



# SCHOOL RE-ENTRY PLAN 2020-2021

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HILLSBORO-DEERING ELEMENTARY SCHOOL  
HILLSBORO-DEERING MIDDLE SCHOOL  
HILLSBORO-DEERING HIGH SCHOOL  
WASHINGTON ELEMENTARY SCHOOL

# SAU 34 SCHOOL RE-ENTRY PLAN

## 2020-2021

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## SUPERINTENDENT'S MESSAGE

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Parents, Families and Community Members:

In May, SAU 34 implemented a Re-Entry Planning Structure. The first step was the creation of the Districts' Leadership Team composed of SAU and Building Administration, the Facilities, Technology, and Food Service Directors, the District Nurse, the Grant Managers, and the Union Presidents. This team developed surveys to gather initial feedback from families, staff, students, and the community at large. Survey responses also created advisory groups of both parents and staff to support the planning work.

The Districts' Leadership Team formed three task forces, headed by building administrators from across the district and with staff representation from all departments on each task force. Each Task Force focused on a single model for re-entry: Full Return, Full Remote, and Hybrid (a combination of in-person and remote learning and instruction) in alignment with the following goals:

- Protects the health and safety of all students and staff
- Promotes the social emotional well-being of all students and staff; and
- Provides all students equitable access to rigorous academic opportunities

The re-entry planning is informed by the guidance provided by our local, state, and federal governments and public health officials. Just like prior to the pandemic, the safety and health of students and staff remains the highest priority of the district.

The following key factors have emerged from the process:

- Social distancing and mitigation strategies such as face coverings and frequent hand washing must be part of any plan for the physical return to school buildings.
- Transportation is a particularly difficult problem in light of the dramatically reduced capacity on busses.
- It is a near certainty that conditions will require SAU 34 to be in a full remote model at various points during the 2020-2021 school year.
- In-person instruction is the best model for the vast majority of students, when it is physically safe for students and staff.
- In order to safely provide in-person instruction, we must both reduce the student to staff ratio and increase the amount of instructional space. This will require hiring additional staff.
- Students in grades Kindergarten - 2 benefit least from remote instruction.
- All remote instruction needs to have opportunities for real time interaction and instruction.
- Positive relationships are the foundation of successful and productive student learning.
- Technology is a valuable tool that we can leverage to support learning and teaching.
- SAU 34 is fortunate to have 1:1 student devices, but we understand that internet connectivity can vary widely.
- Predictable structure and scheduling are necessary for students, staff, and families to successfully access learning opportunities and transition between models of instruction.
- A clear majority of students, staff, and families reported that remote learning was stressful.
- We recognize that the health risk factors in individual households are different and that a number of families and staff have reported that members of their household are at higher risk of infection.

Taking all of this into consideration, the Districts' Leadership Team proposed re-entry plans to the Hillsboro-Deering and Washington School Boards on August 4<sup>th</sup> and 5<sup>th</sup> respectively. These plans included families having a choice for the students between hybrid and full remote instruction. The Boards approved the plans and surveys have been sent requesting families to choose between hybrid or remote learning for their students.

SAU 34 will have a cycle of continuous monitoring and reevaluation of the current health and safety conditions at the community, state, and national level to determine if and when it is appropriate and necessary to transition to either a more remote model or a more in-person model. The health and safety of the students and staff is our highest priority, as we cannot fulfill our mission of high quality, future focused educational opportunities for all students without first attending to their physical and emotional well-being.

We understand that every family has individual needs and circumstances and we are aware that you will have to make decisions for your unique family situation. Our community is strongest when our schools and families work in partnership. The districts' re-entry plans are designed to provide both families and the schools the flexibility necessary to meet our changing circumstances throughout the 2020-2021 school year.

Sincerely,  
Patricia Parenteau  
Superintendent of Schools

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**RE-ENTRY TEAM AND TASK FORCE MEMBERS**

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DISTRICT CORE RE-ENTRY TEAM

*\*Indicates Team Leader*

Robert Hassett, SAU 34 Superintendent of School (through 6/30/2020)  
\*Patricia Parenteau, SAU 34 Superintendent of Schools (as of 7/1/2020)  
Jennifer Crawford, SAU 34 Director of Curriculum, Instruction, and Assessment  
Stacey Vazquez, SAU 34 Director of Student Support Services (as of 7/1/2020)  
Jean Mogan, SAU 34 Business Administrator (through 6/30/2020)  
Stephanie Milender SAU 34 Business Administrator (as of 7/1/2020)  
Carol Fogarty SAU 34 Executive Assistant to the Superintendent  
Kelli Colarusso WES Teaching Principal  
Donna Furlong H-DES Upper Elementary Principal  
Jeni Laliberte H-DES Lower Elementary School Principal  
Marc Peterson H-DMS Principal  
Jim O'Rourke H-DHS Principal  
Joy Clancy H-DHS Assistant Principal  
Patrick West H-DMS Assistant Principal  
Karen Ralph H-DES Student Support Services Coordinator (through 6/30/2020)

Veronica Hytner H-DES Student Support Services Coordinator (as of 7/1/12020)  
Dorothy O'Rourke H-DMS Special Education Coordinator  
Melissa Muzzy H-DHS Special Education Coordinator  
Tim Carson H-DHS Alternative Program Director  
HeatherAnn LaBier H-DSD District Nurse  
Neal Richardson H-DSD Technology Director  
James Bailey H-DSD Facilities Director  
Michele Dupont H-DSD Food Service Director  
Cathy Bennett H-DSD 21st Century Grant Manager  
Cathy Kaplan Project Aware Grant Manager  
Alex Luhtjarv H-DFT Union President  
Kelly D'Errico HDSS Union President

