

# **Freedom School District Freedom Elementary School**

## **20-21 COVID-19 Pandemic School Response Plan**

This plan has been created first and foremost with the safety of Freedom's students, staff and families in mind. It is a blueprint to assist in understanding the changes and challenges Freedom School District confronted and continues to confront during the COVID-19 pandemic, as well as outline the precautions to be taken going forward. The guidelines referenced in this plan are based on guidance from the NH Department of Education (NH DOE), NH Department of Health and Human Services (NH DHHS), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on updated information provided by the above organizations and applicable federal, state and local agencies.

*Welcome Back!* It is with weeks of planning and evaluating options that we welcome students, staff and their families back to FES. These past months have been unlike any others we have ever experienced. Looking ahead, we anticipate ongoing adjustments as we settle back into different routines and experiences. Knowing there will be hurdles and uncertainty ahead, our primary focus as we return to school, will be, first and foremost, the social emotional wellbeing of our students and staff. Each of us has handled this time away differently, and I'm certain having experienced a variety of thoughts and feelings. We will be here to support one another as best we can. Relationships will need to be reestablished, friends reacquainted, though albeit distantly in some cases, and the understanding of new routines and expectations strengthened.

Students, their families, and teachers are likely worried about what may have been missed or not understood instructionally. As with each year, we will take students from where they are at, and assist them in growing emotionally, academically and behaviorally. They will likely all be in differing places, and that's okay.

In the event that school is once again closed and we return to remote learning, know that we have taken what we have learned from this past spring and strive to improve. Preparation and communication will be ongoing.

Remember we are in this together.

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<b>Section 1:</b>	<b>1</b>
<b>Health</b>	1
Daily Student Wellness Prescreen by Parents	1
Entrance into the Building	1
Staff Entering Classrooms	1
Staff Screening	1
Sending a Student to the Nurse	1
Student or Employee Illness	1
<b>Section: 2</b>	<b>2</b>
<b>Safety</b>	2
Classroom/Personal Workspace	2
Face Masks	2
Facilities Sanitizing and Disinfecting	3
Physical Distancing	3
Travel Restrictions	3
Visitors	3
Transportation	3
<b>Section 3:</b>	<b>3</b>
<b>Daily Routines</b>	
Arrival	3
Dismissal	4
Forgotten Items	4
Meals	4
Restrooms	4
Students' Personal Items	5
Recess	5
Extracurricular Programs	5
<b>Section 4:</b>	<b>5</b>
<b>Academics and Instruction</b>	5
Remote Learning	5
Home Schooling	5
Change in Enrollment Status	5
<b>Section 5:</b>	<b>6</b>
<b>Transition from in Person Instruction to Full Remote Due to School Closure</b>	6
Attendance and Engagement	6
Grading	6
Receiving & Returning Student Work	6



## **SECTION 1:**

### **Health**

#### **Daily Student Wellness Prescreen by Parents**

By choosing for your child to attend school you are attesting to their health status each day. Every morning it is expected that parents will take their child's temperature and assess for any of the following conditions:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Parents must ensure they do not send their student to school if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry have been met.

#### **Entrance into the Building**

Anyone who enters the building will wear a mask, immediately upon entry wash or sanitize their hands and have their temperature checked.

#### **Staff Entering Classrooms**

- Wash hands/hand sanitize upon entering.
- Wash hands/hand sanitize upon leaving.
- Be mindful of materials being brought in. They must be clean and have been in an isolated area. (Cannot take from one class to another without cleaning first)

#### **Staff Screening**

Staff members will prior to or upon entering complete a Google Form Survey to document answers to screening questions and record their temperature. Staff members may complete the survey in their room. Thermometers will be available for staff use. Thermometers must be sanitized after each use.

#### **Sending a Student to the Nurse**

- Staff member calls the nurse or main office and communicates the situation
- The Nurse or designee will provide directions as to where child should go, if an escort is needed, etc...

#### **Student or Employee Illness**

If a student or employee becomes ill at school with suspected symptoms of COVID-19, s/he will immediately report to the nurse.

- The nurse will notify administration, call parents and the local health authority.
- Move the individual to the isolation area.

- The nurse will direct the ill employee to leave work or in the case of a student call the parent to have the student immediately picked up to go home..
- The nurse and principal must identify persons who may have come in contact with the person who presented with suspected symptoms. *Unless required by the local health authority, the name of the individual should not be provided.*
- The principal will notify staff and families that they or their child may have been in contact with a suspected COVID -19 positive individual.
- The isolation area and suspected individual's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the individual.

