable to maintain a social distance of 6 feet or more

Background information/materials located on pg. 33, BoT Approved July 29, 2020

Motion to Approve Hybrid (Intermediate) Phase Plan for future implementation

- ***Discussion/approval to either empower School Director to determine appropriate time for transition to Hybrid (Intermediate) Phase or to plan for Board approval process/criteria for transition to Hybrid (Intermediate) Phase***

Background information/materials located on pgs. 2 & 3, and 5-28, BoT Approved August 12, 2020

Motion to Approve permitting ASD students to choose to remain in 100% Remote Instruction during Hybrid reopening (Limited and Intermediate)

Background information pg. 23 NH Guidance for Reopening Schools, BoT Approved July 29, 2020

Motion to Approve/Ratify CHART Task Force analysis/planning guide for submission to the New Hampshire Department of Education, along with the recommended Hybrid (Limited) and Hybrid (Intermediate) Phase reopening plan

Background information/materials located on pgs. 29-40, BoT Approved July 29, 2020

Motion to Approve/Ratify ASD's COVID-Response Communication Plan for submission to the New Hampshire Department of Education

Background Information pgs. 41-44, BoT Approved July 29, 2020

Motion to Approve movement of \$10,000 from Board Restricted Funds to be allocated for bolstering ASD's remote instruction through such platforms as EdPuzzle & Google Enterprise, meeting technology requirements for families in need (ie tablets, laptops, etc.), and meeting the needs related to remote connections to on-site instruction.

Background Information pg. 5 & pg. 22, BoT Approved July 29, 2020

Motion to Approve Draft Policy EBCF: Pandemic/Epidemic Emergencies

BoT Approved, July 29, 2020

Key Components of Hybrid (Limited) Phase:

ASD plans to open in the Fall of 2020 in what will be called a “Hybrid (Limited) Phase.” Below is a high-level summary of what this would look like for our students, employees, and families:

- Classes will begin as scheduled on Monday, August 31st.
- All instruction will be remote and focused upon consistency, rigor, and accessibility to all learners and learning styles.
- Instruction will follow a “flipped classroom” model, meaning teachers will prepare lectures/instructional videos/modules that students can view independently. All classes will meet live as well, and that time will be used for active learning in the form of discussion, scaffolded problem solving, peer instruction, debate, collaborative learning, and other extended depth-of-knowledge activities. Virtual lab opportunities will be made available in lab-based classes.
- All classes will use Google Classroom for all materials, resources, work submission, etc.
- ASD will work with all families to meet technology needs for all students for remote learning
- Teachers will provide extra help remotely each week through regularly scheduled sessions.
- All special services/accommodations will be provided to students who qualify through IEP Special Education Plans, English Language Learners, 504 Plans, etc. remotely when possible and on-site when necessary. Support for families in need of childcare will be available on a very limited basis.
- School counselors will provide support remotely when possible and on-site when necessary.
- Optional, on-site activities will be planned for various groups beginning the first week of school. Activities include: orientation for sixth graders and new students in grades 7-12, advisory lessons/activities, directed study/executive functioning support, community-building/social activities, and club meetings.
 - On-site activities will only be scheduled on Wednesdays as to not interfere with the class schedule.
 - On-site activities will not be available for all students each week.
 - Bus transportation for Nashua students is unknown at this time
 - Wednesdays are also professional development/planning days for instructors
 - Home-screening, masks, and social distancing will be required for all individuals inside the building at all times. Masks will be required outside the building when individuals are unable to maintain a social distance of 6 feet or more.

The schedule for Hybrid Phase (Limited) for Grades 7-12 is as follows:

Monday Remote Learning	Tuesday Remote Learning	Wednesday On-site/Remote Extra Help/	Thursday Remote Learning	Friday Remote Learning
Period 1 9:00-10:00	Period 2 9:00-10:00		Period 1 9:00-10:00	Period 2 9:00-10:00
Period 3 10:30-11:30	Period 4 10:30-11:30		Period 3 10:30-11:30	Period 4 10:30-11:30
Period 5 12:00-1:00	Period 6 12:00-1:00		Period 5 12:00-1:00	Period 6 12:00-1:00
Period 7 1:30-2:30	Period 8 1:30-2:30		Period 7 1:30-2:30	Period 8 1:30-2:30

The schedule for Hybrid Phase (Limited) for Grade 6 is as follows:

	Monday Remote Learning	Tuesday Remote Learning	Wednesday On-site/Remote Extra Help/	Thursday Remote Learning	Friday Remote Learning
Period 1	8:15-8:55	8:15-8:55		8:15-8:55	8:15-8:55
Period 2	9:10-9:50	9:10-9:50		9:10-9:50	9:10-9:50
Period 3	10:20-11:00	10:20-11:00		10:20-11:00	10:20-11:00
Period 4	11:15-11:55	11:15-11:55		11:15-11:55	11:15-11:55
Period 5	12:30-1:10	12:30-1:10		12:30-1:10	12:30-1:10
Period 6	1:25-2:05	1:25-2:05		1:25-2:05	1:25-2:05

Key Components of Proposed Hybrid (Intermediate) Phase 25 & 50:

As soon as it is safe to do so, ASD plans to transition from a Limited Hybrid Phase to an Intermediate Hybrid Phase 25 and/or Intermediate Hybrid 50. Criteria for the timing of this transition will include developments in the spread/treatment/prevention of COVID-19 as well as the demonstrated success in hosting on-site activities and classes in a safe and manageable manner. As stated earlier, ASD recognizes the value in on-site learning and activities for our students, but it is also critical to understand that on-site learning in this model presents its own limitations and challenges. Continuous evaluation and revision will be necessary for optimizing student learning.