#### FULL RETURN TASK FORCE

*\*Indicates Team Leader*

\*Kelli Colarusso WES Teaching Principal  
\*Joy Clancy H-DHS Assistant Principal  
\*Patrick West H-DMS Assistant Principal  
Dorothy O'Rourke H-DMS Special Education Coordinator  
Joshua Gould H-DSD Maintenance Technician  
HeatherAnn LaBier H-DSD District Nurse  
James Maccabe H-DHS Social Studies Teacher  
Stephanie Savoy H-DES Grade Five Teacher  
Amanda McFadden H-DMS ParaEducator  
Bob Lehmenkuler H-DMS Music Teacher  
Emily Pinkham HDES Speech & Language Pathologist  
Elizabeth Licht H-DES Behavior Specialist

#### FULL REMOTE TASK FORCE

*\*Indicates Team Leader*

\*Donna Furlong H-DES Upper Elementary Principal  
\*Marc Peterson H-DMS Principal  
Veronica Hytner H-DES Student Support Services Coordinator  
Jessamyn Irwin H-DHS English Teacher  
Abby Diaz H-DMS Social Studies Teacher  
Stephanie Engle H-DES Grade One Teacher  
Carolyn Lischke H-DES ParaEducator  
Heather Garcia H-DMS School Psychologist  
Jenny Blaschik H-DHS Library Media Specialist

## HYBRID TASK FORCE

*\*Indicates Team Leader*

\*Jeni Laliberte H-DES Lower Elementary School Principal

\*Jim O'Rourke H-DHS Principal

Neal Richardson H-DSD Technology Director

James Bailey H-DSD Facilities Director

Michele Dupont H-DSD Food Service Director

Melissa Muzzy H-DHS Special Education Coordinator

Sharon Gamache H-DMS Nurse

Marilyn Knapp H-DHS Alternative Program Math Teacher

Stephanie Lamothe H-DMS Reading Teacher

Debbie Dyer-Quinn H-DES Grade Two Teacher

Jodi Wightman H-DMS ParaEducator

Christine Haley H-DES Music Teacher

Erika Sullivan WES Grades K-1 Teacher

Shannon Rockwell H-DES Lower Elementary School Counselor

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## GUIDANCE AND DATA

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- [Centers for Disease Control and Prevention](#)
  - continuously monitored
- [New Hampshire Grades K–12 Back-to-School Guidance](#)
  - made available July 14, 2020
- [Local, state](#), and national health and safety data points monitored daily
- Stakeholder surveys

### **Mid-June Surveys**

Surveys for initial feedback were sent to families, staff students and community members in early to mid-June. Survey responses also created advisory groups of both parents and staff to support the planning work

#### *Summary of Survey Data*

- Re-Entry Preference
  - Preference for a full return across stakeholder groups, but concerns about safety and practicality
- Things that worked well during remote learning last Spring
  - Video Conferencing rated highly in all stakeholder groups
  - Students identified a clear preference for being able to choose the timing and pace of their work
  - Both families and staff rated the use of online learning programs highly

- Things that were difficult during remote learning last Spring
  - Families and staff both identified motivating students as the most difficult aspect
  - Stress and anxiety was the second most difficult aspect for both families and staff
  - Students identified missing their friends, boredom, and focusing as the three most challenging aspects

*Additional Considerations Identified*

- Availability of high speed home internet access for both families and staff
- Need for district provided transportation
- Identified professional development needs
- Identified resources for staff

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HEALTH AND SAFETY PROTOCOLS

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In order to provide an in-school instructional environment that balances educational and safety considerations for both students and staff, the plan provides expectations regarding physical distancing, mask requirements, hand hygiene, building access, and health screening. Additional protocols are included for logistical and safety issues related to personal protective equipment (PPE), custodial services and sanitizing protocols, food service practices, and transportation.

Classroom activities should be conducted to minimize close contact and avoid groups whenever possible. Any small group activities should be conducted so that students are spaced according to physical distancing guidelines and can be at least 6 feet apart.

**DAILY HEALTH SCREENINGS**

**At-Home Screening**

Parents will be responsible for completing a daily health screening at home prior to sending their child(ren) to school. All Staff will also be responsible for completing a daily health screening at home prior to coming to school. Daily screening at home should include temperature taking.

Per CDC guidelines, students and staff are required to stay home if they demonstrate any symptoms consistent with COVID-19, or have been in direct contact with someone who has tested positive for COVID-19.

Symptoms include the following:

- Elevated temp
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste/smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **In-School Screening**

- Attendance will be taken every day and at the start of every class.
- Once students arrive at school, students will participate in a daily age appropriate self-screening which will be monitored by a school nurse.
- Each school will establish a space where symptomatic students will report and be isolated from others.
- Screening procedures in such instances will include a temperature check, review of symptoms and, as determined by this check, a call for dismissal.

### **MANAGEMENT OF ILLNESS WITHIN THE SCHOOL**

Any COVID-19 like symptoms should be reported to your building nurse. Students and staff who experience or report ANY of the above symptoms will be dismissed from school. Students or staff who presents with COVID-19 like symptoms will be referred for testing and will need to learn and/or work from a remote setting until return-to-school criteria have been met.

#### **What is needed for a student/staff to return to school after an illness?**

- Negative test results and student feeling better (general return to school rules apply)
- Positive test result or no test results- allowed back once student has met CDC's symptom-based criteria for removal from isolation
- Or documentation from a primary care physician (PCP) clears the individual to return to work/school is received.

CDC's symptom based criteria:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed since last fever (off fever-reducing meds), AND
- Symptoms have improved

Staff and students who demonstrate any symptoms associated with COVID-19 will be isolated away from other children and staff until dismissed from school. When students are dismissed from school due to the presence of symptoms associated with COVID-19, SAU 34 is required to provide information about their symptoms to the NH Department of Public Health.

