

Surry Village Charter School

Plan for instruction for 2021-2022

(Draft 6/18/2021)

Introduction:

The coronavirus pandemic has put our global community in a situation that was feared but we all had hoped would never become a reality. Thankfully, we are resilient, creative and compassionate so we will get through this. Surry Village Charter School had a successful 2020-2021 school year with the majority of students learning in person 5 days per week. The school kept the following **priorities** at the forefront of decision making:

- Physical and emotional safety of all stakeholders (SVCS staff, families, community members)
- Development and maintenance of individual and community relationships
- Comprehension and skill mastery that take precedence over work production
- Differentiation that is incorporated into planning and preparation to meet individual needs
- Project and place-based learning that informs planning and instruction
- All stakeholders are partners in the education of our students

The following is a plan for how SVCS will support students, families and staff during the 2021-2022 school year.

The goal of the Surry Village Charter School is to provide an excellent education to all its students. The school will do all that it can to put safeguards in place to allow for in-person instruction. Due to the widespread availability of vaccines, low community transmission and studies showing minimal viral transmission at schools and our safety precautions, no SVCS led remote instruction will be available while in person learning is offered. If students require remote instruction SVCS will work with families to dual enroll students in SVCS and VLACS. The pandemic has proven to be unpredictable at times, so if circumstances change dramatically, the school may need to pivot to remote instruction during the school year.

If you need this plan in an alternative format, please contact the SVCS Office. 603-357-9700.

Current understanding of pandemic situation (June 5, 2021):

This document will be the framework for providing safety precautions for the above understandings for the following type of instruction:

1. Onsite in-person: 100% students in school 5 days/week (majority of school year)
2. Remote Learning: 100% students learning remotely due to high local transmission rates and SVCS staffing shortages.

Objectives:

Plan objectives: To educate SVCS students effectively and reduce risks by:

1. Decreasing the possible transmission of COVID-19 among staff and students through a variety of safety protocols.
2. Decreasing the potential of individuals infected with COVID-19 from being in the school building.
3. Ensuring that the physical, emotional, educational and behavioral needs of students are thoroughly addressed.
4. Communicating regularly with staff, students, families and the community.

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Summary of Safety Precautions (details on following pages)

This document will be the framework for providing safety precautions for the following types of instruction:

Learning Models

- Onsite in-person: 100% students in school 5 days/week (majority of school year).
- Remote Learning: 100% students learning remotely due to high local transmission rates and SVCS staffing shortages. (only as needed)

Note - if your family needs 100% remote learning for the 2021-2022, students may enroll in VLACS and SVCS simultaneously.

Social Emotional

- The first week of school will focus on building relationships, modeling expectations, creating learning routines and implementing support systems. The staff will explain, in developmentally appropriate ways, to students why school continues to look a little different and how changes are linked to individual, family and community safety. (We also encourage parents to have this conversation with your child/children).

Entering Buildings

- Health screenings for students and staff should be **done at home**. We won't be doing this at the entry of the doors.
- Students at the Surry Campus may resume entering the building through the main door starting at 8:25 am. Students may be dropped off at school as early as 8:15 am for supervised play on the playground. Students will continue to be picked up at exterior classroom doors.
- Students at the Keene Campus may enter the building starting at 7:55 am. Students may arrive on campus as early as 7:45. There will be adult supervision near the main door. Students will be dismissed as usual.

Classroom

- Classroom sizes at SVCS will be 20-22 students for multi-grade classrooms and 11 for kindergarten.
- Students will be assigned individual desks that will be placed 2-3 feet apart.
- **At this time**, all staff and students will not be required to wear facial coverings while inside or outside of the buildings. Face coverings may be needed indoors at certain

times during the school year, depending on local transmission rates and variants of concern.

- HEPA air filtration units will be in each classroom.
- CO2 meters will be placed in all classrooms. Windows will be opened if CO2 levels rise above 800 ppm.

Outside

- When on the playground, students will be allowed to mingle with students in other classrooms.
- Academic schedules will return to a typical school day to ensure optimal learning. Movement breaks and outside time are built into that typical schedule.

Cleaning/Hygiene

- Hand hygiene will be taught and happen throughout the day for students and staff

2021-2022 Plan

Community Communications

General community information: Sent out to parents and staff through Magna Charter weekly newsletter. Facebook SVCS page is also used to share information and post reminders.

General school-wide information: Sent to parents and staff through Alma in email format.

