

Hillsboro-Deering School District

Hillsboro-Deering Middle School
Hillsboro-Deering High School

2020-2021
August 3, 2020

Goals for Re-Entry 2020-2021

- **Protect the health and safety of all students and staff**
- **Promote the social emotional well-being of all students and staff**
- **Provide all students equitable access to rigorous academic opportunities**

Planning Process: Structure

SAU 34 implemented a Re-Entry Planning Structure in May

- The Re-Entry Leadership Team
 - All SAU and Building Administration
 - Facilities, Technology, and Food Service Directors
 - District Nurse
 - Grant Managers
 - Teachers and Support Staff Union Presidents

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Planning Process: Task Forces

- Formed three task forces
 - Led by building administrators with staff representation from all departments on each task force.
 - Full Return
 - Full Remote
 - Hybrid

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Guidance and Data

- Centers for Disease Control
 - 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

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Planning Process: Surveys

Surveys for initial feedback Early - Mid June:

- Families
- Staff
- Students
- Community at Large
 - Survey responses also created advisory groups of both parents and staff to support the planning work

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Summary of Survey Data: Mid-June

- Re-Entry Preference
 - Preference for a full return across stakeholder groups, but concerns about safety and practicality
- Things 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

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Additional Considerations from Mid-June Survey Data

- 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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Guidelines to support a safe and healthy school building for students and staff

- Re-entry plan follows current CDC guidelines and the K-12 re-entry guidelines
- Layers of Public Health Protection as outline by NH DHHS include:
 - Daily symptom and temperature screening of students & staff
 - Physical distancing
 - Cloth face coverings/masks
 - Hand hygiene
 - Limit group sizes and avoiding congregating (large common areas)
 - Cohorting (grouping) students & staff
 - Frequent cleaning and disinfection

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Daily screening

- Families and staff **must** conduct an at home health-screen daily prior to entering the building or school grounds.
- Students and staff will be rescreened on arrival to the school.
- Anybody with new or unexplained symptoms, even if only mild symptoms must stay home.

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">• Fever (fever is defined as 100.4)• Cough• Headache• Fatigue• Sore throat• Chill• Body aches• congestion/ runny nose• nausea/ vomiting• Shortness of breath• New loss of taste or smell		

- 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.

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Exclusion Criteria per CDC guidelines

- 1) Anybody with new or unexplained illness or symptoms of COVID-19.
- 2) Have had close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
- 3) The individual has traveled in the past 14 days outside of New England (outside of NH,VT,ME,MA,CT,RI)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms of COVID-19

- Fever or chills (including subjective fever)
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Nasal congestion or runny nose
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

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Management of illness within the school

- Any student or staff with new onset of symptoms will be dismissed from school.
- Students or staff who present with COVID-19 like symptoms will be referred for testing and will need to learn and/or work from a remote setting until :
 - CDC's symptoms based criteria has been met
 - 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
- Documentation from a primary care physician (PCP) clears the individual to return to work/school.

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What is Needed for Student/Staff to Return to School after 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
- Documentation from a primary care physician (PCP) clears the individual to return to work/school

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Masks and physical distancing

- All students and staff will wear a mask over 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.
 - Exception- while in class where maintaining a six foot distance is possible and appropriate.
- 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.

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Cleaning Procedures

- Cleaning and disinfection will follow CDC guidance and an EPA-approved disinfectant will be used.
- During the school day custodial staff will routinely disinfect shared and high touch areas.
 - Cleaning times will be documented and a cleaning protocol checklist will be used.
 - Cleancide disinfectant (EPA # - 34810-35) will be used for cleaning while the building is occupied.
- All buildings will be disinfected nightly.
 - Overnight disinfecting will utilize electrostatic spraying technology.
 - The Clorox T360 system and disinfectant (EPA # - 67619-38) will be used for spraying.

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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.