### **MASKS AND PHYSICAL DISTANCING**

#### **Physical Distancing and Mask Requirements**

Physical distancing is the primary challenge within the confines of the Hillsboro-Deering and Washington schools. While the plan requires students and staff to maintain a six foot distance, additional protocols may be called for when that amount of space is not practical, to include:

- All students and staff will wear a mask over their nose and mouth at all times.
  - Cloth face coverings should meet the CDC recommendations.
  - Disposable surgical face masks will be available for those who do not have a mask or require a replacement during the school day.
  - Masks will be required in hallways, school common areas, and when moving about within a classroom to work in small groups without the benefit of a desk shield or transparent barrier.

- Exception- while students are seated in class where maintaining a six foot distance is possible and appropriate; teacher may be seated or standing in the front of the room maintaining a six foot distance.
- Students who refuse to wear a mask when required to do so, will not be allowed to remain in school and will be expected to participate in remote instruction.
- Students and staff will receive training regarding proper mask use.
- Face shields serve as eye protection and cannot be used to replace a face mask.
- The District will supply the staff with necessary PPE including gloves, masks, shields and gowns for direct contact services.
- Individuals who require adaptations due to a medical condition should contact the school nurse
- Student desks will be separated by a minimum of 6 feet.
- Students will be assigned to seats in each classroom and will be expected to sit in their assigned seat accordingly.
- SAU 34 will provide a mask for students who do not have one to use.
- When possible, students should not mix with other classes during art, gym, music sessions, etc.

### **Mask Exceptions and Distribution**

The plan requires the Hillsboro-Deering and Washington School Districts to provide masks and accommodate a number of situations where masks will not be needed or will be impractical, harmful, or disruptive to the learning process.

- Exception - Medically documented health conditions that prevent effective mask use
- Exception- while students are seated in class where maintaining a six foot distance; teacher may be seated or standing in the front of the classroom maintaining a six foot distance.
- All staff and students will be issued at least one washable and reusable cloth mask at the start of the school year for personal use.
- Disposable masks will be available in every school for visitors and others who will be required to wear a mask and do not have their own.
- Each classroom will be stocked with additional disposable masks and reusable masks for students and staff as needed.
- In our school setting, school nurses or other employees assessing students for symptoms of COVID-19 and staff providing services to students with individualized education programs, may require more intense or prolonged student-teacher contact. In such circumstances, more advanced PPE will be provided to implement such services. Some roles that may require PPE may include:
  - Educators working with special education students as needed.
  - For health employees engaged in symptom screening.
  - Maintenance/Custodial staff responsible for deep cleaning and disinfecting of the school facility and grounds

### **HAND HYGIENE PROTOCOLS**

The committee recognizes the importance of hand washing in combination with physical distancing and mask wearing as one of the most effective means of limiting the spread of the virus. The plan, therefore, includes the following recommendations:

- Opportunities will be scheduled for younger students to frequently wash their hands and use hand sanitizer.
- Every classroom, common space, and office will have hand sanitizer or sanitizing stations available for students, staff, and visitors as needed.
- Lessons will be provided to all students and staff prior to the start of the school year that reflect available equipment and uses as well as proper hand-washing and hygiene protocols. For Pre-K through Grade 2 students, teachers will demonstrate equipment and strategies.

Staff and students should practice frequent hand hygiene:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- For younger children, when soap and water are not readily available, alcohol-based hand sanitizer should be used under the direct supervision of staff.
- Teachers and staff will have an alcohol-based hand sanitizer available in all classrooms. When not in use, hand sanitizer should be kept out of reach of younger students (on a high shelf, cabinet, or in a backpack worn by staff outside).
- Supervise and help students needing assistance to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer.
- Hand hygiene will be practiced when arriving at the facility, before and after meals or snacks, before and during meal preparation or service as necessary to prevent cross contamination, after outside time, before and after going to the bathroom, after handling any bodily fluid, before and after medication administration, after cleaning up and handling any garbage, before and after touching a person's face covering or face, and prior to leaving for home.
- Advise students, educators and staff to avoid touching their eyes, nose and mouth.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.

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## **PHYSICAL ENVIRONMENT PREPARATION**

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### **SCHOOL CLEANING AND DISINFECTION PRACTICES**

Best practices include the following:

- Cleaning and disinfection will follow CDC guidance for cleaning and disinfecting.
- We will use an EPA-approved disinfectant effective against the novel coronavirus. Use alcohol wipes to clean keyboards and electronics.
- A protocol for cleaning, sanitizing, and disinfecting surfaces/objects that are frequently touched, including toys, equipment, teaching materials, and other surfaces (e.g., doorknobs, light switches, countertops, chairs, desks, cubbies, etc.).
  - Frequently touched surfaces will be cleaned and disinfected at least daily.
  - If students are moving between classrooms, cleaning and disinfecting classrooms will occur more frequently.
- When possible, sharing materials will be avoided by students and staff.
- Minimize the potential for the spread of germs in the classroom space by temporarily removing items that are not easily cleanable and not necessary for educational purposes. Most fabric items will be removed from classrooms.

- Water tables, sensory tables, etc. will be removed from use for the time being.
- Extensive use of disinfectant products will be done when students are not present and the facility thoroughly aired out before students return.
- Our schools will have a Safety Data Sheet (SDS) for each chemical used in the facility
- Disinfectants, sanitizers, and other cleaning supplies will be available.
- Outside wooden surfaces or groundcovers on the playground will not be sanitized. Plastic or metal railings or grab bars will be cleaned regularly.

