



Mason Elementary Reopening Guidelines for Families

2020-2021 School Year

Educational Choice Model

Mason Elementary School will be opening the 2020-2021 school year with an Educational Choice Model. The ECM plan was developed to ensure that the majority of the student body would be instructed by Mason Elementary staff. This model will allow students to receive two days of in person instruction, two days of virtual instruction, and one day of remote learning.

In order for this plan to be executed, a team teaching approach will need to occur. Students and staff will be placed in one of four cohorts; preschool, kindergarten/first grade, second/third grade, or fourth/fifth grade. This team approach will create an opportunity for students to receive the same educational instruction in person and virtually by allowing the teachers to focus on one or two subject areas to teach twice a day; once in person and once online. Half the cohort will come in on Monday and Tuesday and the other half will come in on Thursday and Friday. This will leave the building empty of students on Wednesday to allow for a deep cleaning and remote learning.

This model will be re-evaluated every 8 weeks and may change according to the spread of the virus within the Mason community.

This model will:

- Minimize the number of students in the building, allowing for a daily structure that will benefit the social emotional needs of our students by not confining them to their classroom all day and decreasing the time needed to wear masks
- Create a seamless transition to remote learning in case of closure due to COVID-19
- Allow for instruction to still occur and be delivered for students and staff who need to be quarantined or absent for an extended period of time
- Give an opportunity for parents to choose remote or hybrid and have their child still receive the same instruction as their child's peers
- Reduce the number of students on buses
- Ensure the safest protocols can be taken in a layering effect to reduce the transmission of COVID-19
- Give students four days of live instruction; two in person and two virtually

School Days

Monday	Tuesday	Wednesday	Thursday	Friday
Group A in building	Group A in building	Remote Whole School/ Make-Up Day with Cleaning/Prep Day	Group B in building	Group B in building

*There will be school on September 4th & September 8th

Staffing Model

Grade	PK	K	K/1	1	2/3	4/5
Cohort Color	Gray	White	White	White	Black	Blue
Teacher	Mrs. Terrill	Miss Sue	Mrs. DiFolco	Mrs. Mann	Mrs. Ringer Mrs. Phillips	Mrs. Hooper Ms. Leel
Para Support	Mrs. Sirois	Mrs. Brock	Mrs. Sirois	Mrs. Jewell	Mrs. C	Mrs. Viglione

*Cohort colors are based on the school colors. Students will have lanyards to attach to their mask as well as a towel to sit on outside during lunch or outdoor instruction time. The lanyards and towels will be colored by cohort to help identify lost items.

Anchoring Adults

Every student will have an anchoring adult. This anchor adult will most likely be their original grade level teacher. This anchor will monitor the learner's social/emotional well-being as instructional environments shift, and will also serve as the primary point of contact to parents/guardians for concerns - especially in remote learning environments.

Overview of Precautions for Minimizing Transmission of Covid-19

- Everyone in the school building will walk the same direction around the building to help with airflow
- Each cohort will have their own entrance and exit to the building as well as bathroom
- Student desks will be placed a minimum of 6 feet apart
- Masks will be worn by students and staff in the hallway and when social distance can not occur
- Daily cleaning of the building with a deep cleaning on Wednesday will occur. Cleaning will consist daily of; desks, chairs, doorknobs, hand railings, floors, faucets, and bathrooms
- Staggered times for specials, lunch, and recess for less foot traffic in the hallway and cleaning of tables and faucets between cohorts
- Every cohort will have a handwashing schedule that is specific to their needs
- Students and staff must wash their hands or sanitize every time they enter or leave a room as well as entering and leaving the building
- Air ventilation throughout the building
- Increase the use of outside learning as much as possible
- Screening of students will take place at home by their parent/guardian
- Staff screening will be conducted upon entrance to the school building
- Signage will be placed throughout the building

**Social Distance in the handbook is defined as 6 feet apart*

**Detailed precautions can be found at the back of the handbook*

Student Screening

At this time we are asking parents/guardians to screen their children daily before having them board the school bus or before dropping them off at school. This screening process must be taken seriously! We need to depend on parents/guardians to do their part in keeping the students and staff safe.

Screening Tool

1. Does your child have any symptoms of COVID-19?
 - Fever of 100.4 or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Nasal congestion or runny nose
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of smell or taste
 - Nausea or vomiting
 - diarrhea
2. Has your child had close contact with someone who has a suspected or confirmed case of COVID-19 in the prior 14 days?
3. Has your child traveled in the prior 14 days outside of New England (outside of NH, MA, VT, RI, CT, ME)?

If you answered yes to any of these questions your child must not come to school for 14 days. If your child had any of the above symptoms please contact your PCP for guidance.

Specials Schedule

Time	Cohort
9:30-10:15	4/5
10:45-11:15	Curriculum Development for Remote Learners
11:15-12:00	2/3
1:15-2:00	1
2:30-3:15	K

Monday	Tuesday	Wednesday	Thursday	Friday
PE	Art	X	PE	Music

*Art & Music will be alternating days. See colored schedule below.

