

DRAFT as of 7/17/2020

# HOOCKETT SCHOOL DISTRICT

## RETURN TO SCHOOL OVERVIEW

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JULY 17, 2020

Draft as of 7/17/2020

## INTRODUCTION

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The Hooksett School District has a long-standing commitment to developing a community of learners who are intellectually curious, highly resourceful, creative and respectful of self and others. During the last trimester of the 2019-2020 school year, the COVID-19 pandemic challenged this commitment in a way we never expected and created many uncertainties for all of us. However, our educational professionals responded to this crisis with tremendous effort and provided care, connection, and continuity of learning to our students and families.

As we look to the 2020-2021 school year, our fundamental mission continues and we are committed to a safe and meaningful reopening process that aligns with CDC, state and local health guidelines and recommendations. This spring, Superintendent William Rearick, formed the Hooksett School District Reentry Committee to accomplish this goal. The group was tasked with a level of planning, collaboration and communication like none we have previously experienced in the field of education.

This document serves as the committee's best thinking based on the information that was available at the time. It is founded on three scenarios of what school may look like as we reopen. However, much is still unknown about how the COVID-19 pandemic will unfold during the summer and into the school year. As a result, the Committee's planning and implementation will be flexible and fluid and subject to change at any time. The committee recognizes that the reentry plan represents significant shifts in instructional practices and routines. It is imperative that we work together to fulfill our commitment to students, families and the community.

### ***Hooksett School District Reentry Committee Membership***

Matthew Benson, Principal

Maryann Boucher, HEA Co-President

Karena Cosgrove, HEA Co-President

Dean Farmer, Director of Maintenance

Christine Gialousis, Director of Student Services

Stephen HARRIS, Principal

Benjamin Loi, Principal

Marge Polak, Assistant Superintendent

Amy Ransom, Business Administrator

William Rearick, Superintendent

Dan Roma, Director of Technology

Justine Thain, Library Media Director

## RETURN TO SCHOOL PLANS

The Hooksett School District Reentry team reviewed reopening guidance from the Centers for Disease Control and Infection (CDC), [The New Hampshire Department of Education](#), other U.S. states and countries as the committee considered plans that would best fit the needs of Hooksett’s students and families. The members considered the [varying levels of risk as identified by the CDC](#) and created plans to align with each risk level. The committee’s top priority, along with the safety of students and staff, is to have as many students as possible learning in person, with their teachers on a daily basis. The three models proposed in this plan include all students safely learning in school, a hybrid learning model, and remote learning. Each instructional model offers different possibilities and constraints. The school district could employ different instructional models throughout the course of the 2020-2021 school year as factors and contexts shift related to the local COVID-19 status.

	Return to School Scenario 1	Return to School Scenario 2	Return to School Scenario 3
	<i>Students safely learn in school</i>	<i>Students safely learn in school and away from school</i>	<i>Students safely learn away from school</i>
<i>School Building &amp; Students</i>	Open All students in school at same time	Open Limit density to accommodate 6’ social distancing	Closed No students in school building
<i>Health Precautions</i>	Follow CDC health guidance See NH DHHS requirements and recommendations	Follow CDC health guidance See NH DHHS requirements and recommendations	N/A All at home
<i>Teaching &amp; Learning</i>	Traditional with preparations for hybrid and remote models	Combination of in-person and remote learning	Remote learning for all

### ***Return to School Scenario 1 – Learning at School***

This plan involves the school building open to all students in the school at the same time. This is the least restrictive of the three plans with a minimum of 3' of social distancing with 6' distancing considered where feasible. Teachers would rotate to the students rather than students rotating to teachers. The success of this plan relies greatly on the ability of all staff members returning to school.

### ***Return to School Scenario 2 – Hybrid Model***

This plan involves a combination of in-person and remote learning for all students with the ability to maintain 6' social distancing in all areas. The student body is split in half with students rotating days to attend school and learning via remote learning. This option will allow for 50% of students to physically attend at one time and allow for every student to attend every other day. The success of this plan also relies greatly on the ability of all staff members returning to school.