#### **BUILDING VENTILATION**

- Guidance from the CDC and ASHRE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) will be reviewed for best practices regarding ventilation.
- The HVAC building management system will increase the run time of units to flush the buildings before and after the school day.
- Air handling unit dampers will be adjusted to allow for greater outside air flow and limit air recirculation.
- Verification of operation for all exhaust fans is being completed.
- When possible, windows will be utilized for increased air movement, as according to CDC guidelines, equipment that recirculates air (e.g. portable air conditioners, box fans, etc.) are not to be used.

#### **THE USE OF COMMON AREAS**

Large group gatherings and congregating continues to be discouraged during the COVID-19 pandemic. Any group gatherings in larger common areas should be closely monitored and controlled to ensure that physical distancing and group cohorting is maintained between individuals. Depending on the circumstances in each school building, varying cohort size limitations and group size limitations may be in effect. Physical distancing is an effective mitigation strategy, so consideration for how common areas, such as libraries, gyms, auditoriums, cafeterias, and other areas are used, will need to be considered.

Such common areas, which tend to be larger, may also be part of an effective strategy to allow larger groups of students to gather for educational events while maintaining physical distancing, or as back-up educational space in the event a classroom needs to temporarily relocate.

When feasible, student and staff cohorts should remain as static as possible by having the same group of children stay with the same staff. If possible, consider opportunities to rotate teachers, instead of students, to minimize hallway traffic.

Enforcing physical distancing in an outside playground may be difficult. When possible, emphasis should be placed on limiting the size of groups and maintaining consistent small cohorts participating in outdoor recess or playground time at the same time. Consider staggering recess times to maintain smaller group sizes.

Physical guides will be provided, such as tape on floors and signs on walls, to promote physical distancing and everyday protective measures to stop the spread of germs.

### **Campus/Building Physical Distancing**

Congregating/ waiting outside of the school in the morning or afternoon will not be permitted. Any waiting students will have clear instructions and spaces marked for appropriate physical distancing. Staff should be monitoring before/after school to encourage physical distancing on school grounds.

Hillsboro-Deering Elementary School will open doors at 8:20am.

Hillsboro-Deering Middle and High School will open doors at 7:10am.

Washington Elementary School will open doors at 8:30am.

- Schools will have hallway movement processes and clear markings to allow streamlined flow/movement of students and minimize congregation in hallways (ie, have one-way hallways if possible, or split hallways for unidirectional flow).
- Classroom activities should be conducted to minimize close contact. Any small group activities should be conducted so that students are spaced at least 6 feet apart.
- Students will not be assigned lockers at the middle and high school for the 2020-2021 school year.
- Flexible storage options will be provided at the elementary school for the 2020-2021 school year.
- Staff should maintain at least 6 feet of physical distancing from other staff in their work environment. In-person group meetings should be limited whenever possible.

### **Classroom Configuration**

- Classrooms will be reconfigured to maximize physical distancing between students.
- Outside air will be circulated, through open windows if available.
- Evaluate the ability, weather permitting, to use outside spaces as learning spaces.
- Limit cohort mixing to minimize opportunities for transmission between groups of students and teachers.
- Assigned seats for all students in all classrooms

### **LIMITS TO BUILDING ACCESS AND FACILITY USE**

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 by appointment only and all individuals will be required to wear a mask and sign in at the main office. 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, and essential visitors will be required to wear masks.
- Parents must schedule appointments and upon entering school will be required to wear a mask.
- For now, facilities will be available only for activities that benefit Hillsboro-Deering and Washington School Districts students. We will make facilities available for Recreation Department activities, the Boy Scouts and Girl Scouts, and others as long as they serve Hillsboro-Deering and Washington School Districts students and student numbers do not exceed recommended numbers.

- We will not permit gatherings of more than **50** students in any single space (if space allows for six foot distancing), including auditoriums, cafeterias and gymnasiums. Students and staff will be required to wear masks.
- We will prohibit all non-school district-related afternoon and evening activities.
- We will limit playground use.
- To the extent practical, elementary school classes will have outdoor recess and remain together in small class groups. Mask use will be required for students and staff who cannot maintain physical distancing guidelines of 6 feet. Outdoor transmission of this virus is known to be much lower than indoor transmission.

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## TECHNOLOGY

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With a commitment to relevant, engaging, and effective educational technology, SAU #34 will:

- Continue to support a one-to-one device program
- Enhance school bandwidth to support synchronous (real-time) online instruction
- Ensure access to digital instructional content for all students
- Upgrade teacher tech hardware to support greater stability and reliability
- Continue to explore and make available appropriate and engaging online learning tools
- Create collaborative professional development opportunities that support best practices in (and staff comfort and fluency with) hybrid/remote instruction

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## INSTRUCTIONAL LEARNING MODELS

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### **Learning Models Explored**

**FULL RETURN:** All students return to the building. At this time due to physical distancing requirements and available staff we cannot have every student back in the building every day. This is the goal, we will reevaluate frequently based on available space and staff.

**HYBRID:** A portion of the student body returns on a rotating schedule. This allows for all students who prefer in person instruction to have face to face time with teachers twice a week.

**FULL REMOTE:** Students work from home with the support of a teacher through livestreamed lessons and individual or small group interactions over the computer.

## HILLSBORO-DEERING SCHOOLS LEARNING OPTIONS

### **Hybrid AA/BB Schedule**

Students in grades 1-12 would be assigned to a group A or B. Students in group A would attend school on Monday and Tuesday and work remotely on Wednesday, Thursday and Friday. Students in the B group would work remotely Monday, Tuesday and Wednesday and attend school in person on Thursday and Friday. Our goal for students when working remotely will be to “tune in” to live lessons from the classroom or watch the recorded lesson at a later time.

