Laconia School District

Ensuring success with every student, every day, in every way

Back to School Guidelines

Version 1.0

August 2020

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INTRODUCTION

On March 15, 2020, Governor Chris Sununu closed New Hampshire schools were closed due to COVID19. The three-week closure was eventually extended through to the end of the school year. In five (5) days, the Laconia School District staff transformed the delivery of teaching and learning from a traditional, face-to-face model to remote. Education was able to continue in Laconia because of a collective effort of students, staff, families, the Laconia School Board, city officials, and various community partners.

On July 14, 2020, Governor Sununu and the New Hampshire Department of Education issued the New Hampshire Grades K-12 Back to School Guidance document to support school districts in developing plans to reopen schools in the fall of the 2020-21 school year. In the introduction, the authors of the document state that "(t)his document is intended to provide guidance for local officials for the planned physical reopening of New Hampshire's K–12 schools. This guide is not a "one-size-fits-all" document. Rather, it recognizes the varied local contexts of each school district and acknowledges that many districts may develop their own operational guidelines utilizing this document as their base of minimum requirements." In other words, people in communities across New Hampshire were given the latitude their plans, and this document was a tool to help them do this.

In Laconia, the school reopening plan the result a collective effort of a variety of stakeholders. Over 60 people participated in seven (7) work groups that were tasked with developing recommendations for reopening public schools in Laconia. The work groups were made up of teachers, administrators, the City Council, paraeducators, parents, nurses, and the Laconia School Board. The Return to School Roadmap was the tool that was used to provide guidance in this process and framework for the work groups. These work groups included:

- Facilities
- Governance
- Instruction
- Postsecondary
- School Operations
- Technology
- Wellness

In addition to the work groups, an Oversight Committee that included one person from each work group and the Superintendent of Schools was formed to coordinate the effort of the work groups.

Surveys were another way that the school district received input from the community. In June, students, staff and parents were surveyed on their remote learning experience. In July, roughly 1600 staff, students and parents provided input on another survey on readiness to return to school, the preferred model for returning to school (remote, hybrid, or face-to-face), and transportation needs.

The Laconia School District Administrative Team developed a proposal for a school reopening plan based on the input of the work groups, the Oversight Committee, and the survey data. On August 4, 2020, the Laconia School Board conceptually approved the reopening plan with a unanimous vote.

Throughout this process, the goal of the school district was to safely bring students back to school and to get the community behind a plan that best serves students, staff and families. Laconia is a special place with a long history of supporting its schools and people working together to ensure that its students have

opportunities and a quality education. The reopening of school effort requires the community to come together for the children in Laconia.

The purpose of this document is to provide more specific guidelines and protocols to support our students receiving a quality educational experience in a safe manner to reopen schools. Being in an unprecedented time, this is a flexible document that is subject to change as more information is received and more is learned about COVID-19. The school community has responded to circumstances and data and will continue to do so with the goal of carrying out our mission and vision:

- ***The mission of the Laconia School District is to ensure success with every student, every day, in every way***

- Vision (draft): ***Learning transfers to life beyond the Laconia School District experience so students have the confidence to lead, to follow, and to grow in order to be responsible citizens who own their future***

OVERARCHING CONSIDERATIONS FOR THE 2020-21 SCHOOL YEAR

1. Safety: Ensuring staff and student safety is the primary factor in making decisions.
2. Flexibility: As COVID-19 data is monitored, conditions change, and more is learned about the virus, the school district community will need to be prepared to adapt as necessary. It is intended to be a fluid guideline and will be updated and chronologically retitled as more information is received. Changes will be communicated as they occur throughout the school year. they occur.
3. Governance and Safety: Though communities in New Hampshire have autonomy over local school districts, safety guidance and protocols generally come from New Hampshire Public Health, the Department of Health and Human Services (DHHS) and the state.
4. Remote learning: Remote learning is not equal to face-to-face learning.
5. Collective effort: Supporting staff, students and families and public health initiatives require all stakeholders to work together for the greater good of the school community. In order to be most effective, the guidelines outlined throughout this document require a shared responsibility from all stakeholders: parents, students, staff, and teachers. The District Administration and Teacher and Support Staff Union leadership have worked together to develop a plan that focuses on safety and student connection.
6. Communication: Information is critical to create understanding and to inform quality decisions.
7. Education: Staff, students and families must have education on COVID-19 and the systems and platforms used by the school district.