## SECTION 2:

### SAFETY

#### **Classrooms/ Personal Work Space**

Classrooms will be set up to meet the state's guidelines for physical distancing with the goal of 6 feet of separation to the extent possible. Students will have assigned seats allowing for contact tracing if necessary.

Students will be provided with individual school supplies and assigned a technology device for their individual use.

Students will remain in their classrooms for all instruction with Unified Arts teachers coming to the classroom for lessons. The outdoor environment will be used as much as possible, weather permitting. When a teacher takes a class outside of the building, they will take a radio for communication with the office and nurse.

When necessary, students will work in another classroom with Special Education, Title I or other interventionists. Safety protocols have been established for students and staff leaving or entering a room.

All teachers and students are asked not to visit other classrooms. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Ample approved cleaning and disinfecting supplies will be available on site. Staff should NOT bring in cleaning supplies from home or request them of their parents.

#### **Face Masks**

Staff and students are expected to wear a face mask according to [CDC guidance](#). Specifically face masks must be worn when entering/exiting the bus, for the duration of the bus ride, when entering/exiting the building, walking in hallways except during meal times and outside breaks. The school will provide disposable face masks, although staff and students may provide their own as long as it aligns with the CDC guidance. Staff will schedule mask breaks for students during the school day.

If a student or staff member requires modifications or adaptations, the principal should be contacted. Any such changes will be determined on a case by case basis, identifying a resolution that maintains staff and student safety to the best extent possible. All modifications and adaptations will be documented.

### **Facilities Sanitizing and Disinfecting**

The safety of students and staff is our number one priority. Upon reopening, our school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Classrooms, workspaces, common areas and bathrooms will continue to be sanitized and disinfected on a regular basis.

### **Physical Distancing**

Physical distancing is an effective way to prevent potential infection. Staff and students will be expected to maintain 6 foot physical distancing from others to the greatest extent possible, recognizing that some student/staff interactions may need to take place in closer proximity.

### **Travel Restrictions**

Freedom Elementary School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Principal and the Superintendent.

Personal travel outside of the New England states is discouraged based on the [NH DHHS Guidance](#) as of July 14, 2020. Should staff or students travel outside of the New England states, they will be expected to self-quarantine for 14 days before re-entering the building.

### **Visitors**

Freedom Elementary School will not allow normal visitation to our building. Only Freedom Elementary School staff and approved contracted service providers will be allowed in the building when students are present.

### **Transportation**

Bus drivers will disinfect the buses:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Face masks must be worn while on the bus and students will have assigned seating. Seating assignments will be based on those students boarding first going to the rear of the bus, and subsequent pick-ups following suit. Return trips will be those to the front dropped first, thus reversing the route. Students will be brought home to their regular scheduled bus stops only. Bus stop changes or addition of riders will not be allowed. Attendance will be taken on both morning and afternoon trips.

## **SECTION 3:**

### **Daily Routines**

#### **Arrival**

No student should arrive **prior to 8:50 AM**. Students being dropped off at school should maintain physical distancing and wear a face mask entering the building. Do not let students leave your vehicle until you see a staff member at the door. Kindergarten, 1st and 2nd grade students will enter through the front door. Grades 3-6 will enter at the far door across from the shed. Upon entering, students will go directly to their classrooms.

Students arriving via bus will continue to wear their face covering while going to their classrooms. Students will disembark the bus in an organized and spaced out manner to maintain physical distancing. Students will go directly to their classrooms when entering the building.

### **Dismissal**

If you need to pick up your child during the school day, please use the intercom in the foyer, or call the office to let us know you are here, who you are picking up, and why. We will make a note of the time and supervise your child going to your vehicle.

At the end of the day students will remain in their classrooms until called for dismissal. Students will continue to have their masks on prior to leaving the classroom. Classes will be called one at a time and busses loaded in an organized manner to allow for physical distancing. All students will have assigned seats on the bus and their masks must remain on until they are off the bus. Students being picked up will be sent to the gym where they will remain in class cohorts with physical distancing.

If you are picking up your child, we ask that you park your car, and wait for busses to be dismissed. Once the buses have left, please stand by your car and we will dismiss students by family.

### **Forgotten Items**

Any items that need to be dropped off for your child during the school day must be left in the foyer outside the front office window. Use the intercom to let us know who it is for. Delivery to the classroom will be arranged.