Small group instruction will be offered on some remote days. Staff will be working from the building 5 days a week.

\*\*Kindergarten students will attend school in the building Mon, Tues, Thurs, Fri and work remotely Wed.

- Beginning on 9/8/2020, H-DES will offer parents a hybrid option with the intention of moving this option to fully in person. We will reassess bi-weekly and will try to return at least one grade level at a time if safe to do so based on CDC requirements, local infection rates, staffing, and space.
- Beginning in a hybrid model allows H-DES to:
  - Work with students in smaller groups to practice safety and health protocols
  - Give teachers and students an opportunity to build a relationship
  - Allows for increased physical distancing
  - Can monitor state and regional COVID cases during initial reopening
- Families accessing the hybrid model can move to full remote at any point.
- Families in a full remote model may move to a hybrid model only at a break in a trimester/semester.

### **Full Remote**

Students work from home every day with support from teachers. Our goal for students working in the full remote model is to have them “tune in” to live lessons from the classroom through live streaming or watching recorded lessons.

- Remote students will be connected to one of the two hybrid groups
- Remote students may watch the livestream of the direct instruction or watch a recording of the instruction
- Remote resources and lessons will be posted to Google Classroom for grades 2-5 on a daily basis. First grade classrooms will post lessons on Smore Newsletter
- Students in this model will be accountable for daily participation and deadlines

### **Things to Consider**

- Before and After school program will be limited, but available at HDES
- Drop off in the morning/Dismissal in the afternoon will look different. Families will receive communication with detailed instructions in the next couple of weeks.
- We will try to keep cohorts of students together:
- Unified Arts (art, music, PE, technology, library) will meet in the classroom or outside, scheduling may change as well
- We will get students outdoors for learning when possible
- HDES recess will be in cohorts and the playground will be divided into sections
- Students will have their own supplies, materials, and devices

### **WASHINGTON ELEMENTARY SCHOOL LEARNING OPTIONS**

- Washington Elementary School will offer in-person instruction 4 days a week (Mon., Tues., Thurs., Friday)
- Remote learning for all students on Wednesdays
- Early Learning will be in-person all three days (Tues., Wed., and Thursday) from 8:30am-12:00pm (no remote option for early learners)
- An entirely remote option will be provided for families with COVID-19-related concerns. Families need to commit to this choice for an entire trimester.

- School hours will be set once transportation schedules are in place. No parents or children will be allowed into the school before school starts.
- Students will be grouped into cohorts to minimize interaction and spread. Specific cohorts will be determined once families choose in-person or remote.
- Attendance - call into the office as normal (for remote learners too)

### **Remote Learning Instruction**

- Each Wednesday, all students will learn remotely.
- Remote instruction will consist of livestreaming lessons (if possible given technology available) or pre-recorded lessons, independent practice/activities, and assessments.
- Students will be expected to follow a remote learning schedule. This may include online, live, small group instruction.
- Teachers will have office hours to address questions from students.
- In the case that the district moves to Remote Learning for all students all the time, we will provide the necessary devices, supplies and support systems to continue education for students staying home. We will provide student, teacher, and parent resources to promote best practices in remote instruction/learning.

### ***Students Who Cannot be in School***

- A remote option will be provided for students who cannot attend school due to medical reasons or COVID-19-related concerns.
- This option will follow the “Remote Learning Instruction” model on the previous slide.
- Students will have individual/small group time to check in with their teacher on Wednesdays.

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## **SPECIAL EDUCATION**

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- Special Education Coordinators will be reaching out to families of students with Individual Education Plans to set up individual meetings to:
  - review student’s individual needs and ensure access to instruction and supports
  - all meetings to be held no later than 30 days after the first day of the 20-21 school year.
- In preparing for the possibility of remote instruction, each student will have a remote learning plan that clearly outlines the method(s) of providing instruction and services outlined in their IEP to provide consistency and continuity.
- Students who receive their education in specially designed programs may require increased time in the school buildings:
  - Modified AA/BB schedule - to receive in-person instruction and support more than 2 days increased practice, modeling and support to families and students to
  - Programs will be provided with necessary PPE’s to mitigate medical exemptions and/or when staff/students are required to be in closer proximity to provide instruction and support.
- Daily Screenings and adherence to safety protocol’s (face mask, physical distancing and hand washing) are required for all students

- Increased coaching, modeling, practice and support to students and families to help prepare students for their return to school with new routines and safety protocols will be available based on student's individual needs.
- When planning services and specialized instruction, Building Coordinator's will begin work with Special Education Teacher's and Related Service Providers to maintain cohorts and increased safety practices.

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### PRESCHOOL INTEGRATED PROGRAM

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**Goal:** to provide developmentally appropriate learning and social experiences for preschool students with safety for staff and students as most important

- Will open with a gradual, staged start
- Students eligible for specialized instruction will start first with reduced staff to student ratio
- In first eight weeks, gradually increase group sizes, while maintaining socially appropriate environment with physical distancing.
- All students who attended last year will receive: access to online curriculum, opportunities for virtual, small group story times, and access to pre-recorded lessons

**Next Step:** Provide date and protocol for preschool screenings

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### STUDENT/STAFF WELLNESS & SUPPORT SERVICES

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SAU 34 is committed to providing services, supports and resources of the highest quality for its students, staff members, and families. Toward that end, SAU 34 will leverage its resources to provide and promote learning opportunities and resources which advance students' social, emotional and behavioral wellness.

District leaders and school communities recognize that the pandemic has created a traumatic event in the lives of students and educators, and that each person, family and community respond differently to these circumstances. Some people may experience responses such as anxiety and depression while others grow through the process and are ready to learn. It is important that school staff become familiar with recognizing and responding to the signs of trauma and supporting the social and emotional needs of all students and staff by creating a learning environment that prioritizes their physical and psychological safety. Students requiring mental health support should be referred to school and/or community-based mental health professionals.