COMMUNICATION

As the school district navigates the reopening effort, effective and timely communication will continue to be important to support our staff, students, and families. District and building-level communication will be coordinated. A variety of modes of communication will continue to be used that include:

- Email

- Social media (district and building levels): Facebook and Twitter
- District and School web sites
- Video messaging
- Phone
- Remind (which has replaced One Call)
- Local news media

GUIDING DOCUMENTS

- School community feedback: surveys, work groups, oversight committee
- Covid-19 Guidance for Pediatricians (AAP)
- Center for Disease Control (CDC)
- New Hampshire Grade K-12 Back to School Guidance (Fall 2020)
- New Hampshire Department of Education
- New Hampshire Department of Health and Human Services (NHDHHS)
- New Hampshire School Boards Association COVID-19 Updates (NHSBA)
- World Health Organization (WHO)

NH DEPARTMENT OF HEALTH AND HUMAN SERVICES GUIDING DOCUMENTS

- Frequently Asked Questions (FAQ) for Education Partners
- Recommendations for Responding to Coronavirus Disease 2019 (COVID-19) in K-12 Schools

SAFE AND HEALTHY CLASSROOMS

- PreK-12 COVID-19 Screen
- All students and staff will conduct a daily COVID-19 self-screen before coming getting on a bus and/or coming to school.
- Masks / Cloth Face Coverings
- Students and staff will wear cloth face coverings in circumstances when physical distancing of six (6) feet or more cannot be maintained.
- Cloth face coverings/masks will be provided to the student/family, and the schools will also have disposable face masks available if students arrive without a cloth face covering
- Mask Continuum

Safety Level	Description
Masks-in-Full	Physical (or social) distancing of 6 feet cannot be maintained and/or COVID-19 data is determined to be unfavorable. Mask breaks will take place.

Masks Zones	Physical (or social) distancing of 6 feet cannot be maintained and/or COVID19 data is determined to be favorable.
No Masks	Physical (or social) distancing of 6 feet can be maintained and/or COVID-19 data is determined to be favorable.

- Hand Hygiene
- The NH Public Health approved practices will be taught, modeled, and reinforced for students, staff, and families across the district.
- Respiratory Etiquette
- 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.
- Physical (or Social) Distancing
- Maximize physical distance to maintain at least a 6-foot distance, whenever possible
- If it is necessary to space students within 3-6 feet of others in the classroom setting, then masks coverings use will be necessary.
- Outdoor Classrooms
- Each school has an outdoor learning area using tents to provide a variety of opportunities for students and staff.
- This has been ongoing and will continue through the fall.

SAFE AND HEALTHY BUILDINGS

- Cleaning Products and Protocols
- Air ventilation ○ The District is assessing the air quality in all indoor spaces and will monitor healthy air ventilation throughout the year.
    - Ventilation systems' filters are routinely replaced, and other necessary maintenance is being performed.
- No contact infrastructure ○ Water fountain spouts will not be in use. ○ Touchless water bottle filling stations will be available. Students and staff will use personal containers for hydration.
- Surface cleaning ○ Conduct frequent daily cleaning of high-use and shared surfaces (i.e. bathrooms, doorknobs, handrails)
- Bathroom cleaning ○ Frequent bathroom cleaning and sanitization will occur throughout the day. ○ Reduce bathroom capacity by limiting the number of students accessing the bathroom at one time.
    - Safety and hygiene measures will be taken when students use the school bathrooms.
    - Maintain physical distancing in all bathrooms.
- Common areas
    - Common areas include lockers, bathrooms, hallways, copier rooms, and cafeterias.

- Students and staff will maintain physical (or social) distancing

SAFE AND HEALTHY PROTOCOLS

- Education and Professional Development ○ Staff and students will engage in ongoing training regarding safe and healthy practices.
  - Resources will be provided based on evolving information related to COVID-19, protective hygiene practices, and response protocols.
- Response Teams
  - School nurses are the primary point of contact for health questions and concerns.
  - The district will continue to review and implement the state of New Hampshire recommendations through the following. These groups will meet regularly:
    - Laconia School District Reopening Task Force: This task force is made up of a variety of stakeholders from each level (elementary, middle, and high) to help assess the effort to open schools in the 2020-21 school year.
    - Laconia School District Pandemic Response Team: This group will provide guidance on safety and wellness as it relates to COVID-19 and will provide feedback to the Reopening Task Force.
    - Laconia School District Instruction Task Force: The school district has a goal to improve instruction that will continue this year. Made up of predominantly teachers and administrators, this task force will provide professional development and collaborative opportunities to support the delivery of quality instruction in a hybrid and remote learning environment.
    - Building Reopening Task Forces**:** Each building has a team to implement the recommendations from this document and these teams.
  - The city and county's emergency response teams will also support and assist in planning and the implementation of the plans.
  - There are several community partners that will continue to support the school district's reopening effort at the state and local levels. These partners include:
    - The New Hampshire Department of Health and Human Services (DHHS)
    - The New Hampshire Department of Education
    - Office of the Governor
    - Local emergency planners and responders
- COVID-19 Response Scenarios and Plans ○ If there is a suspected or confirmed COVID-19 case in the Laconia School District, the school nurse where the case has occurred will contact New Hampshire Public Health.