### ***Return to School Scenario 3 – Remote Learning***

The school building would be closed to students in this scenario. Depending on the reason for closure, employees may or may not enter the building. Remote instruction would be implemented for all grade levels in all content areas. This option may be necessary at any point during the school year for a few days, weeks or months depending on the reason for the closure. This plan also may be an option for families who are not comfortable sending their child(ren) back to school.

## **SAFETY PRECAUTIONS**

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### ***Health Protocols***

The Hooksett School District has a responsibility to implement measures recommended by the [Centers for Disease Control and Prevention \(CDC\)](#) and the [NH Department of Health and Human Services \(NH DHHS\)](#) to limit the spread of COVID-19 within the school setting. These include appropriate disinfecting/sanitizing procedures; screening, monitoring, and isolation for illness; social distancing; use of face coverings; and limiting interaction between different groups of students. Every member of the Hooksett School District community shares in the responsibility of maintaining public health. For staff, this responsibility includes both maintaining their own health and the health of students. The key principles for reducing potential exposure to the coronavirus and other respiratory viruses include:

**Social Distancing** – minimizing close contact (6 feet or less) with other people.

**Hand Hygiene** – frequent washing with soap and water or using hand sanitizer.

**Cohorts** – conducting all activities in small groups that remain together over time with minimal mixing of groups.

**Protective Equipment** – teachers, support staff will be required to wear face coverings or face shields, gloves, etc. depending on their job requirements.

**Environmental Cleaning and Disinfection** – routine disinfection, particularly of high-touch surfaces.

**Isolation** – of those exhibiting symptoms.

The Hooksett School District staff will continually provide instruction and positive reinforcement to help all students adapt to the changes in expectations while ensuring punitive measures are not the methodology for compliance of healthy practices. The staff will model, teach and reinforce these new practices until they become an expected and accepted way of being at school.

***Social Distancing (Minimizing Exposure)***

Social distancing is a key tool in decreasing the spread of COVID-19. Current [recommendations from the CDC](#) and [NH DHHS](#) include maintaining a distance of no less than 6’ from those who do not live in your home. Scenarios 1 and 2 will require social distancing in various locations within and outside of the building including classrooms, gymnasium/cafeteria, hallways, school buses, restrooms, recess and transition times.

	<b>Scenario 1</b>	<b>Scenario 2</b>	<b>Scenario 3</b>
	<i>Students safely learn in school</i>	<i>Students safely learn in school and away from school</i>	<i>Students safely learn away from school</i>
<i>Social Distancing</i>	<p>Ensure social distancing at all times in school building and on school transportation.</p> <p>Social distancing of 6’ where feasible with 3’ minimum required.</p>	<p>Ensure social distancing at all times in school building and on school transportation.</p> <p>Limit density of people to approximately 50% capacity to ensure social distancing of at least 6’ apart.</p>	N/A

***Cohorts (Limiting Movement)***

Cohorts are a consistent group of students who stay together for the duration of the school day. Scenarios 1 and 2 can allow for different levels of cohorting at all grade levels.

	<b>Scenario 1</b>	<b>Scenario 2</b>	<b>Scenario 3</b>
	<i>Students safely learn in school</i>	<i>Students safely learn in school and away from school</i>	<i>Students safely learn away from school</i>
<i>Cohorts</i>	<p>Establish cohort groups according to the number of students who can occupy a classroom with appropriate social distancing.</p> <p>Staff members will travel to student groups rather than students travel to other classrooms when feasible.</p> <p>Students eat lunch in classrooms with a cohort group.</p> <p>Students have recess with a cohort group.</p>	<p>Establish cohort groups according to the number of students who can occupy a classroom with appropriate social distancing of six feet.</p> <p>Staff members will travel to student groups rather than students travel to other classrooms when feasible.</p> <p>Students eat lunch in classrooms with a cohort group.</p> <p>Students have recess with a cohort group.</p>	N/A

