



Hampton School District – SAU 90

Return to School Road Map

2020

Curriculum and Instruction

Facilities

Wellness

Technology

Operations

The purpose of this road map is to prepare for the students' safe return to school considering the possible four options for learning: brick and mortar, remote, hybrid model – blend of remote and brick and mortar, and/or rolling admissions which would be contingent upon COVID 19 and the impact to our geographical location.

“Learning....a voyage for a lifetime”

Curriculum and Instruction – To provide high quality instruction in support of our diverse learners’ needs.

Focal Areas	Actions	Measures of Success	Timeframe	Person(s) Responsible	Outcomes
Assessments	- Develop multiple forms -Consider the different areas – academic, behavioral, and SEL	MTSS Grids Attendance Daily Check Ins with students School and Curriculum Based Assessment results (iReady, STAR, etc.)	Ongoing starting September 1, 2020 October 2020 January 2021 May 2021	Classroom/Homeroom Teachers School Counselors TAT, T1 Tutors, Specialists, Case Managers, Paras	Utilize assessment data to plan instruction and supports Planning and adapting grade level QPAs that integrate content cross curriculum
Implement RTI	- Utilize all staff - 1 on 1 and small group support	School and Curriculum Based Assessment results	Ongoing throughout the year	Classroom Teachers “Achievement Team” Case Managers, TAT, Specialists	Compile and sort data to identify needs. Grade level teams and departments analyze data and recommend supports using the Rti model
Curriculum review	- Identify gaps and areas of focus	Teachers to identify critical standards that need to be covered at each grade level and plan for pacing and instruction for the year	June 2020 August 2020 Continuously as needed	Grade Level/Department Teams	Refined curriculum maps Targeted instruction for students based on their needs
Schedule	- Develop a schedule (remote) that is flexible and mimics daily learning schedule	Clear and consistent schedule for grade/area levels	June 2020 - start of school 2020	Grade/Department Level Teams Administrators Specialists, Case Managers, TAT, Counselors, Related Service Providers	Design a daily schedule that sets expectations for students, avoids overlap with other services, and gives students predictability and direct support. Schedules should remain consistent and assignments should be posted daily by 8:00 am.

					<p>Schedules should include a combination of synchronous and asynchronous teaching, with a minimum daily requirement of synchronous teaching and office hours.</p> <p>Small group and 1:1 instruction should be in all schedules to ensure targeted instruction for all students.</p>
Expectations	<ul style="list-style-type: none"> - Clarify for students and parents - Training for parents and students prior to school or prior to going remote re: grading, attendance, etc. 	Regular attendance and participation in classroom activities and assignments	August 2020 and routinely communicated to parents/students	<p>Teachers</p> <p>Administrators</p>	Develop an integrity/remote learning contract for students and parents that articulates student/teacher and parent expectations during remote learning, and how parents can best support their child at home
Equity	- Develop clear guidelines that ensures continuity and consistency with feedback	Ensure access to technology, support, resources for all students	Ongoing starting June 2020	<p>Teachers</p> <p>Administrators</p> <p>Technology Department</p>	All students are able to access resources, supplies, and materials to be successful in all areas
Materials	- Develop a schedule for pick up and drop off	Clearly established distribution schedules for families to exchange materials	June 2020 and ongoing	<p>Teachers</p> <p>Administrators</p>	Clearly established distribution schedules for families to exchange materials
Grading and Reporting	<ul style="list-style-type: none"> - Modify system - Provide more feedback 	Clearly defined Report Card that is easily understood by parents and students	Ongoing starting June 2020	<p>Grade/Department Level Teams</p> <p>Administrators</p> <p>Specialists, Case Managers</p>	<p>Modify current report card to reflect defined essential standards being covered during rolling closures or hybrid model of instruction & continue with parent/teacher conference schedule.</p> <p>Provide informal consistent feedback to parents regarding</p>

					student performance based on individual school communication protocol
Parent Assistance – Digital Platform	<ul style="list-style-type: none"> - Training -Meeting prior to remote w/ parents - Support -Curriculum 	Participation and feedback from families	August 2020 and ongoing throughout the year	Teachers Admin Technology Team	Develop a training program for parents at the start of the school year and continue throughout the year as needs arise. Develop an online “help center” for parents to access at any time of day/night if they have technology issues or curriculum questions.
PLC Work	<ul style="list-style-type: none"> - Time for teaming, ensuring continuity and instruction - Collaboration - Consultation 	Meeting minutes	Ongoing beginning June 2020	Administrators Teachers	Curriculum updates Reporting updates Scope and Sequence Lesson/Unit plans
Professional Development	-SEL, COVID 19, Trauma, Safety Care, Technology Integration, Google SeeSaw	Based on staff feedback and the requirements of teaching in unfamiliar settings and platforms, the Return to Instruction Subcommittee recommends that Professional Development is: Provided prior to students starting the 2020-2021 school year	August 2020 and ongoing throughout the year	Teachers Admin Technology Staff PD Committee	Create a technology resource hub for staff to access digital resources, video training and troubleshooting information at any time/day night.

