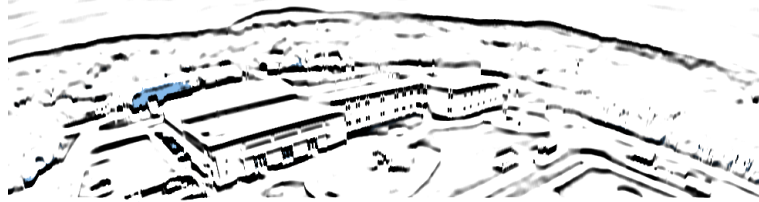


# Lincolnton Central School



## 2020-2021 School Year Learning Plan

*A resource for the school community outlining the school's learning plan for the 2020-21 school year while addressing COVID-19. This plan is fully aligned with guidelines provided by the Maine Department of Education and with the reopening plan being developed by MSAD 28 and the Fivetown CSD, who we thank for all of their hard work.*

*This plan is subject to revision and will be updated as necessary in accordance with DOE guidelines.. The Collaborative Planning Team will continue to meet on an ongoing basis in an effort to monitor and make recommendations to promote the success of this Learning Plan.*

*Through May 3, 2021, the superintendent has the authority to move between the green, yellow and red instructional scenarios as deemed necessary, not to last more than 5 school days. Any extension of a new plan beyond 5 days requires a vote of the school committee.*

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## **INTRODUCTION**

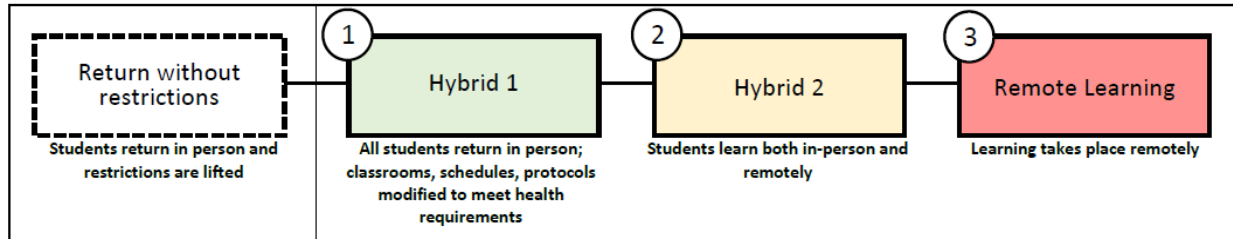
This plan's development has been guided by three principles: protecting the health and safety of our school and local communities, maintaining an exceptional educational program, and, whenever possible, facilitating experiences that enrich our core educational mission and foster growth in our students.

There is clear consensus from both education and medical groups: we must keep in mind not only the risks associated with COVID-19 for in-person school programs, but also the known challenges and consequences of keeping students out of school. While remote learning has improved over the course of the school closures, there is no substitute for in-person instruction when it comes to the quality of students' academic learning. In-person school plays an equally important role in our ability to support students' social-emotional needs, including their mental and physical health, and in mitigating the impacts of trauma. We also recognize how disruptive school closures have been to families trying to maintain regular work schedules and manage household needs, including childcare, while also facilitating remote learning.

It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the school and in the community and done with close communication with local and state public health authorities and recognizing the differences between school districts including urban, suburban, and rural school districts. In assessing how the status of Coronavirus in our area impacts school decisions, we will refer to information such as the rate of influenza-like illnesses and COVID-like cases in the area; the trajectory of documented cases and newly hospitalized patients; availability of testing and treatment; and local hospital capacity.

## THREE SCENARIOS

We will plan for three scenarios with the intention to implement scenario number “1” in the fall of 2020 given the current state of Coronavirus in our community. The scenario at any point in time will be dependent on local health conditions.



1. **Hybrid 1 (Green):** This is a model with mostly In-person learning with new safety requirements. For the fall, the box in green represents our goal to get as many students as possible back into schools for in-person learning—safely. In this model, any student can return in-person to school settings that are appropriately modified to accommodate the health and safety requirements outlined below. Examples of modifications could include altered classroom configurations, setting up additional learning spaces, and schedule changes. Alternatively, students can choose to attend school remotely if they are not comfortable returning despite the guidelines. To return or not will be a parent choice.

*This corresponds to the state’s designation of “Green”. We are choosing to give parents a choice, however, and we are therefore choosing a Hybrid model which will facilitate an easier transition for our students and staff between the Green and Yellow models.*

2. **Hybrid 2 (Yellow) - Split Model learning:** This model will be used in the event we are unable to bring all students who chose in-person learning back to school under the health and safety requirements despite our best efforts, or in case of COVID-19 related circumstances. A split-model means that students who have chosen in-person learning would alternate between in-person and remote learning. For instance, students would switch between in-person and remote learning on alternating weeks or days of the week (the alternating schedule would be determined by the district). Students who had chosen the remote option would remain remote in this model as well.