***Cloth Face Coverings/Hand Hygiene***

It is highly recommended that all educators and staff working with students wear cloth face coverings over their nose and mouth when 6 feet of social distancing is difficult to maintain. Staff may also wear face shields or use a plastic barrier for academic instruction as necessary. It is highly recommended that students in grades 2-8 will wear masks if 6’ distancing cannot be maintained (NH Grades K-12 Back to School Guidance). NH DHHS does not recommend certain populations of students wear masks or face coverings. These include: young children under age 2; anyone who has trouble breathing; students in which having cloth, ties, elastics etc. around their mouths and necks can pose choking or strangulation hazards, or may interfere with the functioning of certain medical equipment or assistive technology, such as hearing aids; and individuals who are more likely to play with the masks, adjust them or remove them without washing their hands after touching the masks, touching their face, etc. Proper face covering usage information will be shared with parents, staff, and teachers. Mask breaks will become part of the daily routine for students and staff.

Staff and students should practice frequent hand hygiene by washing hands often with soap and water for at least 20 seconds. When soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be utilized. The school district will require hand hygiene throughout the course of the school day. Sanitization stations will be available in all student and staff populated areas.

### ***Medically Compromised Students & Staff***

According to the Centers for Disease Control and NH DHHS individuals who are considered at [high risk for severe illness due to COVID-19](#) include people 65 years and older, those who live in long-term care facilities, people with chronic lung disease or moderate to severe asthma, those with serious heart disease, people who are immunocompromised, severely obese, have diabetes or some other underlying medical conditions, particularly if they are not well controlled.

Students/families who self-identify as high risk will have the option of an alternative learning arrangement such as 100% remote learning. Considerations of reasonable accommodations will be made for staff members who self-identify as high risk. The Hooksett School District will follow guidance regarding required medical documentation as determined by NH DHHS.

### ***Visitors***

Visitors access into the school will be limited to activities that cannot be done virtually for both Scenarios 1 and 2. Scenario 3 will restrict non-essential visitors. Adult visitors who may enter the building will be required to wear a mask and practice social distancing. As appropriate, parent/teacher conferences and other meetings may be held virtually. The volunteer programs at all Hooksett schools will be suspended until further notice.

### ***Response to Outbreak***

Students and staff who are ill must stay home from school and must be sent home if they become ill at school. Parents/guardians will be asked to screen students for symptoms and take their child's temperature before they leave home in the morning. Staff will be screened for symptoms upon arrival to work each day. [Students/staff who have been exposed to COVID-19 must follow CDC guidelines for returning to work/school.](#)

The Hooksett School District will follow the NH DHHS and CDC Guidance to determine if the school will be closed. The school will be disinfected according to CDC procedures.

### ***Students***

If students develop symptoms during the day, they will be isolated from others, monitored by the school nurse and parents/guardians will be contacted to safely transport them home. Parents/guardians of symptomatic students will be encouraged to seek medical advice/COVID-19 testing. Students may return to school when they are fever free without fever reducing medication for 72 hours and other symptoms are improving. Remote learning will be available for any student who may need to quarantine for any length of time.

## ***Staff***

If a staff member develops symptoms during the day, he/she will leave school after consultation with the building administration and school nurse. Symptomatic staff members will be encouraged to seek medical advice/COVID-19 testing. Staff members may return to work when they are fever free without using fever reducing medication for 72 hours and symptoms are improving.

## **FACILITIES AND SCHOOL OPERATIONS**

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### ***Cleaning/Disinfecting Protocols***

Routine cleaning and disinfecting of environments including classrooms, school buses, restrooms and hallways is important in combating the spread of COVID-19. Frequently touched surfaces such as doorknobs, playground equipment, and other shared objects will be disinfected at regular intervals throughout the school day.