Intermediate Hybrid 25

- Instruction of academic courses takes place on-site and remotely
 - Students from grades 6-12 are divided into four cohorts, with each cohort attending on-site classes 1 full day per week. Cohorts will be divided as evenly as possible using the following factors: siblings, grade level, hometown, bus routes, balancing class sizes (when possible)
 - Classes will follow the Master Schedule (8:15-3:25)
 - Off-site students will connect to the on-site class through Zoom; off-site students will be welcome to participate in the full duration of the class, but in order to reduce screen time, will only be required to participate in the first hour for grades 7-12 and the first 40 minutes for grade 6. Class activities will be planned accordingly.
 - All courses will have a student serving as a “Teaching Assistant” in the classroom to provide support to the students connecting through Zoom
 - When on-site, measures such as assigned seating, limited locker-use, and reduced class-changes when possible.
 - Most special services/accommodations/counseling will move to on-site, but remote will be available as well.
 - For continuity, instruction will continue to follow a “flipped classroom” model for all classes, meaning live classes will utilize more active learning activities, including labs.
 - Teachers will continue to provide virtual extra help each week through regularly scheduled sessions.
 - Bus transportation will be provided for Nashua students
 - Lunch will be held in both the café and assembly room, with proper social distancing, hand hygiene, and sanitization procedures.
 - Clubs and activities will need to be scheduled around building cleaning/sanitization or meet virtually
- Art and PE will be offered to Grade 6 on-site on a rotating basis; students will not access the live course via Zoom but will complete independent work/activities when not on-site during Art or PE
- Home-screening, masks, and social distancing will be required for all individuals in the building for the duration of the academic day. Arrangements for “mask-breaks” will be made as needed.
 - Students will have the option to remain 100% remote in the Intermediate Model

Proposed Intermediate Hybrid 25 for Grades 6-12

On-site @ ASD	Monday *	Tuesday	Wednesday	Thursday	Friday
Week 1	Cohort A1	Cohort A2	Building Closed @ 12 pm, On-site Activities 8am-12pm	Cohort B1	Cohort B2
Week 2	Cohort A2	Cohort A1	Building Closed @ 12 pm, On-site Activities 8am-12pm	Cohort B2	Cohort B1

*For Grades 7-12, Monday/Thursday are ODD Periods, Tuesday/Friday are EVEN Periods

Intermediate Hybrid 50

This model contains all components of the Intermediate Hybrid 25, except:

- Cohort A1 and A2 are combined to form “Cohort A;” Cohort B1 and B2 are combined to form “Cohort B.” Cohort A and Cohort B will each attend classes on-site for 2 full days per week.
- No activities/extracurriculars will be scheduled on-site on Wednesdays, but can continue remotely

Proposed Intermediate Hybrid 50 for Grades 6-12

Monday *	Tuesday	Wednesday	Thursday	Friday
Cohort A	Cohort A	Building Closed All Activities/Extra Help Remote	Cohort B	Cohort B

*For Grades 7-12, Monday/Thursday are ODD Periods, Tuesday/Friday are EVEN Periods

Reopening/Redesign Planning Guide for Fall 2020 at the Academy for Science and Design

Submitted by ASD's CHART: Committee Helping ASD Redesign & Transition

The following document was put together by the CHART Committee at the Academy for Science and Design, our school-based Task Force containing a team of parents (with backgrounds/experience in public health, higher education, medicine, and the law), ASD faculty members (representing various grade levels/subjects), the entire ASD Leadership Team, our Student Council President, and three members of the ASD Board of Trustees have broken into working groups to explore the needs associated with operating ASD at varying levels of restriction/limitation with the changing currents of the COVID-19 pandemic. This has been a tremendous amount of work and research; and coupled with the feedback from our school community, as well as the context of guidelines from the State and the exploration of how other innovative schools are responding to this challenge, I believe that ASD will be able to develop a reopening plan that is the best fit for our program. I want to thank all members of CHART for their hard work and research into various needs associated with different potential models for our school and will continue to utilize the task force as a powerful resource in preparation for the Fall.

Background:

CHART involves a variety of stakeholders in both large and small working groups to explore potential models for instruction for the Fall/winter of 2020 that represents all of the following:

- Health and safety guidelines and requirements (state and federal)
- Guidance from the NH and US Department of Education
- Most optimal model for ASD's Mission, Community Needs, and Sustainability

CHART Committee Membership

Jennifer Cava, Director
Bonnie Doyle, Registrar/Admissions
Jessica Golden, Assistant Director
Stephanie Dumoski, Curriculum & Scheduling Coordinator
Amy Bewley, ELO Coordinator
Kym Harmon, Business Manager
Lisa Moser, Operations Manager
Rebecca Patterson, Faculty
Laraine Fay, Faculty
Aimee Seiler, Humanities Department Head
Chris Marsh, Faculty
Karen Legault, Mathematics Department Head
Kim Fusaris, Faculty
Angela Clark, Faculty
Frederick Ball, Parent
Judy Landry, Parent
Flavia Martin, Parent
Kelly Mullin, Parent
Grace Conard, Student Body President
Tracy Malloch, School Nurse
Rod Conard, ASD Board Vice Chairman
Rick Bartle, ASD Board Chairman
Greg Czuba, ASD Board Member, Policy Committee Chairman