Students should wash their hands before entering and leaving the specials classroom

	M	T	W	TH	F
AUGUST					
	24	25	26	27	28
	31				
SEPTEMBER		1	2	3	4
PE	7	8	9	10	11
Music	14	15	16	17	18
Art	21	22	23	24	25
	28	29	30		
OCTOBER				1	2
PE	5	6	7	8	9
Music	12	13	14	15	16
Art	19	20	21	22	23
	26	27	28	29	30

Lunch & Recess Schedule

Gives 10 minutes to clean cafeteria, ends lunch at 1:00

	K	1	2/3	4/5
12:00-12:25	Lunch (Cafe)			Recess
12:10-12:35		Recess	Lunch (Courtyard/ Classroom)	
12:25-12:50	Recess			Lunch (Gazebo/ Classroom)
12:35-1:00		Lunch (Cafe)	Recess	

Students will wear their mask to lunch and can take them off once they are at their designated spots at the lunch tables. They will put their mask on for dismissal.

Students will wait in the hallway on social distance squares and will enter the cafeteria 1 by 1 to wash their hands. Students who are getting school lunch will wash their hands first. Once they have washed their hands they will stand in line on a social distance square to wait for their school lunch. Students will sit on chairs at the lunch tables. Chairs will be placed 6 feet apart. Students who eat in the courtyard will sit on their beach towel that will be 6 feet from their peers or at a picnic table. Depending on weather, students will eat in their classroom if outdoor seating is not available.

Lunch trays will be disposable and can be thrown out everyday. There should not be any materials returning to the kitchen.

Recess

Students in preschool-grade 5 can leave their masks in the classroom and will be monitored as they walk out to recess to ensure social distance occurs.

All paraprofessionals will be on recess duty from 12:00-1:00 and will be located at five different locations throughout the playground and field. Students will be able to have a mask free recess as long as they stay 6 feet apart. There will be a list of suggestions for field activities that will include a 6 foot distance for students to play.

If they need to go to the bathroom or nurse, they need to use one of the masks in the emergency recess backpack.

When it is time to line up, students can stand on social distance squares on the pavement.

Entering & Exiting for Recess

K	Door in Kindergarten Classroom
1	Door between 1st & 2nd Grade
2/3	Side door near Administration Office
4/5	Exit: Back door near the Art room, go through back gate Enter: Recess door

Recess Locations

	Monday	Tuesday	Wednesday	Thursday	Friday
K & 4/5	Playground	Field	X	Playground	Field
1 & 2/3	Field	Playground	X	Field	Playground

Entering the Building at the Beginning of the Day

Car Riders

Car riders will be dropped off in front of the school where they will be greeted by Mrs. Kivela and Miss Heidi. Students will walk in one direction around the building until they arrive at their classroom. They will need to wear a mask in the hallway until they are in their classroom at their desk. They will sanitize their hands as they enter the school building doors.

Preschoolers will be dropped off in front of the school where they will be greeted by Mrs. Terrill and stand on their social distance square in front of the school. Once all preschoolers have arrived, Mrs. Terrill will walk them to class. They will need to wear a mask in the hallway until they are in their classroom at their desk. They will sanitize their hands as they enter the school building doors.

Bus Riders

Students will be dropped off in the staff parking lot where they will be greeted by Mrs. O'Mara and Mrs. Plourde.

A staff member from each cohort will be waiting outside their designated doors to give students sanitizer and guide them in the correct direction by holding a cohort sign.

Grade	Door
Kindergarten	Kindergarten Outside Door
1	Door Between 1st/2nd
2/3	Side Door Near Administration
4/5	Recess Door

Once students have arrived at the classroom, they will need to wait in the hallway on a social distance square and enter one at a time.

Exiting the Building at the End of the Day

Students will sanitize their hands before dismissal and wear masks throughout the dismissal period.

Car Riders

Car riders will be brought to the front of the building by a staff cohort member. Students will wait on a social distance square while waiting to be dismissed by Miss Heidi and Nurse Carrier.

Bus Riders

Bus riders will be dismissed out their designated doors and brought out to the buses that are in the staff parking lot.

Grade	Door
Kindergarten	Kindergarten Outside Door
1	Door Between 1st/2nd
2/3	Side Door Near Administration
4/5	Recess Door

**to avoid too much clutter in the hall, 2/3 will be able to exit through their cohort designated door and go opposite of foot traffic.*

Breakfast

Breakfast will be Grab & Go. Once students have dropped off their belongings and sanitized their hands in the classroom, they will walk in the correct direction around the building to the cafeteria. They will need to wear their mask while getting their breakfast and walking around the building. They will grab their breakfast and bring it back to the classroom.

Classroom Setup

Desks should be in rows, facing the same direction. Desks need to be 6 feet apart.

Hooks in the classroom that are used for coats and backpacks should alternate between students, leaving some space between each student.

Students should have their own individual supplies. These materials should be stored in a designated area of the room when students are not in school. No supplies should be brought from home.

All desks should be cleared at the end of the day along with not stacking chairs in order for them to be cleaned daily.