### ***Signage***

All schools in the Hooksett School District will have [signs reminding students and staff of healthy practices](#) such as coughing/sneezing into your elbow, maintaining a 6' distance from others whenever possible, frequently sanitizing/washing hands for at least 20 seconds and staying home when sick. Each school will also have floor markers in hallways and classrooms as a reminder of where to stand or sit to maintain a safe distance from others.

### ***Food Service***

The Hooksett School District Nutrition Services strives to provide well-balanced, healthy, cost effective breakfast and lunch options for the Hooksett School District's students. The Hooksett School District Reentry Committee believes that the safest way to serve breakfast and lunch to students is to do so in their classrooms. This will eliminate the mixing of cohorts and the challenges involved in serving lunch through a more traditional lunch line.

Students will continue to have a choice of lunch options which will likely include a hot meal, sandwich or salad. The daily menu will specify daily options. For middle school students the breakfast options will be on a posted breakfast menu and need to be ordered by 1:00 pm for the next day. Elementary students will be assisted by their homeroom teachers in ordering lunch and breakfast. Food service personnel will prepare and deliver the pre-ordered breakfasts and lunches to classrooms each day. If there is a need for 100% remote learning, a bag lunch pick-up may be ordered for students who chose to use this service. Student accounts will be charged according to their lunch status of paid, reduced or free.

### ***Instructional Considerations to Address Gaps***

When the Hooksett School District transitioned to distance learning on March 16, 2020 schools focused on review of previously taught grade level topics. In April, Cawley Middle School utilized the Zoom platform to move forward in implementing the curriculum in all content areas. Class times were shortened; therefore, some standards that are typically addressed were not. K-5 students did not receive direct instruction for Science and Social Studies, but teachers offered optional activities. In K-5, Unified Arts (Art, Music, Physical Education, and Library Media) lessons were also created and made available to students, however, the participation was inconsistent. Teachers have identified learning gaps that were not addressed during remote instruction. Summer 2020 work will take this information into account when planning instructional units to start the school year.

NWEA MAP (Northwest Evaluation Association's Measures of Academic Progress) and the DIBELS (Dynamic Indicators of Basic Literacy Skills) are typically administered in the areas of mathematics and reading three times a year. These assessments will be administered the first week of school and will give educators a clearer picture of the learning gaps that exist for students entering the 2020-2021 school year.

The Hooksett School District's instructional priority of regular, purposeful, small group instruction will continue for the 2020-2021 school year. Instruction will be differentiated with the goal of catching students up who are behind and maintaining annual growth for all students.

### ***Online Learning/Training for Students/Families***

Remote learning preparations are a necessary component in all three plans. At any point in time, the Hooksett School District may need to close for a period of time which would necessitate all grade levels learning remotely. Scenario 3 involves all students engaged in 100% remote learning. The Hooksett School District's goal is to be prepared to maintain educational continuity no matter where students are learning.

The Hooksett School District will establish online routines that parallel classroom instruction and ensure these expectations are modeled in person with ample opportunity for students and parents to practice. Transition to and from online learning should be a seamless process for students and families moving forward. For this to occur, the district will develop clear and consistent expectations regarding participation, platforms for instruction and communication, record keeping for attendance, and assignment completion and grading.

## School Schedule

The guidelines regarding social distancing have the most significant impact on the school schedule. Scenario 1 will be the traditional school schedule at each school.

Scenario 2 the hybrid schedule will be as follows at each school.