*The only difference between Hybrid 1 and 2 is that the district would limit the number of students in-person as an added safety measure if needed in this model. This situation would correspond to the state’s “Yellow” designation.*

3. **Remote Learning (Red):** All districts and schools are required to have a plan for operating a remote learning program. This model will be used for all students in the event of future classroom or school closures due to COVID-19. State guidelines will be followed.

4. **Plan for special populations:** Finally, across each of these models, all schools will have a plan for how special populations, including students with disabilities and English learners, will receive necessary services and accommodations. Our intention is to prioritize special populations' attendance as "in-person"
5. **Remote learning** is where the student and the educator, or information source, are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, and online assessments, or by sending materials, books, or assignments directly to learners. While technology can play an important role in **Remote Learning**, it is by no means the only tool utilized.

## LOCAL HEALTH DATA

For up to date local health data and current recommendations please visit the Maine CDC website: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml>

## CURRENT PLAN - HYBRID 1

We began our school year with as many of our students as possible returning to in-person settings - safely. We needed to implement strict safety protocols that required us to come together as a community in order to successfully open our school in the fall. We realized what may be desired by an individual may not be best for the common good, and we will continue to ask that everyone act according to the best interest of the common good.

Our goal for the fall is to have the safe return of as many students as possible to in-person school settings to address learning and our students' holistic needs. To help accomplish that goal, we have set forth the following expectations for teachers and students:

- Each class will have a 'live' (synchronous) remote component using Zoom in grades 6-8, with a few specific exceptions.
- Grades 1 - 4 will offer a remote option if feasible. Remote learning at this level may be a "classroom" of remote learners with their own teacher. These classrooms would follow a typical LCS schedule.
- Kindergarten will **not** have a remote option.
- Classes will follow a schedule and curriculum, instruction, and assessment will be similar to the past, with some modification as needed.
- Students who are attending class remotely will be required to have their video on.
- The reduced amount of instructional time in the modified schedules will mean that instructional time is at a premium and class time will not be used for breaks or homework.

With the safety measures we have in place, we feel students would most benefit by attending school **in person**.

With a few specific exceptions, each class in Grades 6-8 will be conducted in the classroom with students who are physically present and with students who are connected remotely via Zoom. Each classroom will be equipped with the video and audio equipment to facilitate remote and in person

learning, although we know the technology will not always work as expected and will have some limitations.

Because all of our planning starts with safety, the decision to attend in person or remotely will not vary on a daily basis - we expect parents to choose an initial plan for the mode of their child's regular school attendance prior to the start of the year. The choice is to attend full time in person, or remotely. There is no plan in place for part time attendance. We feel this extra layer of consistency is critical to the safety of all. We will survey parents in mid-August for an initial decision about remote or in-person schooling. Parents who decide to change this decision must give the school at least 5 school days notice prior to October 2, which will be the first opportunity for remote learners to return to school on a daily basis. Parents, not students, will communicate the decision and any changes in that decision to the school. After October 2, schools will need 5 school days' notice if a child is switching from all-remote to in-person instruction.

When students are attending classes online via Zoom, they are expected to follow these guidelines:

- Keep your video on so the teacher can see you. Students can use a virtual background if desired.
- Give your best effort and best online class behavior.
- You are expected to attend your classes according to your regular school schedule unless your parent or guardian notifies the school that you are sick or otherwise unable to attend. Teachers will take attendance at the beginning of each class.

## **SAFETY MEASURES THAT WILL BE IN PLACE AT SCHOOL**

Most of us are now quite familiar with the critical health and safety practices that reduce the risk of COVID-19 transmission. These include rigorous hygiene and hand washing, use of masks/face coverings, physical distancing, reducing interactions between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others.

However, what can often get lost in the long list of practices is that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. In other words, establishing a culture of health and safety in our schools that focus on regularly enforcing these important practices is more important than any one measure.

The following safety protocols will be in place in our schools as follows:

1. Daily Health Screening
  - a. All students, under the supervision of a parent or guardian, and staff will conduct a health checklist protocol each morning before school (or before boarding buses if applicable) that will determine whether students/staff can attend school/work that day.
  - b. Students and staff who answer "Yes" to any question on the screening should stay home. Any student or staff showing symptoms must submit the health screening check electronically and stay home from school.
  - c. The school will provide an app to all students (families) and staff in order to do the daily quick health check.
  - d. The health check is a mandatory requirement for every student. The health of the entire community depends on each individual being in compliance with our safety

standards. Any student (parent) who does not comply with this daily check may be required to do remote schooling.

2. Quarantine

- a. Students who travel outside of Maine will follow the state quarantine requirements at the time of their travel. In many instances, this will require a mandated quarantine with the duration determined by the current Governor's order before returning to school or showing evidence of a negative test result.
- b. We request that staff avoid recreational travel that will require a 14-day quarantine upon their return. Any missed days of work upon return of recreational travel will need to be taken as vacation or unpaid days.