  Any response to a suspected or confirmed case will be directed by New Hampshire Public Health. Possible responses include but are not limited to quarantine of an individual, quarantine of a group, or school closure.
- Isolation Room ○ Each school building will have a room that can be used to isolate a sick child or staff away from the other children and staff.
  - Confirmed and suspected cases will be reported immediately to public health.
- High Risk Staff and Students ○ Planning will be done on an individual basis to accommodate and keep safe high-risk members of the school community. Transitions
  - Arrival, dismissal, and class transition traffic will be modified in order to accommodate physical (or social) distancing guidelines.

- See school-specific plans for more information.
- Remote Learning all families of Laconia School District with a student(s) in the K12 program will be offered the choice of a fully remote instructional model with Laconia certified teachers providing delivering the educational content. This model requires no inperson school attendance and contains both synchronous (Google Classroom) and asynchronous (independent) instruction.
- Devices will be provided for all students and teachers.

- Hybrid Phase-In to Full ○ School will operate on an alternating schedule in order to accommodate approximately 50% capacity so that routines and procedures can be taught, learned, modeled, and reinforced.

HEALTHY ACTIVITIES

- Transportation ○ When possible, families should transport children to school
  - Protocols for bus transportation are based on 1st Student's expectations and the school district's protocols:
    - Students must conduct a daily COVID-19 self-screen before going to the bus stop.
    - Physical (or social) distancing must be maintained at the bus stop.
    - Masks will be worn on the bus.
    - There will be one student per seat.
    - Family members from the same household will share seats if necessary.
- Meals
  - When possible, meals will be eaten in classrooms. ○ Physical (or social) distancing will be used when students are eating. ○ Pre-packaged and individually wrapped meals that are transported to classrooms using a cart and any utensils should be disposable when practical.
  - Remote drop-off locations will be established for remote learners and for students in the off day of the A/B Hybrid schedule.
- Attendance
  - Attendance will be taken for all students every day.
  - Participation in the A/B Hybrid activities on the off-days will be counted as attendance.
- Recess
  - When possible, a staggered schedule will be used to maintain smaller group sizes. ○ 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.
  - Handwashing will take place before and after recess.
- Co-Curricular ○ Physical Education
    - Modify physical activities to limit the amount of shared equipment and close contact.
    - Choose activities that limit close contact over those with a high degree of personal interaction.
    - Limit use of locker rooms.
    - Masks may be necessary for certain activities where physical (or social) distancing cannot be maintained.

- Band and Chorus
  - Larger indoor spaces or outdoor spaces will be used when necessary to maintain physical (or social) distancing
  - Handwashing will take place before and after these activities.
  - Use visual cues to help students maintain 6 feet of physical (or social) distancing.
  - When students are not singing or playing a musical instrument that requires the use of their mouth, they should wear a face covering / mask unless outdoors and physical (or social) distancing can be maintained.
- Athletics
  - The Laconia School District will follow the New Hampshire Interscholastic Athletic Association (NHIAA) guidelines.
  - See the Laconia Fall Sports-Specific Guidelines based on the NHIAA guidelines.
  - Coaches at the middle and high schools are engaging in strength, conditioning, sports-specific skills, and team-building.
- School-wide events
  - In person school-wide events are suspended.

SAFE AND HEALTHY SCHEDULES

- Safety Levels ○ Safety levels for operating schools will be determined by examining COVID-19 data and information about the virus and community transmission. The reopening plan gives the school district the flexibility to phase into different safety levels if needed. ○ Safety Levels

Safety Level	Description
Level 1- Remote	Students are at home while staff are at school
*Level 2 – Hybrid	Students experience a combination of face-to-face learning in schools and extended learning at home. Staff are working with students in schools every day.
*Level 3 – Face-to-Face	Students and staff are in schools with restrictions established by appropriate protocols and guidelines

*A remote option will be provided for students.