Urgent and timely messages: Sent through Alma (Student Information System) “emergency alert” where parents receive a phone call and/or text and email. Used for school cancellations and early dismissal.

Communication about any person suspected or confirmed to have COVID-19 while at the school will be coordinated with NH DHHS, Division of Public Health Services (DPHS) because details about the specific situation and context will impact public health recommendations and further actions that the school should take to protect students and staff from further spread of COVID-19. NH DPHS will also assist in drafting communications about specific situations and events.

COVID-19 Coordinator: - Carol Menck Keefe: Head of School and middle school Principal
Role is to monitor guidance (which is frequently changing), coordinate facility level responses, trouble-shoot problems, and serve as a liaison with public health and other State and local partners.

Vaccinations:

As vaccinations and/or boosters become available, SVCS will help coordinate vaccinations for staff and students as appropriate with the Monadnock Regional Health Network. The SVCS community will be alerted to when and where vaccinations are available. If families or staff need more information about COVID-19 vaccines, the school will provide whatever information it has.

COVID-19 Testing

Surry Village Charter School will continue to inform it’s community on COVID-19 testing locations. Further developments regarding testing kits that become available will be shared with families and staff. At this time, SVCS does not perform testing on site.

Social-Emotional Health of Staff and Students

SVCS will coordinate with families, school staff, community and state resources to assess and assist in the psychological and emotional well-being of staff and students. We recognize that students have had different experiences from novel coronavirus and not everyone will be in the

same place. For more details on how students and staff will be supported, see [SVCS Re-entry Plan 2020-2021](#)

Student and Staff Health Considerations Health Screenings

Travel Guidance

Surry Village Charter School will follow New Hampshire's guidelines for travel for families and staff.

- If you travel outside of the United States, you need to self-quarantine for 10 days. Students will need to check in with teachers on how to make up missed school work.

Here is the link to New Hampshire Guideline:

<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/travel-guidance.pdf>

Health Screening

All students and staff must have a Daily Health Check **at home** before coming to school..

Daily Health Check:

- Prior to coming to school parents/guardians will prescreen children by asking questions 1. and 2. below
- Staff will self screen at home by answering the following questions:
 1. Have you been in close contact with a person who has COVID-19?
 2. Do you feel unwell with any [symptoms consistent with COVID-19](#)? (For example, have they had a cough, runny nose, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?)

****Students or staff who answer either of the above questions affirmatively or have a temperature greater or equal to 100.0°F must stay at home. See below for inclusion/exclusion criteria.**

Healthy students and staff with the following symptoms/conditions are not excluded from in person school activities:

- Allergy symptoms (with no fever) that cause coughing and clear runny nose may stay if they have medically diagnosed allergies and follow medical treatment plans.
- Well-controlled asthma.

Exclusion/Inclusion Procedures

Any person that develops symptoms of COVID-19 while at school will be masked, removed from close contact with others and be immediately sent home by private transportation.

- The symptomatic person's temperature will be taken and complaints/symptoms will be documented. Any staff interaction with a symptomatic person will stay at least six feet away and will wear a mask.
- Any person with suspect or confirmed COVID-19 will be reported immediately to public health by calling 603-271-4496 (after-hours call 603-271-5300 and ask for the public health nurse on call).

Who should be excluded from school?

1. Any new or unexplained symptoms of COVID-19; this includes even mild symptoms.
2. Close contact with someone diagnosed with COVID-19 in the prior 10 days.
3. Reports an international or cruise ship travel-related risk.

Person(s) with any new or unexplained COVID-19 symptoms (even if only mild symptoms), those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will not be allowed into the building or will be sent home as soon as possible:

- Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home.
- Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report traveled-related risk should [self-quarantine](#) for 10 days from their last exposure or return from travel.

Person(s) with suspected or confirmed COVID-19 must stay out of education programming until symptom-based criteria are met for [discontinuation of isolation](#).

When should a staff member or student be tested for COVID-19?

- Testing is recommended for any person with new or unexplained symptoms of COVID-19 (even if only mild symptoms),
- Anybody who is an identified close contact of another person diagnosed with COVID-19. Someone with symptoms should be tested as soon as possible after onset of symptoms.

If COVID-19 is confirmed in a student or staff member:

In the event the school is notified that a student or staff member has a confirmed case of COVID-19, the school will;

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Open outside doors and windows and use ventilating fans to increase air circulation in

the area.

- Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.
- Participate in contact tracing as requested by the NH Health Department.
- Communicate with staff and parents/caregivers with general information about the situation **while maintaining confidentiality**.