The NH COVID-19 Parent Resource Guide, <https://www.dhhs.nh.gov/dcyf/documents/covid-resource-guide.pdf>, provides important information on how to access resources, links and services to strengthen families.

#### **Social Emotional Supports**

**Goal:** Assess and Respond to mental and emotional needs of staff and students

- Mental Health Task Force underwent 12 hours of Trauma Training related to COVID-19 with Dr. Cassie Yackley
- The district extended these trainings to all members of Re-Entry Team

- Included Administration and Teachers from WES to all three H-D buildings
- Created Mental Health Student Visit Protocol
- Created SAU #34 Mental Health Resources for *Emotional, Mental, Physical, and Financial and Social Wellness* for HDSD staff, students, and families to access on District Webpage
- Will provide daily dose of emotional wellness professional development to teachers on PD days and follow up

**Next Step:** Continue work on creating and implementing Multi-Tiered System of Support

### SOCIAL EMOTIONAL LEARNING

The components of social emotional learning for all SAU 34 students will include the following components.

1. Each building will utilize an advisory model, in which each student is assigned a “home base” teacher.
  - a. At the elementary level, this will be the primary classroom teacher.
  - b. At the middle and high school levels, students will be assigned to a small group with one advisory teacher.
2. Each building will select and implement research-based social-emotional learning curricula and materials, to be delivered through the advisory model and other activities as determined by each building’s needs and population.
3. SAU 34 will offer students access to co-curricular activities throughout the school year as allowable within established health and safety guidelines. Such activities may include clubs, organizations, before/after school programming, athletics and performances.
4. SAU 34 will offer back-to-school activities to build connections, learn and practice safety protocols, learn and practice technology procedures, and support transition to new grade levels and buildings, in ways that protect health and safety.
5. SAU 34 will offer access to counseling-related support for all students, to support their social emotional wellness.

#### **Supports for Students and Staff**

1. Each building will maintain its existing student support team, established for the purpose of monitoring and responding to the unique academic, developmental, social, emotional and behavioral needs of students.
  - a. Team membership typically includes building administrators, school counselors, school nurses, school psychologists, school resource officer, homeless liaison/truancy officer, educators, and other professionals with expertise in the areas of student need.
2. The building support teams will meet on a regular basis to review student needs, identify needed interventions, and create support plans.
3. The building support teams will establish and maintain contact with students’ parents/guardians, to share information, seek input, and collaborate on the implementation of support plans.
4. Mental health personnel will utilize a home visit protocol, to be implemented in situations in which a student requires or would strongly benefit from a home or community visit.

5. SAU 34 will collaborate with outside agencies, including NH Division for Children Youth and Families (DCYF), in the event that there is significant concern about low student engagement, limited attendance or school-family communication challenges.
6. SAU 34 will continue to offer wellness resources to all staff members, including services through the Employee Assistance Program, self-care activities, professional development on wellness strategies, and access to within-district mental health personnel.

### **Mental Health Resources and Partners**

1. SAU 34 will maintain existing relationships with regional mental health providers, to promote and increase student/family access to mental health treatment and support.
2. SAU 34 will publish on its website a wide range of information on topics related to health and wellness, which can be accessed by students, staff members, and community members.

### **Diverse Learners and Students with Special Needs**

In order to meet the unique learning needs of students with disabilities, the following strategies will be utilized:

1. Students will continue to receive services in small groups as outlined in their individualized plan.
2. Meetings will be held remotely whenever possible.
3. Whenever possible, evaluations will be completed in-person, using established health and safety guidelines.
4. Individual decisions for students with complex needs will be handled in collaboration with families, the IEP/504 team, Special Education Coordinator and the Director of Student Services.
5. Parents are referred to the Special Services Re-Entry FAQ for more information.

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## **SCHOOL MEALS**

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### **In-School Meals**

- Breakfast and lunch will consist of hot & cold meals provided in boxed or wrapped single serving containers
- Breakfast and lunch will be charged according to a student's free/reduced/paid eligibility status. ***Students in a reduced status will receive free breakfast for the 20-21 school year.***
- Students will pre-order their breakfast and lunch except for Middle School student lunches.
- Use of hand sanitizer will be required by everyone before picking up and eating food
- Students will eat breakfast and lunch in their classrooms. The middle school will be having lunch in the cafeteria at staggered times.
- Students will not be allowed to share food items, beverages or utensils with others
- Water bubblers should be closed
- Food Service will supply single use condiments

### **To-Go Meals**

- Pick-up of breakfast and lunch to go for students on remote learning days will be available at HDMS and WES at designated times.
- Students will need to pre-order breakfast and lunch.

- Breakfast and lunch will be charged according to a student’s free/reduced/paid eligibility status.\* ***Students in a reduced status will receive free breakfast for the 20-21 school year.***

\*Additional waivers to allow for food service flexibility are being pursued at the state and national levels

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## TRANSPORTATION

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Buses that typically transport up to 80+ students will see ridership limited and the inability to maintain six feet of physical distancing will require masks be worn by drivers and students.

- Students and drivers will wear masks at all times.
- Students who refuse to wear a mask will not be permitted to ride a bus.
- Students will be required to remain in an assigned seat.
- Ridership will be limited to one student per seat, unless students reside in the same household.
- 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 flow.
- 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 as with regular education. Exceptions will be made for students who, cannot wear masks or other accommodation per students’ IEP.
- All rules will apply for extra-curricular and athletic transportation. Students, chaperones, coaches and others will be required to wear masks for the trip duration.
- Parents will be asked to transport their children if possible.