- In-Person versus Remote Learning
  - Student, staff, and community SAFETY will be our highest priority, guiding every decision
  - The Laconia School District's actions will be guided by medical and public health officials along with risk and emergency management collaborators

- In-person learning, with teachers, classmates, and colleagues is the most EFFECTIVE type of learning and teaching
- Remote Learning provides growth opportunities that will ultimately support in-person instruction, but Remote Learning is not equal to in-person learning September Calendar with the A/B Hybrid to Full

Hybrid Phase to Full: September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 In-Service	2 In-Service	3 In-Service	4 No School	5
6	7 Labor Day	8 No School – Election	9 Red Day	10 White Day	11 Red Day	12
13	14 White Day	15 Red Day	16 White Day	17 Red Day	18 White Day	19
20	21 White Day	22 Red Day	23 White Day	24 Red Day	25 White Day	26
27	28 In-Service	29 Red Day	30 Full Face-to-Face			

- 2020-21 School Calendar Revision ○ The Laconia School Calendar was revised to provide time for staff and families to prepare the opening of the school year. The start of school was delayed.

SCHOOL SPECIFIC PLANS

- Elm Street School
- Pleasant Street School
- Woodland Heights Elementary School
- Laconia Middle School
- Laconia High School
- Huot Technical Center

APPENDIX

Area Eligibility Waiver Request - School Meals. New Hampshire Department of Education.**https://www.education.nh.gov/sites/g/files/ehbemt326/files/inlinedocuments/2020/area-eligibility-waiver.pdf**

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

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/inlinedocuments/2020/visitor-signage.pdf**

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

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/covidresource-guide.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/inlinedocuments/2020/visitor-screening-tool.pdf**

Google for Education. Resources and supports from Google for supporting education.**Google.org. https://edu.google.com**

Healthy Habits for Well-Being. New Hampshire Department of Education.**https://www.education.nh.gov/sites/g/files/ehbemt326/files/inlinedocuments/2020/healthyhabits.pdf**

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/202005/return-to-schools-facilities.pdf**

New Hampshire Learns Remotely website. New Hampshire Department of Education .**http://www.nhlearnsremotely.com/**

Office of Nutritional Programs and Services. New Hampshire Department of Education.**https://www.education.nh.gov/who-we-are/division-of-learner-support/bureauof-student-wellness/office-of-nutritional-services-and-programs**

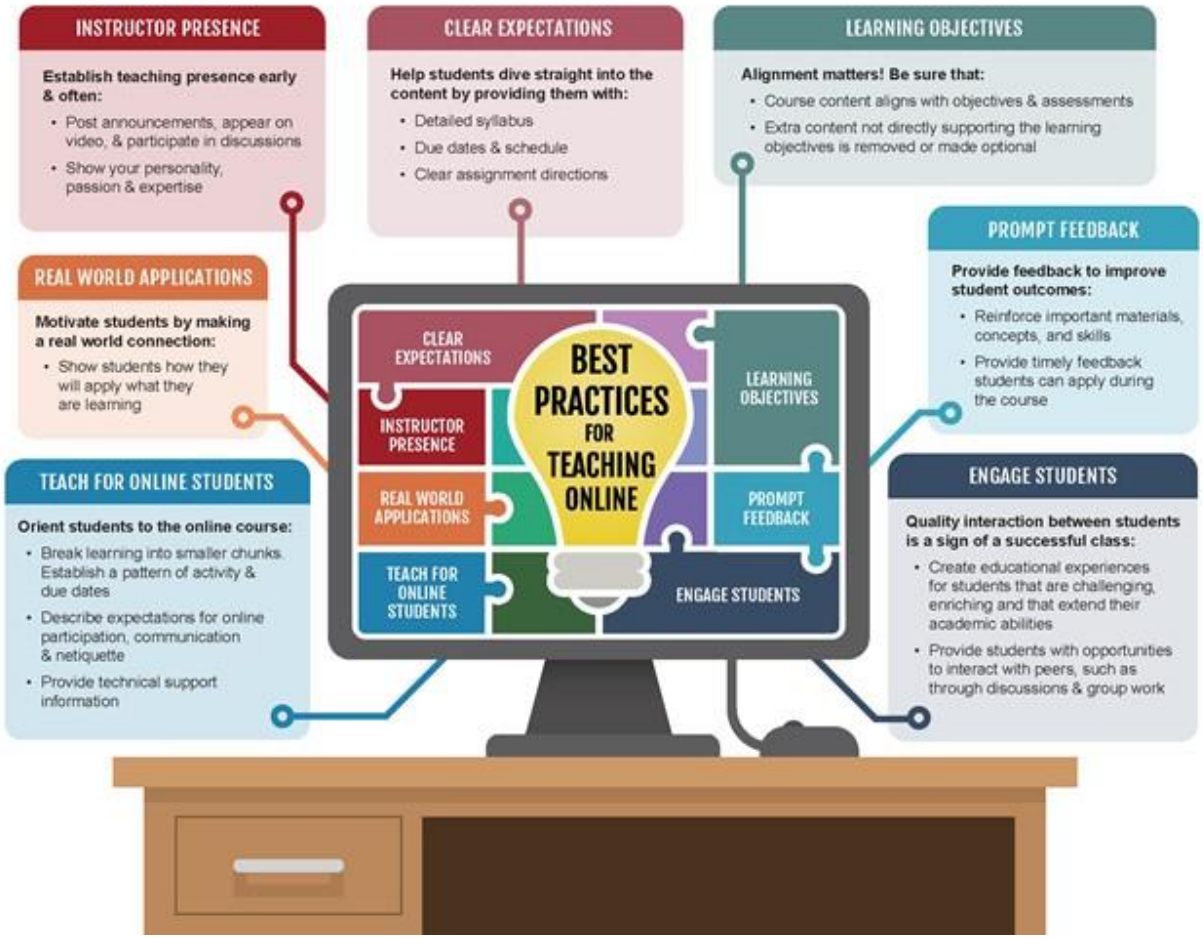
Office of Social and Emotional Wellness, New Hampshire Department of Education.**https://www.education.nh.gov/who-we-are/division-of-learner-support/bureauof-student-wellness/office-of-social-and-emotional-wellness**