Focus Area	Factor/ Criteria	Significant/ Major Health & Safety Restrictions (Remote Instruction)	Moderate Health & Safety Restrictions (Hybrid Instruction)	Minimal/ Limited Health & Safety Restrictions (Full Return)
Facilities & Operations	Student Mask Use	Mask Use Required at all times. (See Health/Safety for info on breaks)	Mask Use Required at all times. (See Health/Safety for info on breaks)	Mask Use Required at all times. (See Health/Safety for info on breaks)
Facilities & Operations	Car Arrival	Reduction in amount of time students have access to school prior to classes. One entry point only (main office). Hand sanitizer inside entry way. Contact tracing - all students must Kiosk In. Sign in for teachers? Proceed directly to the classroom - no congregating	Reduction in amount of time students have access to school prior to classes. Parking Lot attendant monitors number of students unloading for spacing (possibly holding cars until line of students has entered.). Signage for single, socially distanced file entry. Hand sanitizer person inside entry way. Proceed directly to the classroom.	Reduction in amount of time students have access to school prior to classes. Parking Lot attendant monitors number of students unloading for spacing (possibly holding cars until line of students has entered.). Signage for single, socially distanced file entry. Hand sanitizer person inside entry way. Proceed directly to the classroom.
Facilities & Operations	Bus Arrival	Likely no busing in this scenario. If so: One entry point only (main office). Hand sanitizer inside entry way. Entry tracking Kiosk In Proceed directly to the classroom - no congregating	Bus students enter through the bus door Hand sanitizer person inside entry way. Proceed directly to the classroom - no congregating	Bus students enter through the bus door. Signage for single file entry. Hand sanitizer person inside entry way. Proceed directly to classroom - no congregating If bus arrives early students maintain social distancing in cafeteria
Facilities & Operations	Dismissals	Likely no busing in this scenario. If so: Due to extremely low population in the building and need for contact tracing, exit will be via one point only (main office). Hand sanitizer inside entry way. One exit point (main office) Kiosk Out	Procedures developed to stagger or restrict the number of students exiting at any one time. Ex: Bus students remain in last classroom or socially distanced (one classroom for each bus) Dismissals regulated over PA	Procedures developed to stagger or restrict the number of students exiting at any one time. Ex: Bus students remain in last classroom or socially distanced (one classroom for each bus) Dismissals regulated over PA
Facilities & Operations	Attendance	Teacher has attendance codes for both online and in-school students for record keeping and contact tracing..	Teacher has attendance codes for both online and in-school students for record keeping and contact tracing..	Regular attendance procedures. Possibly attendance codes for both online and in-school students for record keeping and contact tracing..nts.
Facilities & Operations	Visitors	Due to limited numbers in building and for labs/tests only, no early dismissals should be	Parent calls from parking lot for early dismissals. Essential visitors only. Must sign in. Mask use	Parent calls from parking lot for early dismissals. Essential visitors only. Must sign in. Mask use

		needed. Essential visitors only. Must sign in. Mask use required. Hand sanitizer at desk.	required. Hand sanitizer at desk.	required. Hand sanitizer at desk.
Facilities & Operations	Ventilation	Air Purifiers in classrooms. Update HVAC system. Cost from landlord already available	Air Purifiers in classrooms. Possibly update HVAC system. Cost from landlord already available	No changes to current protocols for HVAC unless required.. Air Purifiers in classrooms.
Facilities & Operations	Signage	Handwashing reminders One way hallways. 6 ft. distancing signs. Symptoms checklists at front entrance.	Handwashing reminders One way hallways. 6 ft. distancing signs. Symptoms checklists at front entrance.	Handwashing reminders One way hallways. 6 ft. distancing signs. Symptoms checklists at front entrance.
Facilities & Operations	Passing time	One way hallways, single file only.	One way hallways, single file only.	One way hallways, single file only.
Facilities & Operations	Classroom Configuration	Classrooms reconfigured to recommended spacing. Use of single desks or dividers on tables. Examine use of alternate spaces	Classrooms reconfigured to recommended spacing. Use of single desks or dividers on tables. Examine use of alternate spaces	Classrooms reconfigured to recommended spacing. Use of single desks or dividers on tables. Examine use of alternate spaces (Perhaps approach landlord re: empty space)
Facilities & Operations	Sanitation Procedures	Disinfecting of shared spaces at recommended interval . Classroom doors remain open or teacher is only one to open/close doors. Classroom surfaces cleaned at recommended intervals. Restrooms disinfected daily and cleaning supplies available for use by individual restroom visitors, Safe practices encouraged.	Disinfecting of shared spaces at recommended interval . Classroom doors remain open or teacher is only one to open/close doors. Classroom surfaces cleaned at recommended intervals. Restrooms disinfected daily and cleaning supplies available for use by individual restroom visitors, Safe practices encouraged.	Disinfecting of shared spaces at recommended interval . Classroom doors remain open or teacher is only one to open/close doors. Classroom surfaces cleaned at recommended intervals. Restrooms disinfected daily and cleaning supplies available for use by individual restroom visitors, Safe practices encouraged.
Facilities & Operations	Lunch	No school lunch time.	Depending upon situation, lunch time may be required. Lunch program suspended. Seating in cafeteria and assembly room. Safe spacing marked on benches. Hand sanitizer applied upon entry.	Lunch program (and possibly pizza lunches) available. Seating in cafeteria and assembly room. Safe spacing marked on benches. Hand sanitizer applied upon entry. Microwave use not allowed.
Facilities & Operations	Isolation Space	Isolation space with either be created using portable purchased system to be nearest to	Isolation space with either be created using portable purchased system to be nearest to	Isolation space with either be created using portable purchased system to be nearest to