		<p>Continuous throughout the year</p> <p>Supported throughout the year (staff member/consultant that can be accessed for support)</p> <p>Collaborative to utilize staff expertise and allow for supports and continuity</p> <p>Differentiated to provide staff training that is appropriate for individual needs</p>			
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Student and Staff Wellness – to ensure the safety and well-being of students and staff.

Focal Areas	Actions	Measures of Success	Timeframe	Person(s) Responsible	Outcomes
<p>for Students:</p> <p>A. Implementation of a district -wide mentorship program for all students</p>	<ul style="list-style-type: none"> -Create groups of 10-12 students, assign at least 1 staff member -Staff to check-in & connect with routinely (daily-remote, brick & mortar 2-3x/week) -Schedule adjustment to integrate time in to school day for meetings - Purpose is to make personal connections (no agenda) 	<ul style="list-style-type: none"> -All students will be connected with a mentor - Consistent meeting schedule is established - Students will demonstrate improved emotional stability and clarity 	<p>Throughout SY 2020-21</p>	<p>Individual school leaders- SEL team members</p>	<p>Students will feel safe</p> <p>Students will make connections</p>
<p>B. Provision of open-air classroom, curriculum based education that integrates the Arts and SEL</p>	<ul style="list-style-type: none"> - Adopt Timbernook, or alternate open-air program/curriculum 	<ul style="list-style-type: none"> -Social distancing eased with more space -Decreased viral transmission risk -Core standards met in outdoor curriculum -Improvement of mental health and wellness in students and staff -Unified arts integration while meeting SEL needs 	<p>Initiation with brick and mortar return to school, especially during peak viral times</p>	<p>Individual School administrators and recommended teachers</p>	<p>Students will have more freedom (physically) and will feel a sense of safety</p>
<p>C. Provide parent support and training regarding SEL common language</p>	<ul style="list-style-type: none"> --Coordinate in-home and at-school learning using SEL methods -training could come from community based trainers for parents/caregivers 	<ul style="list-style-type: none"> -Use of GROW grant for the last phase of training -Resource page and contacts for parent support -possibly use PTA web resources to connect 	<p>Initiation Fall SY 2020-21</p>	<p>GROW/SEL committee members</p>	<p>Parents will feel more connected to the school and have resources to pull from at home</p>

for Staff: A. Survey staff	Send out an optional and anonymous self-assessment tool for staff to assess compassion satisfaction and fatigue to reflect and assess personal wellness	Administration to allow time for general staff conversation regarding survey results, if staff want to share	August 2020	Director of Student Services	Staff will have a tool to assess themselves
B. Follow-up Staff survey to garner information regarding staff needs, based on their self assessment	-develop survey questions -distribute survey -collate data	-staff will voice their opinions	September 2020	Administration	information will be logged to assist in making any changes necessary
C. Staff focus groups for continual follow-up	-schedule and facilitate focus groups	-staff will voice their needs	October 2020	Administration	information will be collected and analyzed to assist in making needed changes

Technology – to ensure tools, apps, hardware, and software facilitate access to curriculum and instruction in support of student learning.