### **Meals**

Breakfast and Lunch will be served in a “serve” status meaning that all students will get all of the menu options on their tray each meal. The only choices will be which type of milk they would like. Once meal routines are established, we may try a weekly pre order for breakfast and lunch to expedite distribution.

#### **Breakfast:**

Breakfast will be delivered to classrooms. All food components will be on a tray or in a breakfast bag. The Fresh Fruit and Vegetable Program will be served in classrooms with breakfast.

#### **Lunch:**

Lunch will be delivered to classrooms. The first lunch will be served at 12:00 pm. The second will be at 12:20 pm. Students will come out of classrooms, one class at time, to receive their food and return to their room.

Food will be prepared and held at proper temperatures until ready to plate up. Lunch will be served on disposable trays. Food will be transported in an enclosed cart directly outside classroom doors.

Meal pick up for remote learners will be at 12:45 P.M.

### **Restrooms**

Whenever possible, students will use the restrooms within their assigned classroom. For those classes that do not have an in class restroom, each class will be assigned a restroom in the hall.

Staff will use designated restrooms.

## **Students' Personal Items**

Students are expected to come to school each day prepared with basic materials including:

- A refillable water bottle, water bubblers will be off limits.
- Snack and lunch (unless ordering from school)
- Appropriate clothing for being outdoors for at least a 30 minute period each day

Non-essential school items should remain at home.

## **Recess**

Recess periods will be divided by grade level. Outside recess will occur in designated areas. Should weather conditions result in inside recess, teachers will provide opportunities for students to have non-structured down time in a safe way.

## **Extracurricular Programs**

At this time there will be no before or after school programs and no organized sports on site.

## **Section 4:**

### **Academics and Instruction**

If parents choose not to send their child(ren) to school due to concerns about Covid-19 they have two options. They may elect remote learning or choose to homeschool their child(ren) in accordance with Freedom [School Board Policy IHBG](#).

#### **Remote Learning**

For families wishing to have their child(ren) remain enrolled as Freedom Elementary School students, but opt for a remote learning environment, they should notify the Principal and may enroll their child(ren) in [VLACS](#) courses, available for grades kindergarten through high school. A certified staff member from Freedom Elementary would be responsible for oversight.

Or

Parents may opt for a certified staff member from Freedom Elementary to provide direct instruction to their student(s) in a remote learning environment.

#### **Homeschooling**

For families wishing to homeschool their child(ren), students would be unenrolled from Freedom Elementary School. Parents are required to notify the school and write a letter to the Superintendent stating their intention to homeschool their child(ren). With homeschooling, parents are responsible for all aspects of their child(ren)'s education. Special Education services are not provided.

#### **Change in Enrollment Status**

If parents choose to change their child(ren)'s enrollment status from remote to in-person, there will be a one week transition period. This will allow the school to make any necessary arrangements in preparation. Instruction/assignments will be provided by their newly assigned classroom teacher.

If a student transfers to Freedom and enrolls for in-person learning, they will be expected to self-quarantine at home for two weeks, with instruction/assignments to be provided by their newly assigned classroom teacher.

## **SECTION 5:**

### **Transition from in Person Instruction to Full Remote Due to School Closure**

#### **Attendance and Engagement**

It is the expectation that all students will engage in their learning. Through participation in class meetings, instructional opportunities, and completing work, students will demonstrate their engagement and work towards mastering the competencies. Attendance will be taken daily and will be tracked in accordance with [School Board Policy JH](#).

#### **Grading**

To receive credit, students will be expected to complete all assignments. Just as if they were in school, they will be assessed on their progress towards mastery of the NH Competencies.

Grades will be recorded as progress for the first two trimesters with a final competency designation on the year-end report card. Student led conferences will be held.

Students not making progress, not completing academic assignments, or opting not to participate during remote learning, risk being retained in their current grade level for the next academic year.

#### **Receiving & Returning Student Work**

We will follow the guidelines below for receiving and returning student work.

Staff and students will be utilizing Google Classroom as the primary basis for instruction. Google Classroom and Class Dojo will be communication methods for parents to be able to contact the classroom teachers.

Specific classroom meeting schedules will be provided by classroom teachers. Special education services will be arranged by specialists.

Paper based materials will be available for families who do not have access to the Internet. This system will involve distributing work packets to families for the students to complete while at home. Teachers will check in via phone calls to parents.

Instructions for returning materials will be provided in accordance with current health guidance.