3. Masks/Face Coverings

- a. All students and staff are required to wear a face covering that covers their nose and mouth while inside the building, with the following exceptions:
  - i. While eating breakfast and lunch.
  - ii. Teachers will schedule regular "face mask breaks". When they do so, students and staff will remain 6 feet apart from one another.
  - iii. When adults are in their own office or classroom, by themselves.
- b. Face coverings should be constructed of at least two layers of fabric, not contain a ventilator or other holes, and must otherwise comply with school appropriate dress code.
- c. Masks/face coverings should be provided by the student/family, but extra masks will be made available by the school for students who need them. Cloth masks should be washed daily.
- d. Any student who refuses to comply with the face covering requirement will not be allowed to attend school due to the safety hazard that poses to other students and staff.
- e. Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, when students require physical assistance, or when a nurse is tending to a sick person. These precautions will at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering.

4. Physical Distancing

- a. Staff within schools should stay 6 feet from other adults to the extent possible.
- b. Staff should stay 6 feet away from students to the extent possible. When not feasible, staff should minimize the time they are within 6 feet of a student.
- c. Staff workstations should be 6 feet away from student seats, regardless of space limitations. Students will ideally stay 6 feet apart. When space is limited, such as in a classroom or hallway, a minimum of 3 feet will be maintained (used in combination with a face covering.)
- d. Students will stay 6 feet apart while eating.
- e. We will limit occupancy of bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow 6 foot distancing. Adjacent bathroom stalls may be used.
- f. We will mark places where students congregate or wait in line with spots on the floor or walls, 6 feet apart, indicating where to stand.

5. Hand Hygiene

- a. Students and staff will wash or sanitize hands in the following situations:

- i. Upon entering the school
    - ii. Before and after eating
    - iii. After using the restroom
    - iv. Before and after use of playgrounds and shared equipment
    - v. Upon entering and exiting a school bus
  - b. We will post signage and train students in proper hygiene procedures.
6. Ventilation and Outdoor Spaces
- a. Our schools' ventilation systems are set to use 100% outside air. We will keep this setting as long as our schools are open. See Appendix B for more information about our ventilation systems.
  - b. Because we have updated ventilation systems, we will rely on these for our air circulation. We will not use fans and windows for air circulation.
  - c. We will use outdoor spaces for instruction and meals as much as feasible.
  - d. If used, outdoor playgrounds/natural play areas only need routine maintenance. Students will wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning and disinfection are not required between cohorts.
7. Cleaning and Disinfection
- a. Classroom desk tops will be sanitized, by staff or students, at the end of every class period if students are changing classes.
  - b. High touch surfaces, such as door handles, office phones, shared keyboards, toilet handles, and faucets and other surfaces will be sanitized according to guidelines.
8. Restrict Non-essential visitors in all district buildings
- a. We will not utilize parent or community volunteers or guest speakers in classrooms.
  - b. Parents and other family members are not allowed to enter the school unless it is an emergency.
  - c. No non-essential visitors will be allowed into the building.
  - d. Parent volunteers will be allowed in outside settings, following the 6 foot physical distancing rule.
  - e. Programming with external organizations can happen on campus if the programming takes place completely outside, following social distancing guidelines.
9. Limit Sharing of Materials
- a. Limit sharing of art supplies and other high-touch equipment as much as possible. If feasible, have a separate set of supplies for each student. Students should plan to bring their own supplies of pens, pencils, calculators, etc. The school will supply those lists.
  - b. Limit sharing electronic devices, sports equipment, clothing, books, games and learning aids.
  - c. Clean and disinfect shared supplies and equipment between students.
10. Size of Gatherings in any one space
- a. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits.

Students, educators, and other staff who are at higher risk of severe illness from COVID-19 will want to consult with their health care providers about whether and under what circumstances a return to in-person school setting would be medically inadvisable. Families, in consultation with their medical providers, will ultimately make the decision as to



whether their child(ren) will attend in-person instruction, or whether their children will participate in remote learning.

## **TECHNOLOGY REQUIREMENTS & EXPECTATIONS FOR USE**

- The primary software platforms to deliver synchronous learning will be SeeSaw, Google Classroom, and Zoom.
- The school provides 1:1 devices for all students in grades K - 8 for in-school learning. Grades 6 - 8 at home and/or remote learning use is based on the school's take home policy. Those who need internet service at home need to reach out to the school to be connected with community and possible school resources available to them.
- Teachers will use their MacBook Air as the Zoom device in their classrooms. Some rooms may be equipped with additional technology to support remote learning.
- Student and staff machines will have software and operating systems updated to fit the configuration and compatibility of the school network and other school equipment.
- Students and staff will follow technology best practices. See Appendix C.
- Students attending school in person should have their own headphones or earbuds.