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## COMMUNICATION PLAN

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- The District utilizes communication tools to ensure stakeholder access:
  - District website
  - Social media
  - Mass Notifications
  - Press releases when appropriate
- Should the District have a confirmed case of COVID-19, the District will notify the Bureau of Infectious Disease Control (603-271-4996) so they can begin their contact tracing protocol. The following information will be shared with the Bureau:
  - All students in the class groupings or teams

- All staff members in the class groupings or teams
- Administration will notify in writing, via email, the staff members and families of the students in the class or team affected per the Bureau of Infectious Disease Control protocol.
- Determination regarding in-person programming for students and staff in the class or team will be made based upon the recommendations of the New Hampshire Department of Health and Human Services.
- During the re-entry process the SAU will publish weekly updates to staff, students and families and will include an emphasis on safety procedures and protocols
- Plans will be shared with all local government agencies and community partners

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## RESOURCES AND GUIDANCE

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### **New Hampshire Department of Health and Human Services**

COVID-19 Frequently Asked Questions. New Hampshire Department of Health and Human Services. <https://www.nh.gov/covid19/faqs/index.htm>

K-12 Schools and Child Care Programs. FAQs for Administrators, Teachers, and Parents. Centers for Disease Control and Prevention (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

Using Cloth Face Coverings to Help Slow the Spread of COVID-19. New Hampshire Department of Health and Human Services, Bureau of Infectious Disease Control. <https://www.dhhs.nh.gov/dphs/cdcs/covid19/covid-mask-guidance.pdf>

### **Prepare the Physical School Environment**

Cleaning and Disinfection for Community Facilities. Centers for Disease Control and Prevention (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Guidance for the Return to Schools K-12. New Hampshire State Emergency Operations Center. <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020-05/return-to-schools-facilities.pdf>

Sample K-12 School Cleaning Checklist. New Hampshire Department of Education, New Hampshire Learns Remotely website. [http://www.nhlearnsremotely.com/uploads/1/3/1/2/131292211/school\\_cleaning\\_chec\\_klist.xlsx](http://www.nhlearnsremotely.com/uploads/1/3/1/2/131292211/school_cleaning_chec_klist.xlsx)

State Contacts for Cleaning Supplies. New Hampshire Department of Education. <https://www.education.nh.gov/who-we-are/commissioner/cleaning-supplies>

COVID-19 Child Screening Tool. New Hampshire Department of Education. <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020-05/screening-tool-child.pdf>

COVID-19 Visitor Active Screening Tool. New Hampshire Department of Health and Human Services, Division of Public Health Services.

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020/visitor-screening-tool.pdf>

COVID-19 Announcement (Visitor Screening Signage) New Hampshire Department of Health and Human Services, Division of Public Health Services.

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020/visitor-signage.pdf>

Disinfectants and COVID-19. National Pesticide Information Center.

<http://npic.orst.edu/ingred/ptype/amicrob/covid19.html>

### **Support Student, Family, and Educator Wellness**

COVID-19 Parent Resource Guide. New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families.

<https://www.dhhs.nh.gov/dcyf/documents/covid-resource-guide.pdf>

Office of Social and Emotional Wellness, New Hampshire Department of Education.

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-social-and-emotional-wellness>

Supporting Child and Family Well-Being during the COVID-19 Emergency. New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families.

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020/family-well-being-guide.pdf>

Healthy Habits for Well-Being. New Hampshire Department of Education.

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/2020/healthyhabits.pdf>

Suicide Prevention and Response, Sample Policy. New Hampshire School Boards Association.

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/files/inline-documents/suicide-prevention-sample-policy.pdf>

### **Integrate Hybrid Capacity Learning Environment**

New Hampshire Learns Remotely website. New Hampshire Department of Education.

<http://www.nhlearnsremotely.com/>

**Plans are subject to change based on current/additional information.**

APPENDIX

2020-2021 Student/Staff School Calendar

Hillsboro-Deering School District  
2020-2021 Student/Staff Calendar

		August/September					New Educator Induction & Orientation – Aug 20 & 21	February					
		M	T	W	T	F		M	T	W	T	F	
17 Student 24 Staff		(24)	(25)	(26)	(27)	(28)		1	2	3	4	5	
		31	1	2	3	X	15 Student	8	9	10	11	12	
		X	8	9	10	11	15 Staff	15	16	17	18	19	
		14	15	16	17	18		X	X	X	X	X	
		21	22	23	24	25							
	28	29	30										
		October							March				
		M	T	W	T	F			M	T	W	T	F
20 Student 21 Staff					1	2	22 Student	1	2	3	4	5	
		5	6	ER	8	(9)	23 Staff	8	(9)	ER	11	12	
		X	13	14	15	16		15	16	17	18	19	
		19	20	21	22	23		22	23	24	25	26	
		26	27	28	29	30		29	30	31			
		November							April				
		M	T	W	T	F			M	T	W	T	F
16 Student 16 Staff		2	X	4	5	6	17 Student				1	2	
		9	10	X	12	13	17 Staff	5	6	7	8	9	
		16	17	18	19	20		12	13	14	15	16	
		23	24	X	X	X		19	20	21	22	23	
		30						X	X	X	X	X	
		December							May				
		M	T	W	T	F			M	T	W	T	F
16 Student 16 Staff			1	2	3	4	20 Student	3	4	5	6	7	
		7	8	9	10	11	20 Staff	10	11	12	13	14	
		14	15	16	17	18		17	18	19	20	21	
		21	22	X	X	X		24	25	26	27	28	
		X	X	X	X			X					
		January							June				
		M	T	W	T	F			M	T	W	T	F
19 Student 19 Staff						X	13 Student		1	2	3	4	
		4	5	6	7	8	14 Staff	7	8	9	10	11	
		11	12	13	14	15		14	15	16	17	(18)	
		X	19	20	21	22		MU	MU	MU	MU	MU	
		25	26	27	28	29							