At Cawley Middle School, fifty-percent of students will attend all classes on-site and fifty-percent of students will attend all classes remotely on alternating days. Students attending school remotely would be connected with live classroom instruction using Zoom video conference software. The delivery of remote instruction is subject to change due to the evolving nature of the pandemic. Teachers would rotate to the students rather than students rotating to different classrooms and teachers.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>In-School</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Alternating A and B</i>
<i>Remote</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	

At Hooksett Memorial School, fifty-percent of students will attend school on-site, and fifty-percent of students will attend school remotely on alternating days. Students attending school on-site will follow the regular academic schedule. Students attending school remotely will complete independent learning activities/assignments on a self-paced flexible schedule. Students will have access to teachers' video recordings to support at-home learning. Also, Unified Arts will be delivered in class to minimize students' transitions and exposure to others. Physical Education classes may be held outside following social distancing guidelines weather permitting.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>In-School</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Alternating A and B</i>
<i>Remote</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	

At Fred C. Underhill School, fifty-percent of students will attend school on-site, and fifty-percent of students will attend school remotely on alternating days. Students attending school on-site will follow the regular academic schedule. Students attending school remotely will complete independent learning activities/assignments on a self-paced flexible schedule. Students will have access to teachers' video recordings to support at-home learning. Also, Unified Arts will be delivered in class to minimize students' transitions and exposure to others. Physical Education classes may be held outside following social distancing guidelines weather permitting.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>In-School</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Alternating A and B</i>
<i>Remote</i>	<i>Group B</i>	<i>Group A</i>	<i>Group B</i>	<i>Group A</i>	

	<i>Grades K-2</i>	<i>Grades 3-5</i>	<i>Grades 6-8</i>
<i>Return to School Scenario 1</i>	<i>8:30 am - 3:30 pm</i>	<i>8:30 am - 3:30 pm</i>	<i>7:40 am – 2:40 pm</i>
<i>Return to School Scenario 2</i>	<p><b>On-Site</b> <i>Regular Schedule</i> <i>8:30 am - 3:30 pm</i></p> <p><i>Students rotate every other day for in school instruction and remote instruction</i></p>	<p><b>On-Site</b> <i>Regular Schedule</i> <i>8:30 am - 3:30 pm</i></p> <p><i>Students rotate every other day for in school instruction and remote instruction</i></p>	<p><i>7:40 am – 2:40 pm</i></p> <p><i>Remote and In-Person</i></p> <p><i>Students rotate every other day for in school instruction and remote instruction</i></p>
<i>Return to School Scenario 3</i>	<p><i>8:30 am - 2:00 pm</i></p> <p><i>Required Scheduled Classes</i></p> <p><i>Office Hours through Zoom</i> <i>2:00 - 3:30 pm</i></p>	<p><i>8:30 am - 2:00 pm</i></p> <p><i>Required Scheduled Classes</i></p> <p><i>Office Hours through Zoom</i> <i>2:00 - 3:30 pm</i></p>	<p><i>8:20 am – 1:45 pm</i></p> <p><i>Required Scheduled Classes</i></p> <p><i>Office Hours through Zoom</i></p> <p><i>7:50 - 8:20 am &amp; 1:25 pm - 2:40 pm</i></p>

**Sports and Extracurricular Activities**

Student-athletes will follow the NHIAA and Tri-County Middle School League’s directions and recommendations for participation in athletics. This could evolve based on the scenarios of reopening from limiting the number of participants during practice sessions with no games, to full practices and games. Extra-curricular clubs will occur in Scenarios 1 and 2 following the guidelines from the NH DHHS regarding the amount of people allowed in a gathering. There will be no sports or extracurricular activities in Scenario 3.

**Social Health of Students/Staff**

The COVID-19 pandemic has directly or indirectly affected all students and staff members. Students have been isolated from friends, extended family and other trusted adults. Some have experienced additional stress due to family financial and/or health concerns. It is important to understand these experiences because they can affect a student’s attention, decision-making ability, how they learn, and how they respond overall as they return to school. Staff members have also been isolated from others, experienced a highly stressful transition to remote teaching, and may have financial and/or health concerns in their own families.