		nurse's office. Barring that, an unused office.	nurse's office. Barring that, an unused office.	nurse's office. Barring that, an unused office.
Facilities & Operations	Front Desk	Plexiglass divider. Hand sanitation station. Clean/Used writing tools. Gloves for receptionist?	Plexiglass divider. Hand sanitation station. Clean/Used writing tools.	Plexiglass divider. Hand sanitation station. Clean/Used writing tools.
Facilities & Operations	Lockers	Student/families request locker only if needed. Lockers assigned safe distance apart.	Student/families request locker only if needed. Lockers assigned safe distance apart.	Student/families request locker only if needed. Lockers assigned safe distance apart.
Facilities & Operations	Water fountains	Drinking fountain disabled, bottle filler operational. Distance markings around fountains.	Drinking fountain disabled, bottle filler operational. Distance markings around fountains.	Drinking fountain disabled, bottle filler operational. Distance markings around fountains.
Facilities & Operations	Software Support	Person dedicated (part-time) to managing software integrations, questions, problems for remote learning/streaming.	Person dedicated (part-time) to managing software integrations, questions, problems for remote learning/streaming.	Person dedicated (part-time) to managing software integrations, questions, problems for remote learning/streaming.
Facilities & Operations	IT Support	Remote office hours available one day a week by appointment.	On-site engineer once per week, Second internet line recommended by AllCovered. Additional support (or separate project cost) to configure.	On-site engineer once per week, Second internet line recommended by AllCovered. Additional support (or separate project cost) to configure.
Facilities & Operations	After School Activities	Online only	Online and outdoors only	Online and outdoors only. (Possible exception for FRC)
Facilities & Operations	Sports	No sports	No sports	Only sports currently approved as safe, with recommended guidelines in place. Outdoor practices only
Facilities & Operations	Vending Machines	Off	Off	Wipes provided to clean buttons after use.
Facilities & Operations	Teacher Offices	Teachers will self-distance in their offices or use alternative spaces. Cleaning supplies provided for recommended cleaning intervals.	Teachers will self-distance in their offices or use alternative spaces. Cleaning supplies provided for recommended cleaning intervals.	Teachers will self-distance in their offices or use alternative spaces. Cleaning supplies provided for recommended cleaning intervals.
Facilities & Operations	Staff Room	Closed	Appliances off. Teachers can use space with safe spacing.	Appliances off. Teachers can use space with safe spacing.

Facilities & Operations	Volunteers/ Substitutes	No volunteers.	Limited volunteers required to self-screen, and wear masks	Volunteers required to self-screen, and wear masks.
Facilities & Operations	Common equipment /Copy Area	Supplies provided to wipe down after each use.	Supplies provided to wipe down after each use.	Supplies provided to wipe down after each use.
Facilities & Operations	Meeting Spaces	Virtual meetings whenever possible.	Virtual meetings whenever possible.	Virtual meetings whenever possible.

Focus Area	Factor/Criteria	Significant/ Major Health & Safety Restrictions (Remote Instruction)	Moderate Health & Safety Restrictions (Hybrid Instruction)	Minimal/ Limited Health & Safety Restrictions (Full Return)
Health & Safety	Screening	No Screener required in a remote model	<p>Faculty, staff and volunteers will be required to fill out an online screener daily.</p> <p>Families will receive phone and email communication daily asking screening questions and giving steps to complete if the students meet exclusion criteria.</p> <p>All community members will be monitored/observed for symptoms throughout the school day</p>	<p>Faculty, staff and volunteers will be required to fill out an online screener daily.</p> <p>Families will receive phone and email communication daily asking screening questions and giving steps to complete if the students meet exclusion criteria.</p> <p>All community members will be monitored/observed for symptoms throughout the school day</p>
Health & Safety	Masks/ Face Coverings	Does not apply to Remote Model	<p>City of Nashua-face masks are required in all settings where you are unable to maintain social distancing of at least 6 feet.</p> <p>Parents will be responsible for providing students with face coverings or masks. ASD will have backup masks.</p> <p>Mask breaks will be scheduled during the day in designated mask free areas-following social distancing guidelines.</p> <p>Mask Exemptions and Accommodations will be made by nurse/administration for individuals who have medical a demonstrated medical need.</p>	<p>Continue to follow requirements of the City of Nashua</p> <p>Parents will be responsible for providing students with face coverings or masks. ASD will have backup masks.</p> <p>Mask breaks will be scheduled during the day in designated mask free areas-following social distancing guidelines.</p> <p>Same Mask Exemptions Apply</p>

<p>Health & Safety</p>	<p>Behavioral Health Faculty/Staff</p>	<p>ASD will have regular Staff meetings/Teacher Workshops designed specifically to address issues related to Covid19 education challenges</p> <p>ASD will have open communication between faculty and staff to ensure access to mental health resources/stress management support/etc.</p> <p>ASD will develop a Faculty Member Medical/Family Leave plan in accordance with employment law and FMLA.</p> <p>ASD will provide resources and referral to local mental health agencies when appropriate.</p>	<p>ASD will have regular Staff meetings/Teacher Workshops designed specifically to address issues related to Covid19 education challenges</p> <p>ASD will have open communication between faculty and staff to ensure access to mental health resources/stress management support/etc.</p> <p>ASD will develop a Faculty Member Medical/Family Leave plan in accordance with employment law and FMLA.</p> <p>ASD will provide resources and referral to local mental health agencies when appropriate.</p>	<p>ASD will have regular Staff meetings/Teacher Workshops designed specifically to address issues related to Covid19 education challenges</p> <p>ASD will have open communication between faculty and staff to ensure access to mental health resources/stress management support/etc.</p> <p>ASD will develop a Faculty Member Medical/Family Leave plan in accordance with employment law and FMLA.</p> <p>ASD will provide resources and referral to local mental health agencies when appropriate.</p>
<p>Health & Safety</p>	<p>Behavioral Health Students</p>	<p>Education/Programming: ASD counseling staff will continue with remote presentations to support student mental health.</p> <p>Daily Remote Advisory: Advisors will meet with students remotely to support social/emotional wellbeing and report observations of students who may be in need of counseling.</p> <p>Counseling support will be delivered remotely to meet the individual needs of our students.</p> <p>Communication: concerns about student social/emotional wellbeing and mental health will be communicated as per ASD protocol, policies, suicide plan requirements via email and phone.</p> <p>Resource and Referral: ASD counseling staff will direct families to community agencies as per ASD protocol.</p>	<p>Education/Programming: ASD counseling staff will continue with remote presentations to support student mental health.</p> <p>Daily Remote Advisory Meetings: student advisors will meet with students remotely/in-person when</p> <p>Counseling support will be delivered in-person/remote/combo- students and counselors are required masks; counselors sanitize office space between student sessions.</p> <p>Communication: concerns about student social/emotional wellbeing and mental health will be communicated as per ASD protocol, policies, suicide plan requirements via email and phone.</p> <p>Resource and Referral: ASD counseling staff will direct families to community agencies as per ASD protocol.</p>	<p>Education/Programming: ASD counseling staff will continue with remote presentations to support student mental health.</p> <p>Daily Advisory Meetings: student advisors will meet with students in person when allowed initial observers of red flags or students who may be in need of counseling</p> <p>Counseling support will be delivered in-person/remote/combo- students and counselors are required masks; counselors sanitize office space between student sessions.</p> <p>Communication: concerns about student social/emotional wellbeing and mental health will be communicated as per ASD protocol, policies, suicide plan requirements via phone and email- in person parent meetings can be added back</p> <p>Resource and Referral: ASD counseling staff will direct families</p>