## **FAMILY ROLES & RESPONSIBILITIES**

- Help your children manage their remote learning by encouraging them to attend all classes and finish all assignments.
- Create a comfortable, distraction-free place for your children to work and attend online classes.
- Do not join your children's online classes or be visible on your children's screens during classes.
- Encourage your children to incorporate physical activity and healthy breaks while they are learning remotely.
- Stay up to date with the current research. The Maine Chapter of the American Academy of Pediatrics has a great deal of useful information regarding schools and COVID 19 on this website: <https://www.maineaap.org/news/2020/school-re-entry-resources> For up to date local health data and current recommendations please visit the Maine CDC website: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml>

## **ADDITIONAL DETAILS**

### **ARRIVAL**

- Upon arrival, students must sanitize their hands and put on their face covering. Schools will determine where students will go upon arrival. Students should NOT arrive before 7:45.
- Morning Drop Off: (between 8:10-8:25 a.m.)
- Parent traffic will flow in the parent drop off lane, single file to the front entrance.
- Staff members will greet cars that need to unload and parents will remain in the vehicle.
- Students will enter through the main entrance and head directly to their classroom.

- Busses will be met by staff members and students will enter the building through the main entrance. Students will head directly to their classroom. School begins at 8:30 a.m.

### **DISMISSAL**

- The school day ends at 3:00 p.m. Students will be dismissed as follows:
- Each bus will be loaded separately.
- The first bus will be parked in front of the gym lobby doors and the other busses will park behind it. Students riding the bus will be called out of their classrooms in a staggered fashion, by bus number, and load through the gym lobby doors.
- Students being picked up will be dismissed by grade level in a staggered fashion. Parents who are picking up their children may park in the outer lane, or school parking lot and wait while staff members direct students to them.
- YMCA After Care students will be released from classrooms at last and travel to Walsh Common.

### **BREAKFAST**

- The breakfast program will run as usual with deliveries being made to each wing at a predetermined time. Breakfast will be ordered at least one day ahead of time. Students will be required to socially distance while in line.

### **LUNCH**

- Students will eat lunch in predetermined social distancing locations such as individual classrooms, outside, , Lynx Gymnasium, and/or Walsh Common. A hybrid of delivery and direct serve meals will be offered to students who have ordered lunch. Lunch will be ordered at least one day ahead of time.

### **RECESS**

- Students will need to wear face masks on the playground, and they need to stay 6' apart. We will open and monitor as much space as possible for recess including ball fields and the cross country trail.
- The following games will NOT be allowed: tag-like games, competitive team sports (ex. traditional football, basketball and soccer games). Instead modified games with such equipment will be allowed to encourage movement, healthy competition and physical engagement. (ex. passing the football, soccer ball, playing HORSE or OUT with a basketball)
- Some high frequency recess areas will be cleaned daily.

### **MOVEMENT IN THE BUILDING**

- Students and staff travel on their right in the hallways, doing their best to maintain a social distance of 3 feet while wearing face coverings.
- Hallways will be marked to direct the flow of traffic and support social distancing.
- Spots on floors will be marked outside areas where lines may form (office, teacher desk, bathrooms, etc.)

### **EXTRA-CURRICULAR ACTIVITIES and EVENTS**

- There may be limited after school activities while maintaining the same safety measures as during the school day. This information will be forthcoming.

- There will be no concerts, all-school assemblies, or external events taking place in the building during the Fall or Winter of the 2020-21 School Year. We will reassess the situation for the spring in March, 2021.

## **SPORTS**

- We plan to have cross country only this fall. There will be no competitive events.
- We will follow guidelines put forth by the Maine Department of Economic and Community Development in their Framework for Assessing the Risk of Sports and Recreation Activities. <https://www.maine.gov/decd/checklists/community-sports>
- Teams will be able to practice and compete internally, without spectators.
- Sports will be modified to minimize physical contact and enable internal competition.
- Remote learners who participate in the program will be required to do the daily health check.
- Students who participate on local travel teams, or programs whose participants extend beyond Lincolnville may not also participate in the LCS program.
- We will reassess the situation for the winter and spring sports season prior to their start.

## **SUBJECT SPECIFIC ADJUSTMENTS**

- Band, Chorus, Music, Art, and PE will be different in the following ways:
  - Band/Chorus will not be conducted in-person until further notice. We are looking for creative ways to conduct these programs virtually. Percussion instruments may continue in person.
  - PE will be held outdoors whenever possible throughout the year. PE activities will be adjusted to support limited equipment and physical contact. Care will be taken to clean equipment that is used between class periods.
  - Art may be adjusted to limit the sharing of materials.
  - Music classes will not involve singing.
- Lab Sciences - Shared equipment will be sanitized after each class.

## **TRANSPORTATION**

- Students will be required to sanitize their hands upon entering the bus and they will be required to wear face coverings. Drivers will also wear masks. Students will be seated one to a seat. We will have the windows cracked open for as long as possible into the colder season for ventilation. We are asking parents to help us. We don't want to stagger arrival times by up to an hour. To avoid this, we will need more parents transporting their children to and from school.

## **LOCKERS**

- We need to continue using lockers as storage areas for student's belongings as necessary. We will stagger access to lockers throughout the school day to sustain social distancing of at least 3' in those areas.