Decisions about school closure will be made based on guidance from the NH Department of Education and NH Department of Health and Human Services.

Reporting and Investigating COVID-19 in the Educational Facility

1. Any person with suspected or confirmed COVID-19 should be reported immediately to public health by calling 603-271-4496 (after-hours call 603-271-5300 and ask for the public health nurse on call).
2. Public health will conduct a detailed investigation to identify people who may have been in “close contact” with a student or staff member diagnosed with COVID-19 during their infectious period. As part of the public health investigation, investigators seek to identify close contacts starting two days before the person became symptomatic or tested positive for COVID-19 (if asymptomatic).
3. “Close contact” for the purposes of the public health investigation in New Hampshire is defined as a person being within six feet of the individual diagnosed with COVID-19 during their infectious period for 10 minutes or longer. Depending on individual circumstances, and on a case-by-case basis, public health may identify other individuals considered at risk for exposure.
4. Any person who is identified as a close contact or at risk for exposure to COVID-19 based on the public health investigation will be required to quarantine for 10 days from their last day of exposure. Depending on the specific circumstances, this may involve quarantine of only specific individuals (e.g., those sitting next to a person with COVID-19 in a classroom), but could include whole classes (depending on degree or likelihood of close contact, classroom size, age of students, etc.); this will be assessed on a case-by-case basis by public health.
5. NH public health will work with schools to collect the necessary information (through the schools point-of-contact), interview the person diagnosed with COVID19, and potentially other staff involved to gather information to make an informed decision about risk and need for people to quarantine.
6. Public health will also assist with school and student/family communication.

Students with Special Health and Educational Needs

Ensuring the physical, emotional and psychological safety of every student is a priority at SVCS. The school staff will partner with families to support any student who is more vulnerable (ie

students with underlying health concerns, impulse control or behavioral concerns) which makes them unable to follow public health guidelines. In these cases, the focus will be on what is reasonable and appropriate in the school building or through remote learning.

School Day

Student Arrival & Departure

Arrival:

- Students at the Surry Campus may resume entering the building through the main door starting at 8:25 am. Students may be dropped off at school as early as 8:15 am for supervised play on the playground.
- Students at the Keene Campus may/will enter the building starting at 7:55 am. Students may arrive on campus as early as 7:45. There will be adult supervision near the main door.

In general, parents that are vaccinated will be allowed into the building. Exceptions will be made depending on student needs.

Departure/Pick-up:

Students at the Surry Campus will be signed out to their parent/caregiver at the exterior door of their classroom between 3:15-3:20 p.m. Masks are not required outside of the building.

5th/6th Grade students will be released according to their dismissal plan at 2:45 p.m.

7th/8th Grade students will be released into Keene according to the plan they have independently coordinated with their parents at 2:45 p.m.

Hand Hygiene

Students and staff will be reminded to avoid touching their eyes, nose and mouth.

Coughs or sneezes will be directed into;

- A mask if it is being worn at the time,
- 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 into elbows, then elbows washed.

All students, staff and contracted service providers should engage in hand hygiene.

Facial Coverings and Personal Protective Equipment

When community transmission is low, face masks will not be required inside the school buildings or outside.

If community transmission is high, face masks will be required for all students, staff, parents and visitors inside the building.

Physical Distancing, Grouping

In order to promote physical distancing and reduce viral spread:

- Whenever possible, students and staff will maintain 3 feet of physical distance.
- Students will be assigned individual desks that will be placed 2-3 feet apart.
- Desks will face in the same direction (rather than facing each other), or students will sit on one side of tables, spaced apart.
- Mixing of groups while inside the buildings will be minimized.
- Academic schedules will be built with frequent outside time. CO2 meters and student needs will determine when outside time is necessary.
- Sharing of materials will be limited.
- To the extent possible, meetings with families and staff will be held virtually.

Operations and Facilities

Cleaning and Disinfecting

SVCS will engage in frequent thorough cleaning each day. All staff will be trained in proper cleaning and disinfecting.

Indoor Air Quality

To ensure maximum indoor air quality;

- Windows in the classrooms will remain open when possible.
- HEPA air filtration units will be in each classroom.
- CO₂ monitors will be used to monitor air quality.