				to community agencies as per ASD protocol.
Health & Safety	Identification/Isolation/	No Identification or Isolation required in Remote Model	<p>IDENTIFICATION Any student identified to have symptoms indicative of COVID-19 will be separated immediately for evaluation and risk assessment by the school nurse.</p> <p>ASD has designated an Isolation room with certified staff and necessary supplies to assess symptoms and maintain distance until parent dismissal.</p> <p>ISOLATION & QUARANTINE An individual who tests positive for COVID-19, is suspected of COVID-19, or whose family member (or close contact) tests positive, will be required to isolate from school.</p>	<p>IDENTIFICATION Any student identified to have symptoms indicative of COVID-19 will be separated immediately for evaluation and risk assessment by the school nurse.</p> <p>ASD has designated an Isolation room with certified staff and necessary supplies to assess symptoms and maintain distance until parent dismissal.</p> <p>ISOLATION & QUARANTINE An individual who tests positive for COVID-19, is suspected of COVID-19, or whose family member (or close contact) tests positive, will be required to isolate from school.</p>

Health & Safety	Nurse's Office	Supplies and medications kept secure, regular cleaning for anticipation of in class learning ASD will host the Annual Flu Clinic.	Students will be seen one at a time in office at entrance- Social distancing (3 feet with mask, 6 feet without masks) Community will receive hygiene reminders, and education/reminders about regular handwashing, cover coughs, keeping hands away from face. Signage will promote safe/healthy practices. The school nurse will provide symptoms assessments as needed. The school nurse will regularly clean office surfaces. PPE usage (masks, gloves, gowns), Promotion of health education, Support of staff/students for leave/sick time ASD will host the Annual Flu Clinic.	Students will be seen one at a time in office at entrance- Social distancing (3 feet with mask, 6 feet without masks) Community will receive hygiene reminders, and education/reminders about regular handwashing, cover coughs, keeping hands away from face. Signage will promote safe/healthy practices. The school nurse will provide symptoms assessments as needed. The school nurse will regularly clean office surfaces. PPE usage (masks, gloves, gowns), Promotion of health education, Support of staff/students for leave/sick time ASD will host the Annual Flu Clinic.
Health & Safety	Promotion of Education of Hygiene Practices (Hand Washing /Sanitization)	Strongly enforced; any students/ employees in the facility will wash/sanitize hands on a specific time schedule. Hand sanitizer will be required upon entrance.	Enforced; students/ employees will be expected to wash/sanitize hands throughout the day; frequent reminders administered throughout the day. Hand sanitizer will be provided upon entrance.	Encouraged; students/employees will be reminded to wash/sanitize hands daily through posters/announcements/etc. Hand sanitizer will be available in key areas of building: lobby, cafe, jr/sr area

Focus Area	Factor/Criteria	Significant/ Major Health & Safety Restrictions (Remote Instruction)	Moderate Health & Safety Restrictions (Hybrid Instruction)	Minimal/ Limited Health & Safety Restrictions (Full Return)
Teaching & Learning	Mode of Instruction	Remote/Hybrid: minimal/limited time on campus in small/restricted	Hybrid; increased time on campus, increased size of cohorts/more flexible groupings, online lectures	Full Return reduced restrictions on campus for size/number of students, flexible groupings, online resources available for remote students; virtual office hours; flipped classroom;