## **LOCKER ROOMS:**

- PE will not utilize locker rooms for changing up. Students will come prepared for PE class when they have it in their schedule. PE will be adapted to account for the lack of changing.
- Locker rooms will have an occupancy board outside to limit the number of students in the locker room at any one time. Sports teams will use locker rooms according to occupancy limits.

## 1. MEETINGS BETWEEN STUDENTS AND STAFF

- There will be times during the day when individual students, or even small groups, will need to meet with staff members. In these situations, if students cannot be in a space with the adult that allows 6 feet of separation, we plan to install plexiglass barriers in order to safely conduct these private conversations.

## 2. CLASSROOM SETUP

Strategies we will use in the classroom to help prevent the spread of COVID-19:

- Space student desks a minimum of 3 feet apart and more if we are able.
- Students will sit facing the same direction when feasible.
- Seats will be assigned so students are sitting at the same desk in a particular classroom when feasible.
- Remove soft furniture and rugs.
- Each room will have a hand sanitizer unit that students will use entering and exiting.
- Tables/Desks will be sanitized before a new group of students uses them.

## 3. CLASSROOM SUPPLIES

We are going to try to avoid using basic shared school supplies. The school will supply students with all the supplies they need and these will be stored at school in marked, individual containers.

## 4. SAFETY TRAINING

At the beginning of the year, we will take time to train students in health and safety protocols related to the spread of germs. There will also be posters up around the school.

## OTHER SCENARIOS

We will adjust between the three schooling models based on the following DOE School Health Advisory System:

To support and inform local SAU decisions about whether and how to bring students back into the classroom, the Maine Department of Health and Human Services and the Maine CDC have developed a three-tiered health advisory system.

This new tiered system, which will be based on a holistic assessment of quantitative and qualitative information that includes but is not limited to recent data on case rates, positivity rates, and syndromic data, will break down into three-color based categorizations by county: red, yellow, and green.

- Categorization as “**red**” suggests that the county has a high risk of COVID-19 spread and that in-person instruction should not be conducted.
- Categorization as “**yellow**” suggests that the county has an elevated risk of COVID-19 spread and that hybrid instruction models should be adopted.
- Categorization as “**green**” suggests that the county has a relatively low COVID-19 risk and that in-person instruction can be adopted, although an SAU may opt for hybrid instruction if its buildings or readiness make adhering to baseline requirements a challenge.

These recommendations are intended to be advisory in nature and pertain only to the unique circumstances of schools. Given the large and varied nature of counties in Maine, SAUs within a county or spread across multiple counties may adopt a reopening policy that differs from this county-based categorization of COVID-19 risk. Maine DHHS and Maine CDC will not review SAU-specific plans.

The health advisory system will be posted on the Department of Education website beginning July 31st and updated on a biweekly basis, which allows for sufficient time to capture trends.

## **HYBRID 2**

If we need to move to a model where only half of our students can attend in-person, we will use an A/B Cohort model that isolates two distinct cohorts of students who attend school in person on alternating days. Cohort A will attend in person on Monday and Tuesday, Wednesday will be a remote day for all students and used by teachers for planning, collaborating, and preparation of lessons and materials. Cohort B would attend in person on Thursday and Friday.

All safety measures would remain in place, but we would aim for 6' of physical distancing in classrooms. In this scenario, we would reconsider all extra curricular offerings, including athletics.

In this scenario, high-needs students and the children of school employees would be prioritized for **full-time** in person learning.

## **REMOTE LEARNING**

If the entire school needs to shift to remote learning for any period of time, students will continue school remotely following an abbreviated synchronous schedule. We learned a lot about what did and didn't work for students in the Spring of 2020 and will incorporate these lessons to improve remote instruction in the future if it is ever needed. At least one day of planning will be made available to teachers in the event the school goes fully remote.

A remote day schedule for CLASSES will be sent directly to parents as it varies for each grade level. Although technology can play a key role in Remote Learning, not all of it needs to be technology based. If we find ourselves in a fully remote situation, we will adapt our MedBot app and utilize it for taking daily attendance.

## **OTHER CONSIDERATIONS**

**Cold/flu season.** Flu season is another critical factor that could pose significant challenges for schools and students. Not only do flu symptoms closely mirror COVID-19 symptoms, but managing both a bad flu season and ongoing presence of COVID-19 could be highly disruptive for our educational institutions and healthcare system. Health providers strongly recommend as many children and adults as possible receive the flu vaccine this fall. Please also remember that your child should be up to date on all of their immunizations.

**Snow Days.** In the event a snow day is called by the superintendent of schools, there will be no school that day and no remote learning will take place. If we need to cancel for any reason, that day will be added to the end of the calendar year

**Heat Days.** There may be days this fall or next spring when the temperature rises to a level that is too uncomfortable to wear a mask most of the day. In these situations, it is our intention to have a remote school day that follows the plan above. We will alert parents to this situation via the district communication system (email, text, and phone.) These days will be treated just as our traditional snow days.