Additional Cleaning Protocols in the Event of Confirmed COVID-19

If COVID-19 is confirmed in a child or staff member, the school will:

- a. Close off areas used by the person who is sick. If possible, move the children remaining in the classroom to another environment until cleaning protocols can be implemented.
- b. Open outside doors and windows to increase air circulation in the areas.
- c. If possible, wait up to 24-hours before cleaning or disinfecting to allow respiratory droplets to settle to reduce the risk to individuals cleaning.
- d. Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas.
- e. If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Large Group Activities and Public Use of School Buildings and Grounds

SVCS will not gather large groups of people together. The school will continue its practice of only using school buildings for school sponsored activities/events. Playgrounds and fields will continue to be open to the public.

Volunteers, Visitors, Field Trips

- Non-essential visitors will be minimized when community transmission is high. When community transmission is high, all adults entering the buildings will be required to wear masks and complete the health screening.
- Parent/family visits will be minimized. Meetings will take place outside or virtually as appropriate.
- Field trip planning will be focused on resources where proper safety precautions can be maintained.

Building Considerations

- Hand sanitizing stations will be available at school entrances.
- All students will be encouraged to bring and use their own water bottles. The water fountain/water dispenser will be cleaned frequently.
- Signs throughout the building will serve as reminders about physical distancing.
- Filters for ventilation and heating units will be changed every 3-4 months.
- Bathroom exhaust fans will be left on during school days.
- A HEPA air cleaning device will be in each room.

Instruction and Academics

100% Onsite-in person

100 % In person learning will be offered to all students 5 days per week. Any student needing remote learning 5 days per week can dual enroll in VLACS and SVCS.

In person learning at SVCS:

- Incorporating Project-based and Place-based learning experiences as much as possible, especially accessing outside classroom environments.
- A scheduled time during the school day dedicated to students working on skills that they specifically need - "WIN" time: What I Need.
- Planned instruction for use of independent tools and strategies that will be used throughout the year to keep students prepared for remote learning situations (that may occur in the future): i.e. computer use, accessing Learning Management Systems from home, "Netiquette" when interacting on a virtual meeting, use of programming to support individualized skill needs- ex. <https://www.ixl.com/>.
- Instruction will also include expectations for participation and work completion when working remotely as it will vary slightly with how completed work is shared and feedback is given.
- Use of a School-wide Learning Management System (LMS) accessible only to Staff, students, parents. This platform will allow easy access to the online sites and tools for parents and students. Regular use of this platform will maintain familiarity with its use, in the event Remote Learning is implemented (due to unsafe conditions).
- Students and teachers need to practice and be prepared for the event of Remote Learning times.

Families and staff still need to be prepared for a remote learning situation in the future (flu, weather issues). Students and teachers need to have practiced the tools, strategies and routines so that we can have a smooth transition without stress of people not knowing what to do.

100% Remote- as needed

The 100% Remote model will be used if community transmission is high and staffing absences prevent SVCS from maintaining in person learning.

SVCS 100% Remote model: All students learning remotely (5 days/week). Curriculum and instruction will be delivered through a model of learning that incorporates online tools and strategies in a way that enhances learning and is inclusive of all remote students.

- Incorporating Project-based and Place-based learning experiences as much as possible, with students accessing outside environments around their home. We plan to include lessons designed to get students outside, actively engaged in the environment.
- There will continue to be a scheduled time during the school day dedicated to students working on skills that they specifically need - “WIN” time: What I Need.
- Students will “report” to their virtual class so that attendance can be taken.
- There will be planned instruction for use of independent tools and strategies that will be used during remote learning situations: i.e. computer use, accessing Learning Management Systems from home, “Netiquette” when interacting on a virtual meeting, use of programming to support individualized skill needs- ex. <https://www.ixl.com/>.
- Instruction will include expectations for participation and work completion when working remotely. These expectations will be similar to in-person expectations but will vary in how completed work is shared with teachers and how feedback will be given.
- School-wide Learning Management System (LMS) accessible only to Staff, students, parents. This platform will allow easy access to the online sites and tools for parents and students.
- Lessons will be live streamed virtually for the inclusion of all students
- Regular virtual contact times with teachers and classmates will be scheduled during office hours or WIN time. These personal interactions are important for developing and maintaining the student-teacher relationship and sense of class community, both having been identified as being important to remote learning success.

Resources:

- NH Guidance:

Articles/Books

- <https://www.nytimes.com/2020/07/17/nyregion/coronavirus-nyc-schools-reopening-outdoors.html>
- <https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns>
- “The Distance Learning Playbook, Grades K-12: Teaching for Engagement and Impact in Any Setting”, by Douglas B. Fisher, John Hattie, and Nancy Frey

Individuals

- Nora Traviss, Ph.D.