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Limits to Building Access and Facility Use

- Restrictions on building use across the H-D School Buildings will be put in place to minimize exposure for students and staff and facility use will only be available for activities that benefit our districts' students
- Signs will be posted at the entrance of each of the schools identifying COVID-19 symptoms and restrictions for access to the building
- Vendors and service contractors by appointment only, sign in at the main office and are required to wear a mask
- 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

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Technology

- Continue to support a one-to-one device program
- Upgrade teacher tech hardware to support greater stability and reliability
- Enhance school bandwidth to support synchronous (real-time) online instruction
- Ensure all digital content is compliant with State Data Security and Privacy law
- Ensure access to digital instructional content for all students
- Continue to explore and make available appropriate and engaging online learning tools

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Hillsboro-Deering Middle School

Hybrid Model - AA/BB

Half of student body attends Monday, Tuesday, the other half attends Thursday, Friday

Students attend class remotely when not in building

Wednesday is full remote for all students

10 students or less, 6 feet apart in classrooms

Students remain in cohort groups for the majority of the day, staff rotate classes

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HDMS

Hybrid Model

Families can choose to attend remotely

Students will follow Day 1 Schedule (attendance taken in each class)

Students will start the day in their advisory

Expectation is not to be logged in for the entire class period

Wednesdays, staff office hours

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HDMS

Daily Schedule

Follow Day 1 Schedule: 47 minute classes, 5 Core, 1 UA, 1 Flex

Start the day in Advisory, 20 minutes

Upon entering the building, students report to advisory class

Wellness breaks scheduled as part of the day

Attendance taken every period for both in house and remote students

HDMS

Hybrid Model - Remote Wednesday Schedule Follow Day 1 Schedule

- 7:00 - 9:00 Teacher Planning/Collaboration
- 9:00 - 9:15 Advisory
- 9:25 - 11:20 Classes meet, 25 minutes in length (4 rotations)
- 11:25 - 12:10 Lunch
- 12:15 - 1:10 Classes meet, 25 minutes in length (2 rotations)
- 1:15 - 2:10 UA Enrichment/Clubs
- 1:15 - 2:10 Office Hours for Core and Special Education teachers
- 10:25 - 11:20 Office Hours for UA teachers

HDMS

Movement of students during the school day

- Walkers, parent drop-off, students taking bus, separate entrances/exits
- Transitions within the building, kept to a minimum
- Staggered dismissals to reduce number of students in the hallways
- Lockers will not be used, students keep backpacks/materials in advisory
- - Breakfast - Grab n Go, eat in advisory
 - Snack - Brought to advisories
 - Lunch - Eat in cafeteria by grade levels, 6 foot spacing

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HDMS

Transition to Full Remote - District Decision to move all students to full remote

Full Remote task force has recommend an A/B Schedule for HDMS

Monday, Thursday - A Day Tuesday, Friday - B Day

Wednesday - Work Day, time for students who need more support

Provide schedule to families and students at the start of the school year

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HDMS

Full Remote A/B Schedule

- 7:00 - 9:00 Teacher planning/collaboration
- 9:00 - 9:20 Advisory (attendance taken)
- 9:30 - 10:00 classes meet (attendance taken)
- 10:05 - 10:35 classes meet (attendance taken)
- 10:40 - 11:10 classes meet (attendance taken)
- 11:15 - 12:00 lunch
- 12:00 - 1:00 Staff Office Hours, student work time
- 1:15 - 2:10 Scheduled small group/individual work check-in
 - UA - B Day enrichment/clubs

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Hillsboro-Deering High School: Mandatory Expectations

- H-DHS is re-opening school in a hybrid model (AA/BB).
 - 50% of the students will be scheduled for in-person instruction on Monday and Tuesday, and 50% will be scheduled for in-person instruction on Thursday and Friday. 100% of the students will engage in remote instruction on Wednesdays.
- All students and staff will be required to wear a mask at all times.
 - Exception- while in class where maintaining a six foot distance is possible.
- Only one student may leave a classroom at a time with teacher permission.
- Only two students will be allowed in the restroom at a time.
- Attendance will be taken each block

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Mandatory Expectations continued

- If a student/family chooses the full remote option, they will be on full remote until the end of semester one at a minimum (Semester one ends Friday, January 29, 2021).
- If a junior or senior chooses to attend the Concord Regional Tech Center, they will be a full remote student.
- Juniors and seniors that have the means to drive themselves to CRTC will need to fill out the appropriate permission slip, which will require parent signature. Transportation will be provided for students not able to drive themselves.