## **APPENDIX A**

### **DAILY HEALTH SELF-CHECK**

This is one of the main safety features of our return to in-person learning in our district, the daily health self-check. It is critical that all members of our school community conduct this health check every morning before entering the building. To help insure this happens, we are requiring every individual student and staff member submit the results of this self-check to a central location every morning. This self-check will be available via an app that the district will provide to all families and staff.

Each student (or parent on behalf of student) and staff member should go through this Daily Checklist before coming to school/work in order to help prevent the spread of COVID-19.

- o Do I feel unwell today?*
- o Do I have a cough or sore throat?*
- o Do I have a fever or do I feel feverish?*
- o Do I or have I had shortness of breath?*
- o Do or have I had a loss of taste or smell?*
- o Do or have I been around anyone exhibiting these symptoms within the past 14 days?*
- o Do or have I been living with anyone who is sick or quarantined?*
- o Have I been out of state in the last 14 days?*

**If the answer is YES to any of these, then you need to stay home and check in with your doctor.**

School secretaries and nurses will work together to monitor for compliance and contact families who do not comply.

## **APPENDIX B**

### **Ventilation Systems**

Proper ventilation in our facilities is a key component of our return to on campus learning. We understand that folks want to know the ventilation strategies applied in our schools that will provide the safest and best practices in these times. Those strategies and best practices are what follow.

The majority of Learning Spaces and other spaces such as the Lynx Gym and the Cafeteria will be programmed to maximize outside air (OA) ventilation with space heating needs being provided by radiant floor heating. Those spaces are currently being ventilated utilizing MERV 11 filtration for the tempered outside air ventilation (there may be some recirculation of air) and this filtration will be upgraded to MERV 13 (current ASHRAE recommendation), as soon as replacement filters become available. MERV 11 filtration is typical for removal of pollens, dust mites, lint's, fibers, legionella, spores, dusts and other indoor and outdoor air pollutants down to 1.0 microns in particle size.

For those areas of the building that are already 100% outside air ventilated by energy recovery ventilation systems to provide air exchange, such as the locker rooms and restrooms, we already utilize MERV 8 filters. MERV 8 filtration is typical for removal of pollens, lint's, fibers, spores, dusts and other indoor and outdoor air pollutants down to 3.0 microns in particle size.

*MERV13 - filtration is typical for removal of Pollen, Dust mites, Sanding dust, Textile/carpet fibers, Mold/spores, Dust lint, Cement dust, Legionella, Lead dust, Humidifier dust, Coal dust, Nebulizer dust, Bacteria, Auto fumes, Sneeze nuclei, Insecticide dust, Copier toner, Pet dander, and Face powder air pollutants down to 0.3 microns in particle size.*

## **APPENDIX C**

### **Technology Best Practices and Resources**

**Creating a virtual classroom community** The strength of a physical learning space is that it fosters connection, but it can also *limit* effective instruction. Teachers need to make deliberate decisions about how students will feel belonging in a classroom community in a space without walls, see themselves reflected in the virtual space, feel both independence and belonging, and share power dynamics intentionally.

#### **Intentionally plan how to:**

- Nurture connections and build relationships with students.
- Leave space and time for students to connect and socialize with peers.
- Invite students to share something from where they are currently located in the virtual classroom space.
- Manage time for individual check-ins and for giving feedback.
- Circulate and observe student learning.
- Translate physical supports, like bulletin boards that celebrate student work, to a virtual space.

### **Encourage autonomy and engagement by making decisions that:**

- Set up different learning pathways. Is it helpful to watch a video to give students background knowledge before they start reading? Or do they want to read first and then watch the video? Maximize the face to face time.
- Provide a variety of materials that allow students to make choices that align with their interests and what they have access to at home.
- Scaffold time management. Timers and schedules provide this structure in a physical classroom and can still be used in a virtual space.
- Get students to reflect on what they need as a learner, not what their peers may be doing or interested in.
- Ask students for feedback — teachers don't have to have all the answers. Students are a great resource for technology tips and suggestions about learning that is truly important.
- Remember that there are only three levers you can use or combine to adjust the student task and each task structure has different opportunities for engagement:
  - Task structures: Are students learning with peers or independently or receiving direct instruction? lesson or assignment.
  - Help resources: Are students required to get help and from what sources?
  - Choices offered: Do they choose the topic? The materials? Are they selecting from a series of teacher-vetted options?

### **Additional Resources:**

<https://www.intel.com/content/dam/www/public/us/en/documents/guides/educators-guide-to-elearning.pdf>

## **Appendix D**

### **Health Protocols**

If a staff member or student is at school presenting symptoms:

The school nurse will isolate the individual from all other members of the school community and notify parents/staff member's contact to have the individual sent home. They will be advised to contact their primary care physician. The nurse will have two separate locations - one where individuals can be seen for medications, etc. and one where anyone presenting COVID-like symptoms can be seen and isolated. The nurse will don appropriate PPE.