Focal Areas	Actions	Measures of Success	Timeframe	Person(s) Responsible	Outcomes
Technology access	-1:1 for all K-8 Students	Every Student has a device personally assigned to them grades k-8	September 1, 2020.	Greg Limperis, Keith Lord and David Hansberry	Equity and access for all students.
Training	-Google Suite, See Saw	Teachers are provided with time for training on various software and hardware	Summer 2020	Technology Department in conjunction with Computer Teachers/Facilitators	Increase proficiency and use of online resources to support learning.
Resources	-Uniform software – teachers and parents	Purchase of uniform software to be used by all teachers across district	End of August 2020	Technology Department	Renewal of software and purchase of new software for staff and students to use. Create an easy way for parents to know what is used and where to access it.
Hardware	-Purchase to support (remote) learning	Purchase any additional Cameras/Document Cameras as needed	Summer 2020	Greg Limperis	Try to identify as needed and order if available as soon as possible.
Subscriptions	-Purchase to support (remote) learning – Castify, Video Puzzle	Renew all subscriptions as needed and EOL ones not used.	Summer 2020	Greg Limperis	Identify cost saving when possible by only renewing subscriptions needed so to redirect funds.
Resources	-Support families -Training available	Create share folder	End of Summer 2020	Technology Department and Computer Teachers/Facilitators	A shared folder of tricks and resources to support Tech shared in LaunchPad
State Recommendations	-Provide uniformity	Evaluate State Recommendations	August	Greg Limperis/ Lois Costa	Will need to see what state costs will be.
Uniform delivery of LMS Platforms	-See Saw for Centre; Google grades 3-8	Develop uniform template to deliver instruction	September 1, 2020	A. Levine and S. MacNichol for GC and LJ for Seesaw	Create uniform template to use by all teachers

Facilities – to create a safe learning environment for students and staff following CDC Guidelines, state, and federal recommendations.

Focal Areas	Actions	Measures of Success	Timeframe	Person(s) Responsible	Outcomes
Physical Plant Improvements	<ul style="list-style-type: none"> -Signage regarding COVID-19 awareness i.e. hand washing, social distancing, etc. -Plexiglass in areas of high-traffic, front offices, special ed, etc -Touch-free faucets restrooms -Provide hand sanitizer in all rooms without sinks - hands-free disposable paper towel dispensers - ventilation strategies (open windows, set classroom unit ventilators to increase outside air introduction into the space, Centre/Marston unit ventilation using pleated <i>MERV8-Minimum Efficiency Reporting Value</i>- filters, Hampton Academy HVAC inline air purifier(s)) -On stairway and hallway doors install fire holds as this reduces the need to physically open and close doors 	<ul style="list-style-type: none"> All safety measure put in place Ensure safety for all Promote social distancing Adherence to CDC recommendations 	August, Summer	Facilities Manager	Ensure safety of staff and students in a clean, healthy, and safe environment
Add new tools and escalate the frequency of cleaning	<ul style="list-style-type: none"> -Implement new cleaning equipment and increase efficacy of cleaning -How to use of electronic static spraying to cleaning routine -Continue the use of hospital-grade disinfectants 	Ensure safety for all, adherence to CDC recommendations	Summer	Keith Lessard Building Principals School Nurses	Ensure safety of staff and students in a clean, healthy, and safe environment

	<ul style="list-style-type: none"> -Increase daytime disinfecting of high traffic areas (restrooms - stairway - entrance doors) -Start twice a day trash removal from classrooms/adjacent spaces - more if necessary (planned lunches to be served in classrooms) -Continue to provide suitable cleaning supplies for example disinfectant wipes 				
Provide adequate and appropriate Personal Protective Equipment (PPE) to the custodial staff	<ul style="list-style-type: none"> - face shields - face masks - aprons / gowns - gloves, etc 	Ensure safe and healthy building	On-going	Keith Lessard Custodians	Ensure safety of staff and students in a clean, healthy, and safe environment

Operations – to provide safe and orderly guidelines that support students’ and staff return to school.

Focal Areas	Actions	Measures of Success	Timeframe	Person(s) Responsible	Outcomes
Supporting Partners:	Hampton Rec. YMCA School’s Out	-Follow CDC Guidelines with PPE -Primex Training -Summer Athletics - 10 or less practice, abide by regs	Summer Before School Starts	Rene Boudreau Jake Sidney	
Transportation	First Student	-Drivers will be trained regarding CDC and state regulations/rules; sanitizer -Work together regarding routes -Need to determine ridership given social distancing, parent survey	Summer Before School Starts	Stephanie Morse	
Facilities	Safety of students and staff in building with CDC, state, and federal recommendations and guidelines	-Plexi glass -Touch free faucets -PPE -Electro - static equipment -Classes	Summer Before School Starts	Keith Lessard Building Principals	
Food Service	Provide meals – breakfast and lunch at all buildings	-Breakfast - cafe -Lunches - delivered; order ahead, 1 hot, 1 cold option, delivered -Adhere to CDC Guidelines - workers, masts/gloves, sanitizing, cleaning up	During School	Mary Borg and staff	
Athletics	Return to play	-Ensure supplies and PPE for sports -Ensure supervision for sports -Address transportation concerns -Address students’ changing concerns -Consider remote sign ups - Ensure assistance w/ nurse regarding physicals	Summer Before School Starts	Jim Doherty and staff	