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Commitment

Hillsboro-Deering High School is committed to providing a rigorous and safe educational opportunity by balancing remote and in-person instruction through a synchronous hybrid learning experience.

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Academic Rigor- Remote and In-person Instruction

- H-DHS has moved to a 4x4 block schedule for the 2020-2021 school year only, reducing students' semester course load from 8 to 4.
- Courses have been adjusted to offer more generalized content.
- Students will engage in a synchronous learning model. Students will be expected to join class remotely when class is in session.
- Attendance will be taken every block.
- Junior courses have been strategically placed for CRTC



Hillcat Athletics

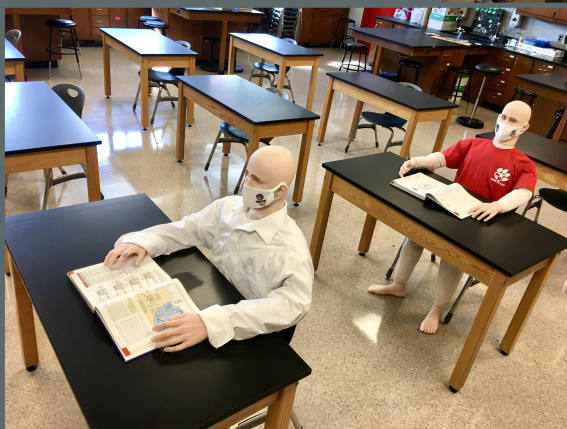
- All athletic practices and competitions are on hold until September 8th.
- No decision has been finalized on how or if H-DHS will participate in athletics for the 2020-2021 school year.

Physical Environment- Safety

- Upper bleachers in the gym will be used for athlete storage (locker rooms will be closed)
- No school lockers will be issued to students during the 2020-2021 year.
- All hallway and some classroom furniture will be placed in storage
- Water fountains will be used to fill individual water bottles only.
- Physical Education, Band and Chorus classes will meet outside whenever possible.
- The cafeteria and gymnasium will be used as flexible space options.
- The school store will be closed to foot traffic. Students will be available to pre-order and their items will be delivered to them.

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Classrooms



Safe distancing maintained throughout

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Physical Space- Movement

- One-way travel on the first floor, clockwise from welcome center foyer toward cafeteria and around towards the school store.
- One-way travel on the second floor, from up stairwell (front of building) past the ramp towards down stairwell (rear of building).
- There will be median obstacles for larger open spaces, such as front foyers and where hallways intersect.

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Movement continued

- Front stairs by welcome center up only.
- Back stairs by custodian doors down only.
- Ramp is closed- Only open to students who need it and staff.
- Administrators will be working on carts that are mobile in hallways.
 - Each administrator will have health supplies and snacks on their carts.

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Physical Distancing

Traffic Flow & Signage



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Personal Protective Equipment (PPE)

- All students and staff will be issued one cloth mask.
- Hand sanitizer will be available in all classrooms, in common areas, and on administrator mobile carts.
- Students and staff are required to wear their mask at all times when maintaining a six foot safe physical distance is not possible. The only exception for removing a mask is when all students and staff are at their assigned desk, when there is no movement around the classroom, and, when maintaining a safe physical distance is possible.

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Lunch

Lunch/PREP/Wellness

Students in attendance during their assigned in-person days will be eating lunch in advisory

When possible, students will have an opportunity to go outside during their lunch time.

Schedule

Hybrid Schedule
Monday, Tuesday, Thursday and
Friday

7:10	School opens
7:20-7:40	Advisory-Screening
7:45-8:50	Block 1
8:55-10:00	Block 2
10:05-11:10	Block 3
11:15-12:20	Lunch/PREP
12:25-1:30	Block 4
1:30-2:10	PREP

Schedule

Full Remote Learning
(Wednesday Only)

8:00-8:30	Block 1
8:40-9:10	Block 2
9:20-9:50	Block 3
10:00-10:30	Block 4
10:30-12:00	Ind. work time
12:00-1:00	Lunch
1:00-2:10	Ind. work time

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Staggered Start



Staggered Start Days

- step-up orientation
- relationship building
- digital citizenship
- safety protocols
- daily routines
- course introductions

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Special Education

- 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.