If a case is confirmed to be COVID-19 and the person was in the building, administration will coordinate with local health officials and assess the risk to others. A short building closure (2-5 days) will take place to clean/disinfect/and complete contact tracing as necessary. Administration will communicate with staff, parents and students to keep the school community updated with information. Areas in the building used by the infected individual will be closed off for at least 24 hours prior to cleaning and disinfecting the areas.

(cdc.gov)



### **Return to School Strategy :**

After a person has been out of school for a suspected COVID related absences - a time-based return to school strategy is determined based on a person's health status. Decisions about "return to school" for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances (community transmission, resource needs, etc.) Our school will follow CDC guidelines with regard to dealing with a Return to School Strategy found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

- **Symptomatic persons** with confirmed COVID-19 or suspected COVID-19 can return to school after:
  - o At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND** improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
  - o At least 10 days have passed since symptoms first appeared
  
- **Asymptomatic persons** with confirmed COVID-19 can return to school after:
  - o At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
  - o Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above
  
- **Asymptomatic persons** who have a known exposure to a person with COVID-19 without appropriate PPE can return to school after self-quarantining for at least 10 days. This involves staying home and limiting interactions with others. If the person develops symptoms such as cough, fever or shortness of breath, they need to contact their healthcare provider for guidance on what to do. Of note, if this person is tested for COVID-19 during the 10 day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories, based on whether they are still asymptomatic or have developed symptoms.

Here is the link to the Standard Operating Procedures for returning to school after COVID by the MCDC.

<https://mainedoenews.net/wp-content/uploads/2020/08/Investigation-of-COVID-19-in-Pr e-K-12-Schools-in-Maine-DRAFT.pdf>

## **Appendix E**

### ***Daily Classroom Cleaning/Disinfecting Checklist***

Disinfect: HyperFect 256

- All desk tops
- All seats and seat backs
- Door handles, telephone, pencil sharpener, light switches
- Tabletops and counters
- Faucet handles

Check soap and paper towel dispensers.

Note: Normal cleaning may be done with GeneFect.

#### ***Restrooms***

Clean: GeneFect

- Clean all toilets/urinals and handles
- Clean all toilet seats
- Clean all toilet partitions/walls
- Clean door handle, light switch
- Clean all sinks and counters
- Clean all faucet handles
- Clean Toilet paper and paper towel dispenser

Disinfect: Vital Oxide or ViroTab in Victory Sprayer

- All toilet seats and handles
- All toilet partitions
- Door handles, light switch
- Sinks and counters
- Faucet handles
- Toilet paper and paper towel dispenser

#### ***Cleaning Procedure for Isolation Room after Occupancy***

- Wait as long as practical before cleaning
- PPE required: gloves, mask
- Use same chemicals and procedures as for classroom cleaning
- ALL flat surfaces must be cleaned and then disinfected
- ALL furniture (chairs, cots etc...) must be cleaned and disinfected
- ALL high touch surfaces must be cleaned and disinfected
- Clean floor with Delta Mild and disinfect with Neutrafect (10 minute dwell time)

## REMOTE LEARNING EXPECTATIONS

### STUDENT and FAMILY ROLES AND RESPONSIBILITIES:

One of the positive aspects of the recent changes in the way we provide schooling is the opportunity to build relationships and partner with families more closely in order to provide quality educational opportunities for all. The following guidelines are designed to help families understand the pivotal role they play in student learning when we are working remotely.

- Set the expectation that your child(ren) will follow the class schedule set up by the teachers and school.
- Make sure you are clear about the schedule and class expectations, call or email your child's teacher with questions.
- Check in with your child(ren), can they explain to you what is expected? Ask them to summarize what they are learning about.
- Help your child reach out for support when needed. Help them generate the questions they need to ask to gain clarity. For example, instead of asking "How do I do this?" Help your child get really specific on what it is s/he is struggling with, "I get stuck when I have to give examples from the text." This will help your child gain some insight into his/her own learning and understanding of the material and it will help you and the teacher get to the root of the problem quicker.
- Make sure students have all they need to succeed: charged devices, a designated, quiet spot in which to work, textbooks, etc.
- When in a virtual classroom meeting, students should expect to follow typical classroom rules around polite, attentive behavior during class.
- Students will be expected to participate in class through technology, as well as engaging in independent activities at home and reporting back to their teacher as assigned.
- Students will be expected to take advantage of teacher office hours or smaller group sessions that are offered in order to help students succeed.
- As with any school issued materials, students should care for all school materials and return those materials promptly when asked.
- Students may access and use recorded class sessions only for the educational purpose intended by the teacher. Students and families may not photograph, re-record, copy, distribute, or re-transmit the recording or any part thereof unless they have received express written permission from the school department to do so.