		cohorts, emphasis on live online classes; Flipped classroom; Students need to have cameras on and attendance required *except* with guidance/administrati on exception Virtual Office Hours Wednesday is an ELO day; All advisory groups meet (mandatory)	required for instruction; flipped classroom Considerations will be made for those students who cannot be at school. Virtual Office Hours Wednesday is an ELO day; All advisory groups meet (mandatory) Group activities/projects need to be conducted under spacing guidelines	Teachers have the option to record and/or livestream their classes Wednesday is an ELO day; All advisory groups meet (mandatory) Considerations will be made for those students who cannot be at school. Group activities/projects need to be conducted under spacing guidelines
Teaching & Learning	Passing time	Longer breaks between virtual classes	One way hallways taped off paths in large common rooms; Hallway duty for teachers; Single file in hallway	One way hallways taped off paths in large common rooms; Hallway duty for teachers; Single file in hallway
Teaching & Learning	Textbooks	Scheduled textbook pickup Online versions available	Textbooks at home only Online versions available during school	Textbooks at home only Online versions available during school
Teaching & Learning	Classroom spaces	Possibly labs or assessment days of a limited number of students. Masks required when in the building.	Teachers wear masks. Limited number of students in room at a time; Students sit 6 ft apart; facing same way; masks required Possible broadcast of in-class instruction to multiple rooms to allow students to spread out.	Teachers wear masks. Students sit 6 ft apart; facing same way; masks required Possible broadcast of in-class instruction to multiple rooms to allow students to spread out.
Teaching & Learning	Special services	Services provided virtually or in the building following guidelines	Students with an IEP or 504 and ELLs have priority for seats in in-person classes	Students still have services, with paras sitting 3-6 ft away and masked; still have Directed Study and ELL, but will need fewer kids or larger meeting spaces for some groupings. Distraction free space for kids who take tests with extra time
Teaching & Learning	Distribution of work (paper)	All work handed in/out via Google Classroom	All work handed in/out via Google Classroom	All work handed in/out via Google Classroom
Teaching & Learning	Supplies	Some supplies may still need distribution (e.g. workbooks, "remote lab", art supplies, etc.)	No shared supplies at school	No shared supplies, or some supplies could be sanitized between students
Teaching & Learning	Assessment	Focus on performance assessment and portfolios	In classroom; taken virtually - possible alternative	In the classroom; taken virtually - possible alternative assessment for those who cannot come into the building

		<p>Teachers determine deadlines for work; exceptions made upon information from guidance</p> <p>If possible, testing done in small cohorts in the building.</p> <p>Allow assessment during virtual meeting time</p>	<p>assessment for those who cannot come into the building</p> <p>Teachers determine deadlines for work; exceptions made upon information from guidance</p> <p>Allow assessment during virtual meeting time</p>	<p>Teachers determine deadlines for work; exceptions made upon information from guidance</p>
Teaching & Learning	Daily Schedule	<p>60 minute classes and 20 minute breaks between classes for movement breaks</p> <p>6th Grade - 40 minute classes with 20 minute breaks in between</p>	<p>Schedule stays the same.</p> <p>Fixed classroom for classes (6th grade)</p> <p>Grade 6 - PE, art in the classroom as needed</p>	<p>Schedule stays the same.</p> <p>Fixed classroom for classes (6th grade)</p> <p>Grade 6 - PE, art in the classroom as needed</p>

Focus Area	Factor/Criteria	Significant/ Major Health & Safety Restrictions (Remote Instruction)	Moderate Health & Safety Restrictions (Hybrid Instruction)	Minimal/ Limited Health & Safety Restrictions (Full Return)
Comm., Liability & the Law	Communications Plan	<p>Implemented for both centralized/ decentralized mode (online, live online information sessions, consideration for families with limited access to technology). Plan includes Emergency/ Urgent Communication Procedure</p>	<p>Implemented for both centralized/ decentralized mode (online, live online information sessions, consideration for families with limited access to technology). Plan includes Emergency/ Urgent Communication Procedure</p>	<p>Implemented for both centralized/ decentralized mode (online, live online information sessions, consideration for families with limited access to technology). Plan includes Emergency/ Urgent Communication Procedure</p>
Comm., Liability & the Law	Covid-19 Attestation Form/Screening Form	<p>All students & employees must complete attestation form upon entrance to the facility (form covers</p>	<p>All students & employees will acknowledge the criteria in the attestation form and notify school of any status changes</p>	<p>All students & employees will acknowledge the (reduced) criteria in the attestation form and notify school of any status changes</p>

Comm., Liability & the Law	Equal Access to Education for Students: Technology	School outreach must be made to families identifying technology challenges; when necessary technology/internet access must be provided for use at home	School outreach must be made to families identifying technology challenges; when necessary technology/internet access must be provided for use at home or arrangements made for use at school	School outreach must be made to families identifying technology challenges; when necessary technology/internet access should be provided for use either at home or at school
Comm., Liability & the Law	Equal Access to Education for Students: Transportation	Limited bus transportation for Nashua students based on capacity limits as well as social distancing expectations, including enhanced cleaning and sanitization of busses and possible PPE requirements. ASD will not “host” a carpool forum.	Expanded bus transportation for Nashua students with significant restrictions and social distancing, including enhanced cleaning and sanitization of busses ASD may “host” a carpool forum.	Expanded bus transportation for Nashua students with reduced restrictions and social distancing, including enhanced cleaning and sanitization of busses. ASD will “host” a carpool forum
Comm., Liability & the Law	Tools/Vehicles for Ongoing Feedback	Surveys distributed throughout reopening design and implementation; some may include “registration” for onsite/virtual programs	Surveys distributed throughout reopening design and implementation; some may include “registration” for onsite/virtual programs	Surveys distributed throughout reopening design and implementation; some may include “registration” for onsite programs
Comm., Liability & the Law	Provisions for students with medical restrictions	High alert and awareness of students with personal or family high-risk factors –Remote Learning to continue for those with health considerations	High alert and awareness of students with personal or family high-risk factors -- Remote Learning (depending of availability)/alternative online program for those with health considerations	Alert and awareness of students with personal or family high-risk factors-- Remote Learning (depending of availability)/alternative online program for those with health considerations
Comm., Liability & the Law	Provisions with employees with medical restrictions	High alert and awareness of staff with personal or family high-risk factors – collaboration with administration, Board, state agencies to develop proper provisions	High alert and awareness of staff with personal or family high-risk factors – collaboration with administration, Board, state agencies to develop proper provisions	Alert and awareness of staff with personal or family high-risk factors – collaboration with administration, Board, state agencies to develop proper provisions