In order to successfully transition staff back to teaching within a school environment that looks different than when they left, schools will need to provide time and support for addressing the new expectations and practices. Students will need support in the form of reteaching interpersonal skills and learning new

expectations. The Hooksett schools will continually provide instruction and positive reinforcement to help all students adapt to the changes while ensuring punitive measures are not the methodology for compliance of healthy practices.

Prioritizing the social aspects of the transition back to school will lead to better outcomes academically, fewer behavioral problems, and reduced emotional distress.

### ***School Calendar***

At the present time, teachers are scheduled to return three days prior to student arrival to ready their classrooms, develop lesson plans, coordinate schedules with interventionists and participate in professional learning workshops. The feasibility of adding additional days for teacher training at the start of the school year is currently being explored.

### **Staff Preparedness/Training**

Staff members will require training in a variety of new school-wide protocols and procedures, a new learning management system, a new reading program at the elementary school and at the middle school teachers will need time to practice teaching remotely and in person simultaneously. Teachers will need to determine individual classroom routines and prepare to model these routines both in person and online. Teachers will need to prepare lessons/units to address academic gaps and ways for students to engage with one another while adhering to new social expectations.

## **TRANSPORTATION**

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The Hooksett Reentry Committee is working closely with Student Transportation of America in planning for the transport of students. Other transportation services are provided by Durham School Services and various contracted service providers. Based on the most recent guidance from the [The New Hampshire Department of Education](#), transportation should not be an issue regardless of the scenario. We highly recommend students wear masks while on the school bus. Families are encouraged to provide transportation to school if they are able to do so. This will help decrease the number of contacts a student has in the course of a day.

### ***Cleaning/Disinfecting Protocols***

School bus surfaces will be routinely cleaned and disinfected between runs with particular attention given to seat backs and handrails.

## **COMMUNICATION PLAN**

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### ***School Board***

This plan will be emailed to the Hooksett School board no less than three days before the July 21, 2020 Hooksett School Board meeting. The plan will be presented at the July 21 meeting with ample

opportunity for discussion. Necessary modifications due to changes in guidance or other grounds will be communicated via email to the board with opportunity for discussion at a subsequent HSB meeting.

### ***Faculty/Staff***

This plan will be emailed to the Hooksett School District's staff members no less than two days before the July 21, 2020 Hooksett School Board meeting. Necessary modifications due to changes in guidance or other grounds will be communicated via email. Once the plan is finalized by the Hooksett School Board it will be emailed to all staff.

### ***Parents and Community***

This plan will be emailed to the Hooksett School District's K-8 parents no less than one day prior to the July 21, 2020 Hooksett School Board meeting. The plan will also be posted on all of the school's websites, Facebook and Twitter. Principals at each school will send out periodic updates regarding the reopening of school throughout the rest of the summer.

## **CONCLUSION**

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The Hooksett Reentry Committee understands that there may be changes in guidance as we move through the summer into the fall and beyond. It is important to note that the plans and ideas outlined in this document represent the committee's best thinking based on the information that was available while writing this document. The Reentry Committee is prepared to make any changes necessary to meet future guidance and recommendations. As the challenges related to the COVID-19 pandemic continue, the educational professionals are preparing to provide the best possible care, connection, and continuity of learning to the students and families in Hooksett.

## APPENDIX A: PARENT SURVEY FEEDBACK

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On June 23, 2020 the Hooksett School District along with other districts who send students to Pinkerton Academy sent a survey to parents to gather preliminary information about their plans and thoughts for their child(ren) attending school in the fall. The following are the Hooksett results that pertain to K-8 students.

Attending	Pre-K	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
Yes	21	40	77	81	82	90	80	106	109	101	787
No	2	6	7	11	8	7	19	13	14	15	102
Total	23	46	84	92	90	97	99	119	123	116	889
%	91.3%	87.0%	91.7%	88.0%	91.1%	92.8%	80.8%	89.1%	88.6%	87.1%	88.5%

Please click on the link to view the [Parent Responses to Survey Questions](#)