Performing Arts Guidance. The New Hampshire Division of Economic Development.**https://www.nheconomy.com/getmedia/1f6a947f-3a40-4d7b-a6939e0bdb6124b0/Draft-Performing-ArtsStreaming-Media.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_checklist.xlsx**

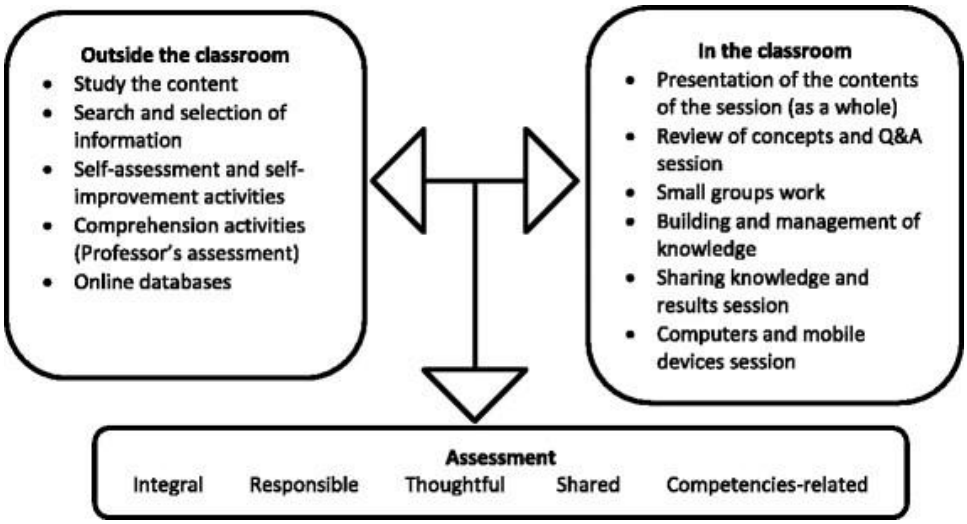
Supporting Child and Family Well-Being during the COVID-19 Emergency. New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families.**https://www.education.nh.gov/sites/g/files/ehbemt326/files/inlinedocuments/2020/family-well-being-guide.pdf**

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**



Flipped Classroom Model

Before
Prepare Online
During
Facilitator Led
After
Check and Extend
Out of Class
Scenario Based Learning
Out of Class


Outside the classroom
Study the content
Search and selection of information
Self-assessment and self-improvement activities
Comprehension activities (Professor's assessment)
Online databases
In the classroom
Presentation of the contents of the session (as a whole)
Review of concepts and Q&A session
Small groups work
Building and management of knowledge
Sharing knowledge and results session
Computers and mobile devices session
Assessment
Integral
Responsible
Thoughtful
Shared
Competencies-related