Comm., Liability & the Law	ASD Board of Trustees	Increased communication between administration and Board, Increased Committee/Board meetings, Board representation in planning/task force	Increased communication between administration and Board, Increased Committee/Board meetings, Board representation in planning/task force	Regular communication between administration and Board, Regular Committee/Board meetings
Comm., Liability & the Law	Interfacing with Community Agencies	ASD will establish and maintain contacts/relationships with community agencies such as Nashua Public Health	ASD will establish and maintain contacts/relationships with community agencies such as Nashua Public Health	ASD will establish and maintain contacts/relationships with community agencies such as Nashua Public Health
Comm., Liability & the Law	Liability Waivers/ Notifications	Liability Waiver not required/Notifications to follow Communications Plan	Liability Waiver not required/Notifications to follow Communications Plan	Liability Waiver not required/Notifications to follow Communications Plan
Comm., Liability & the Law	Special Education	Student Services Coordinator will ensure that all services are provided, with every effort made to have services available virtually	Student Services Coordinator will ensure that all services are provided, virtual & onsite	Student Services Coordinator will ensure that all services are provided onsite
Comm., Liability & the Law	504 Accommodations	Student Services Coordinator will ensure that all accommodations are provided, with every effort made to have accommodations made available virtually	Student Services Coordinator will ensure that all accommodations are provided, virtual & onsite	Student Services Coordinator will ensure that all accommodations are provided onsite
Comm., Liability & the Law	Response Plan for Positive or Suspected Positive Covid-19 case	Implemented in ASD Covid-Response Communications Plan	Implemented in ASD Covid-Response Communications Plan	Implemented in ASD Covid-Response Communications Plan

ASD COVID-Response Communications Plan

Communication with all stakeholders during the ongoing COVID-19 crisis requires a comprehensive plan. Feedback and participation in the exchange of communication/information sharing from all stakeholders is critical to the overall success of the plan implementation, as well as the health and safety of our students. Feedback from all members of the ASD Community will be reflected in the decisions, plans, and procedures developed by the Academy for Science and Design. This plan provides for an open exchange of information and communication between all members of the ASD community.

Mid-July/Early-August 2020

WEBPAGE and FAQ's: ASD will establish a web page on the asdnh public-facing website to serve as a hub of information for current students/families, as well as potential students. This will include a FAQ page, relevant letters/updates from the school Director from March 2020 to present, info about the CHART Task Force, Survey results, relevant policies, and all relevant Board of Trustees approvals.

SURVEY: ASD will create a new survey for families and employees to share concerns and provide their feedback for the school's proposed reopening plan on July 24th

EMAIL: The Director will continue to send emails to the school community to provide updates regarding progress towards reopening, NH guidance, impact of surrounding District/school decisions, etc.

SOCIAL MEDIA: The Facebook Administrator will create and post weekly social media updates providing information to the community about ASD's reopening plan development.

VIDEO UPDATE: ASD will record a brief video update on how the school is preparing to welcome students back in the fall and also will provide any relevant updates to families and community members. The video will be posted to social media and ASD's webpage after Board review of the initial reopening plan on July 29th.

FACT SHEETS: ASD will create a series of fact sheets on key issues and procedures the school will implement when reopening in the fall, such as hygiene, screening, etc. Each fact sheet will be shared via email and social media, as well as available for download on ASD's reopening web page.

Early/mid-August 2020

WEBPAGE & FAQ's: ASD will update the reopening web content and FAQs based on any changes to the school's reopening plan and any questions ASD has received from families, staff, and information from community agencies. The page should now feature clear information on busing and transportation, PPE policies, cleaning protocols, lunch program, and how ASD will handle students who experience an illness during the school day.

EMAIL TO EMPLOYEES/VIRTUAL MEETING/Q & A: The ASD Director will email all employees to provide an update on the school's reopening plans. This email will also address a plan for employees who are not comfortable returning to in-person instruction due to safety or health concerns. The Director will hold a virtual All-Hands meeting via Zoom or another teleconferencing platform. The Director will provide a brief introduction to the school's reopening plans and allow employees to ask questions and provide feedback. An addendum to the Employee Handbook will communicate any additional information/requirements.

EMAIL TO FAMILIES/STUDENTS/VIRTUAL MEETING/Q & A: The ASD Director or designee will email the school community to provide an update on the school's reopening plans and any other relevant information. The Director will hold a virtual community meeting via Zoom or another teleconferencing

platform. The Director will provide a brief introduction to the school's reopening plans and allow students/families to ask questions and provide feedback.

PRESS RELEASE: ASD will provide local media outlets with the school's reopening plans and how teaching and learning will look when school begins. The Press Release will include information on safety precautions, cleaning protocols, and schedule structures. The school will distribute the article to the local media and also post on the school's reopening web page.

SIGNAGE: ASD will create signage that briefly outlines rules and procedures to protect safety within the school building. The school will post the signage at all school doors, in hallways, and in classrooms.

VIDEO UPDATE: ASD will record a brief video to update the community on the school's reopening plans. This video update will be geared more specifically towards ASD students, intended to address reopening as it pertains to the student experience. The video will be posted to social media and the school's reopening webpage.

SOCIAL MEDIA: The Facebook Administrator will create and post weekly social media updates providing information to the community about the school's reopening plans

FACT SHEETS: ASD will update and publish the reopening fact sheets based on new information, as needed.

Late-August 2020

BRIGHTARROW VOICE MESSAGE: ASD will record a brief automated voice message to provide an update on the school's reopening plans as well as to direct all stakeholders to locations for further information.

EMAIL TO EMPLOYEES/VIRTUAL MEETING/Q & A: The ASD Director or designee will email all employees to provide a final update to the school's reopening plans. The Director will hold a virtual All-Hands meeting via Zoom or another teleconferencing platform. The Director will provide a brief introduction to the school's reopening plans and allow employees to ask questions and provide feedback.