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Special Education, con't.

- 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 students 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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Home Education Vs. Remote Instruction

Home education or Home Schooling *is an alternative to attendance at a public or private school and is an individualized form of instruction.* Source:

<http://www.gencourt.state.nh.us/rsa/html/XV/193-A/193-A-4.htm>

Students are withdrawn from district with letter of intent to homeschool written to myself or superintendent.

Curriculum and resources, such a laptop, school supplies are provided by parents.

Services and instruction outlined in Individual Education Plan are null and void

Remote Instruction is when students work from home with support of a teacher through livestreamed lessons or small group interactions over the computer.

Students remain enrolled in the school district and are required to attend school on a daily basis and follow the daily school schedule.

Curriculum and resources continue to be provided by the school district.

Services and instruction outlined in Individual Education Plan remain intact

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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

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Food Service

- Breakfast and lunch will consist of hot & cold meals provided in boxed or wrapped containers
- Breakfast and lunch will be charged according to a student's free/reduced/paid eligibility status
- On remote learning days, pick-up of breakfast and lunch, for those eligible, will be available at designated times
- Use of hand sanitizer will be required by everyone before picking up and eating food
- Students will not be allowed to share food items
- Additional waivers to allow for food service flexibility are being pursued at the state and national levels

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Transportation

- Parents are encouraged to transport students if they are able to do so.
- Twenty-six (26) students will be allowed per bus route.
- Masks will be required on buses at all times for students and drivers.
- Parents are responsible for pre-screening children before boarding the bus.
- One (1) student only per bus seat. **Siblings may share a seat.*
- Students will board the bus in "back to front" order, and exit the bus in "front to back" order.
- Bus windows will remain open to promote airflow.
- Assigned seating will be in place.
- Buses will be cleaned before and after each route, and will be cleaned with an additional enhanced cleaning system/process on a weekly/monthly basis.

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Potential for Faculty/Staff members unable to work

The Families First Coronavirus Response Act (FFCRA) provides potential protections for employees:

- FMLA Expansion allows up to 12 weeks to care for child due to school closure, unavailability of childcare due to public health emergency (officially declared). **Must have worked for employer for 30 days.*
- Emergency Paid Sick Leave allows employees up to 80 hours of paid sick leave for employees if they are unable to work due to a medical order, employee is symptomatic & awaiting diagnosis, employee is caring for a person under gvt. order, employee is caring for a child due to childcare closure, or employee is experiencing substantially similar medical condition (specified by US Sec of HHS). **Employees are entitled to this provision regardless of their length of employment.*

These are only highlights of the law all situations are unique. Employees should speak with the Business Office if they have questions about these allowances.

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Proposed Modification to School Calendar

Proposed Modifications

- August 24-28:
 - Professional Development Days
- August 31-September 3:
 - Planning and Preparation Days
- September 8:
 - Begin the grade level return to school
 - H-DMS Remote due to State Primary
- June 17:
 - Last student day

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Communication Plan

- The district utilizes communication tools to ensure stakeholder access:
 - District website
 - Social media
 - Mass Notifications
 - Press releases when appropriate
- Should the district have a suspected or confirmed case of COVID-19 while at school, Central Office administration will coordinate with NH Department of Health and Human Services, Department of Public Health
- The SAU will publish weekly updates to staff, students and families 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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Communication Plan

- 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 the Bureau of Infectious Disease Control (603-271-4996) so they can begin their contact tracing protol. The following information will be shared with the Bureau:
 - a. All students in the class groupings or teams
 - b. 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 programing 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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Next Steps

- School Board vote to accept the re-entry plan as outlined
- If the plan is approved the immediate next step is to gather instructional model determinations from families
- Once the numbers for hybrid enrollments are known the following will be finalized
 - Transportation routes and schedules
 - Food Service schedules and programming
 - Building specific details and procedures
- Professional Development for all staff August 24 - 28
 - Health and Safety protocols
 - Instructional tools
 - Multi-Tiered Systems of Support
- All plans subject to change based on current infection data, available staffing, and transportation