## **SCHOOL RESPONSIBILITIES:**

We recognize that if we need to shift to full remote learning, there is an increased need for clear communication with students and families around learning expectations, as well as student engagement, and progress. The following is a baseline of professional responsibilities related to remote teaching:

- The school will provide a clear schedule of events, classes, activities and assignments.
- Teachers and staff will be in contact with students via phone, email or virtual meeting at least once a day.
- Classroom expectations for learning will be clearly defined and communicated often.
- Evidence-based feedback for students will be provided regularly from all teachers working with that student.
- Feedback will highlight students' strengths and areas for improvement.
- Except for instances where teachers would typically confer with parents (conferences, progress reports, report cards), feedback will be from teacher to student.
- Teachers will continue to gather and monitor data on student progress.
- The school will provide all curricular materials needed to complete assignments.

## **REMOTE INSTRUCTION GUIDELINES**

### **REMOTE INSTRUCTION GUIDELINES for STAFF**

Pandemic planning has required the school to make remote instruction available to students, whether because of classroom and/or building closings, or because of the use of hybrid instruction models. These guidelines are intended to assist staff and administrators with some of the more common issues that may arise.

Remote instruction may include audio or video transmission of the instructor only, without students, or may include the instructor with students participating. Remote instruction may be delivered in real time, or through the availability of recorded educational sessions. Developments with the pandemic may also alter how remote instruction is delivered.

The school supports the use of remote instruction. Remote instruction may only be done using the online platform approved for that purpose by the school department. Specific information for each school's remote learning platform is included in the Remote Learning Plan. Only students enrolled in a class may access remote transmissions of that class. The school shall notify students and parents that they may not record or re-transmit any element of the remote instruction, and may not use the remote transmission for any purpose other than what is intended by the instructor.

School policies, procedures, and rules apply to students and staff participating in any classroom instruction being delivered or recorded remotely.

For students under age 13, remote class session login information should be sent to parents, rather than students.

School staff may access recordings of instructional sessions other than their own only if such access is necessary to perform their own jobs.

School staff should not disclose any personally identifiable information about students during remote instruction sessions, such as discussing a specific student's attendance or performance on assessments. School staff should not post on the remote platform any student grades, performance measures, or work samples.

School staff should not use remote instruction to transmit audio or video images of classroom-wide testing, or of specific students whose performance is being assessed at that time, such as measuring a student's performance delivering a speech. It is permissible to transmit classroom sessions where students are called on to answer questions.

School staff should discontinue recording or transmission of remote instruction when a student or students in the classroom are experiencing an emotional, behavioral, or medical crisis. If such crises are accidentally recorded for transmission, the recordings should not be made available for remote learning without specific, written approval by the building principal, and then only after the principal has viewed the instructional session at issue.

School staff may use copyrighted material in remote instruction provided such use complies with school policies and procedures and applicable laws.

Time Block	Grade Level				
8:30 - 10:00	6-8				
10:00 - 11:30	3-5				
12:30 - 2:00	K-2				
2:00 - 3:30	Office Hours				
In the event we go fully remote, these blocks will be used when scheduling online learning meetings in order to help minimize conflicts with meetings in individual households.					
Office hours will be used to communicate with students and families.					
PLC Meetings should be scheduled outside of the assigned remote time blocks.					

### Student Remote Learning Rules

Pandemic planning has required the school department to make remote learning available to students, whether because of classroom and/or building closings, or because of the use of hybrid instruction models. These rules are designed to assist students and families with some of the more common issues that can arise when engaged in remote learning.

Remote learning may include audio or video transmission of the teacher only (without students), or may include class sessions with the teacher and students participating. Remote learning and instruction may be delivered in real time, or through the availability of recorded educational sessions (which may include the teacher only or the teacher and students). Developments with the pandemic may also change how remote learning is delivered. The school department supports the use of remote instruction.

- Students should only use the online platform(s) approved for remote learning by the school department.

- Only students enrolled in a class may access remote transmissions or recordings of that class. In order to protect student and staff privacy, parents, guardians, and other members of a student's household should not participate in remote instruction, whether in real time or recorded, except for unavoidable incidental viewing and/or listening, or as necessary to assist a student to access the student's education. This will also help to ensure that the work being produced by remote learners is authentic and without undue assistance of others.
- Students and families may not record audio or video, or take photos of, live class sessions, in order to protect student and staff privacy and because such recordings may violate state or federal law.
- Students may access and use recorded class sessions only for the educational purpose intended by the teacher, and students. Families may not photograph, re-record, copy, distribute, or re-transmit the recording or any part thereof unless they have received express written permission from the school department to do so.
- Remote instruction sessions are protected by state and federal law, including copyright.
- Some material used in remote learning may also be subject to copyright and other protections, and students should not use such materials in any way other than for the educational purpose intended by the teacher.
- Existing school policies, procedures, and rules, including but not limited to the district's internet use policy and procedure, shall apply to remote learning, and students are expected to follow such policies, procedures, and rules when accessing or engaged in remote learning.
- Students participating in remote learning should be aware that parents, guardians, or other individuals in students' households may be able to see or hear them from time to time, given the nature of remote instruction, and should conduct themselves accordingly.
- Students and families failing to follow these rules may be subject to disciplinary consequences.