85 Student /96 Staff Days

87 Student /89 Staff Days  
TOTAL DAYS: 175 Student /185 Staff

( ) = No School for Students  
X = No School for Students or Staff

NE = New Educators Only  
ER = Early Release for Students  
MU = Make-Up Days (additional school days may be added due to snow days)

Aug 20 & 21.....New Educator Induc. & Orient.  
Aug 24-28.....Professional Development Days  
Aug 31-Sept 3.....Preparation & Planning Days  
Sept 4 & 7.....Labor Day Holiday  
Sept 8.....First Day for Students  
Sept 8.....Middle School Full Remote Day  
Oct 7.....Parent/Teacher Conferences  
Oct 9.....Professional Development Day  
Oct 12.....Columbus Day Holiday  
Nov 3.....Election Day (no school)  
Nov 11.....Veteran's Day Holiday

Nov 25-27.....Thanksgiving Recess  
Dec 23-Jan 1.....Holiday Recess  
Jan 18.....Martin Luther King Jr./Civil Rights Day Holiday  
Feb 22-26.....Winter Recess  
Mar 9.....Professional Development Day  
Mar 10.....Parent/Teacher Conferences  
Apr 26-30.....Spring Recess  
May 31.....Memorial Day Holiday  
June 11.....Graduation Day  
June 17.....Last Day of School for Students  
June 18.....Professional Development Day

Approved by the Hillsboro-Deering School Board: April 6, 2020; Revision Approved 8/4/2020

AA/BB School Calendar 2020-2021

 School Administrative Unit #34		<b>AA/BB Hybrid Calendar 2020-2021</b>		
AUGUST/SEPTEMBER				
M	T	W	TH	F
			(20) NT	(21) NT
(24)	(25)	(26)	(27)	(28)
31	1	2	3	X
X	8	9	10	11
14A	15A	16	17B	18B
21A	22A	2	24B	25B
28A	29A	30		
OCTOBER				
M	T	W	TH	F
			1B	2B
5A	6A	7 ER	8B	(9)
X	13A	14	15B	16B
19A	20A	21	22B	23B
26A	27A	28	29B	30B
NOVEMBER				
M	T	W	TH	F
2A	X	4A	5B	6B
9A	10A	X	12B	13B
16A	17A	18	19B	20B
23A	24B	X	X	X
30A				
DECEMBER				
M	T	W	TH	F
	1A	2	3B	4B
7A	8A	9	10B	11B
12A	15A	16	17B	18B
21A	22B	X	X	X
X	X	X	X	
JANUARY				
M	T	W	TH	F
				X
4A	5A	6	7B	8B
11A	12A	13	14B	15B
X	19A	20A	21B	22B
25A	26A	27	28B	29B
FEBRUARY				
M	T	W	TH	F
1A	2A	3	4B	5B
8A	9A	10	11B	12B
15A	16A	17	18B	19B
X	X	X	X	X
MARCH				
M	T	W	TH	F
1A	2A	3	4B	5B
8A	(9)PD	10A ER	11B	12B
15A	16A	17	18B	19B
22A	23A	24	25B	26B
29A	30A	31		
APRIL				
M	T	W	TH	F
			1B	2B
5A	6A	7	8B	9B
12A	13A	14	15B	16B
19A	20A	21	22B	23B
X	X	X	X	X
MAY				
M	T	W	TH	F
3A	4A	5	6B	7B
10A	11A	12	13B	14B
17A	18A	19	20B	21B
24A	25A	26	27B	28B
X				
JUNE				
M	T	W	TH	F
	1A	2A	3B	4B
7A	8A	9	10B	11B
14A	15A	16B	17B	(18)
MU	MU	MU	MU	MU
X	School Closed	(PD)	Staff PD. No school for students	
	Special Events: Opening Days, Graduation		Full Remote Day	
ER	Early Release for Students		End of Semester (Subject to change)	
NOTES: Last scheduled day of school is June 17, 2021. In the event of school cancellations for inclement weather, make-ups days may be scheduled June 18-25 as needed.				

## Daily Home Screening Checklist for Parents

### Daily Checklist for Parents

SAU #34 is looking for parent and community support to promote a healthy and safe school environment. Parents must screen their student(s) daily. Only those who feel 100% well should be attending school in person.

Daily at home screening questions:	NO	YES*
Have you had close contact with someone who is suspected or confirmed to have COVID 19 in the past 14 days? (If yes, keep your child home)?		
Have you traveled outside of NH, VT, ME, MA, CT, or RI in the past 14 days? (If yes, keep your child home)?		
Does your child have an elevated temp?(Lower elevated temps above normal can be an indicator of early illness.)		
Does my child have any of these symptoms in the last 24 (If you check yes for any of these, keep your child home): <ul style="list-style-type: none"> <li>● Fever (fever is defined as 100.4)</li> <li>● Cough</li> <li>● Headache</li> <li>● Fatigue</li> <li>● Sore throat</li> <li>● Chill</li> <li>● Body aches</li> <li>● congestion/ runny nose</li> <li>● nausea/ vomiting</li> <li>● Shortness of breath</li> <li>● New loss of taste or smell</li> </ul>		

- If you answer YES to ANY of these questions your student should not enter the school buildings. Please contact your school nurse regarding a plan to return to school.

HD Elementary school 464-1311  
 HD Middle School 464-1275  
 HD High School 464-1290

WES Elementary School 495-3463