EMAIL TO FAMILIES/STUDENTS/VIRTUAL MEETING/Q & A: The ASD Director or designee will email the school community to provide a final update on the school's reopening plans and any other relevant information. The Director will hold a virtual community meeting via Zoom or another teleconferencing platform. The Director will provide more detailed information regarding the school's reopening plans and allow students/families to ask questions and provide feedback.

VIDEO UPDATE: ASD will record a brief video to update the community as the school prepares to welcome students back to school in the coming days, as well as to boost morale and generate excitement/engagement for all community members. The video will be posted to social media and to ASD's reopening webpage. This video will also reinforce health/safety guidelines that will need to be followed.

SOCIAL MEDIA: The Facebook Administrator will create and post at least two social media updates providing information to the community about the reopening of school.

Late-August/Early-September: School in Session

EMAIL UPDATES: The Director will send an email to the school community on the afternoon of the first day of school to provide an update on how the day went and any changes that may need to take place moving forward. Once per week, the Director will send an email to all district families providing updates

on key elements of ASD's reopening plan and any changes that may need to be made. These messages may focus on specific topics, such as mental health services, logistics, cleaning procedures, and what children should do if they start to feel ill while at school.

VIDEO UPDATE: About one week into the school year, ASD will record a brief video to update the community focusing on how the reopening plan is being implemented and any changes that may need to be made. The video will be posted to social media and the school's reopening webpage.

SOCIAL MEDIA: The Facebook Administrator will create and publish a social media post on the morning and afternoon of the first day of school. This post will welcome students and staff back to school, provide an update on how the day went, and share any changes that may need to take place moving forward. The Facebook Administrator will continue to publish weekly social media updates at least once per week moving forward.

WEBPAGE and FAQ's: ASD will update the reopening web content and FAQs based on any changes to the school's reopening plan and any questions the school has received from families, staff, as well as information from community agencies.

School in Session: Emergency/Non-Emergency Situation Response

A variety of situations could arise once school is in session that will require communication to the school community. Below are some scenarios with a suggested communication plan/procedure. Additional guidance can be found in ASD's EOP (Emergency Operations Plan). In most cases, communications will include Email, Social Media, Webpage Updates, Signage, etc.. ASD's Emergency Notification Service, Bright Arrow, may be utilized in emergency situations or when little notice can be afforded. Subsequent virtual meetings/Emails/etc will be made available as follow-up and for communication of path forward. Situations that could initiate this type of response include:

- **A student or staff member is experiencing symptoms of or is confirmed to have COVID-19**

It is the responsibility of the local health department (DPHCS) to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including family members and other household members regarding self-quarantine and exclusions.

If an exposure was determined to have occurred at school:

1. ASD Administration would receive communication from Contact Tracing to assist with determining close contacts in the school environment.
2. ASD staff would need to identify close contacts to the individual. NH defines close contact as within 6' of someone with confirmed COVID-19 for greater than 10 minutes.
3. Those persons identified would be notified by the local health department to be provided with guidance.
4. A line list would have to be provided to the local Health Department for notification and quarantine instructions.
5. Messaging written/communicated by Director about immediate closure of physical building and the move/timeline to begin a period of Remote Instruction to allow for building sanitization.
6. Notification to Board of Trustees of confirmed COVID-19 positive case and subsequent closure and movement to Remote Instruction

- **Changes to requirements for PPE/Social Distancing**

Changes to requirements to PPE/Social Distancing requirements would be communicated by:

1. An email to the school community detailing the change in requirements and any timeline associated
 2. A note on ASD Social Media highlighting any changes to PPE/Social Distancing Requirements
 3. Signage, as appropriate, to indicate any changes to PPE/Social Distancing
 4. Follow-up in community meeting discussions and advisory sessions
 5. Detailed information on ASD Website under COVID-response section
 6. Inclusion of changes to PPE/Social Distancing requirements in Weekly Bulletin
- **Changes to ASD's instructional model due a change in the status of COVID-19 in the state or region**
 1. With adequate notice, an email to the school community detailing the change in requirements and any timeline associated
 2. A note on ASD Social Media highlighting any changes to instructional model
 3. Without adequate notice, a Bright Arrow notification to all members of the school community notifying a change to the instructional model
 4. Follow- up in community meeting discussions and advisory sessions
 5. Detailed information on ASD Website under COVID-response section
 6. Inclusion of changes to instructional model in weekly bulletin
 7. Notification to Board of Trustees of changes to Instructional Model
 - **Rumors that an individual in our school community has tested positive for COVID-19**
 1. With adequate notice, an email to the school addressing the rumor and stating factual information about the situation
 2. A sharing of resources from Public Health organizations or other related agencies to dispel rumors
 3. Follow- up in community meeting discussions and advisory sessions
 - **Reduction/Elimination of extracurricular activities/field trips due to change in status of COVID-19 in the state or region**
 1. With adequate notice, an email to the school community detailing the change in status and any timeline associated
 2. A note on ASD Social Media highlighting any changes to status of extracurricular activities
 3. Without adequate notice, a Bright Arrow notification to all members of the school community notifying a change to extracurricular activities
 4. Follow- up in community meeting discussions and advisory sessions
 5. Detailed information on ASD Website under COVID-response section
 - **Plan for outreach to families/students with frequent/lengthy absence**
 1. Identification of absent student daily through Bright Arrow notification
 2. Identification of student absences as impacting academic progress by teacher, counselor, support staff or otherwise
 3. Direct phone call to student's home by School Counselor to assess situation/develop strategy for supports moving forward
 4. Follow-up with instructor to check on student progress following the student's return
 - **Reminders to follow safety protocols**
 1. Signage in appropriate locations
 2. Email reminder to school community regarding reminders for safety protocols
 3. Inclusion of safety protocol reminder n Weekly Bulletin
 4. Detailed information on ASD Website under COVID-response section