Hand sanitizer should be placed near the door of the classroom for immediate use upon entering the room. Use of sanitizer should be supervised by an adult.

Classroom Seating Charts (along with Bus Seating Charts) **must be submitted to Mrs. Kivela and Nurse Carrier. This will help NH DHHS when analyzing and reporting contact tracing.

Masks

Staff and students are required to wear masks when traveling throughout the building. They are also required to wear masks when they can not be 6 feet from other students and staff members. Staff members and students can wear masks all day if they would like to.

Students need to wear masks when they can not be 6 feet apart except for traveling to and from recess and during recess. They will be monitored for social distancing during those times.

Students and staff members should wash or sanitize their hands prior to putting on their mask.

Students will be given a lanyard to attach to their mask so they do not misplace their mask. The lanyard should be left at school every day.

Students must wear masks when riding the school bus.

Please teach your children about proper mask wearing and removal. Here is a link about mask wearing: [CDC Face Masks](#)

Student Sickness/Quarantine

If a student needs to quarantine or be out sick for an extended period of time, they can access their education through virtual learning.

Health Protocols

Students

Before coming to school and/or getting on the bus:

Families should assess their child's state of wellness before leaving home for school. The district will be providing families with a checklist of symptoms and risk factors screening quest

If the student has any symptoms of COVID-19, they should not attend school. The family should notify the school nurse that the child will be absent and the reason for the absence. The school nurse will follow-up with the family regarding the child's symptoms, whether the child was seen by a medical professional and any testing that was done. The child can return to school once cleared by the school nurse and/or their PCP.

It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses.

To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

These symptoms include:

- Fever of 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI Symptoms: Nausea, vomiting, diarrhea and/or abdominal pain

If a child becomes ill at school, the child will be taken to the nurse. The nurse will assess whether or not the child will need to be isolated. The school building will provide an area for students to be isolated with visual supervision. Families will be notified and the child will

need to be picked up. The nurse will walk the student outside to the parent who will be waiting to pick up the student.

Staff

Any staff member exhibiting COVID-19-like symptoms are required to stay home, and should not come to school if they become ill with COVID-19 symptoms, test positive for COVID19, or have been exposed to someone with COVID-19 symptoms, or a confirmed or suspected case.

They will be allowed to return to school once there has been further evaluation and/or clearance from their PCP.

Staff and Students

On July 22nd, a NH DHHS Health Alert titled Coronavirus Disease 2019 (COVID-19) Outbreak, Update # 19 was released. The Update #19 modifies the timeframe for staying out of school for mild to moderate illness and severe to critical illness.

Students and sick staff members should not return to school until they have met the criteria established by the NHDHHS. Students and staff will check with their school nurse prior to returning as well.

Students who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing or seek testing through their local testing center. Students will be allowed to return to school based on further evaluation and clearance from their health care provider. Students who become ill while at school will be sent home immediately.

- If a student/staff member has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever reducing medicines and have had no symptoms for 24 hours
- If a student/staff is symptomatic and confirm COVID-19 they should stay at home
 1. until at least 10 days have passed since symptoms first appeared **AND**
 2. At least 24 hours have passed since last fever (off fever reducing meds), **AND**
 3. Symptoms have improved
- If a student/staff is symptomatic but refuses testing for COVID-19 following the same guidelines as if confirmed with COVID-19

- If a student/staff is asymptomatic but tests positive they must remain out of school for 10 days assuming the person remains asymptomatic, if person develops symptoms see above
- If a student has been diagnosed with COVID-19 either by a confirmed test or by a medical professional, their siblings must remain out of school for 14 days. Siblings of students with suspected COVID-19 should quarantine while waiting for test results
- If a student/staff member has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure assuming they remain asymptomatic - **YOU CAN NOT "TEST OUT" OF QUARANTINE**
- After traveling outside of New England (NH, VT, ME, MA, CT, RI), students/staff must quarantine for 14 days (from the last day of travel).

**These guidelines continue to change but as of now this is most recent information we have

School Closing due to COVID-19

If Mason Elementary School has a positive case of COVID-19, the CDC will be contacted and will guide the school on the decision of closing the school or specific school community members needing to quarantine.

Curriculum

Cohort Schedule

Each cohort will develop an in person schedule and a virtual learning schedule. Those schedules will be specific to each cohort.

Virtual Learning

Mason Elementary will be using Google Classroom as the main platform to export digital curriculum as well as Google Meet to fulfill live instruction. Teachers can have access to message students through email, Google Hangouts, or through Google Classroom.

Students in kindergarten through 5th grade will have access to a chromebook. Students will each be sent home with a whiteboard marker, whiteboard, and chromebook case.

Virtual learning days will have structured schedules with set times for attendance. Virtual learning days can be a mix of digital and paper work. The virtual instruction should mirror the instruction being presented during in person learning.

Virtual Learning Attendance

Teachers will take attendance of students for virtual learning. Students should be noted as attending, attending partially, or absent.

If a remote/virtual learner can not attend class, parents need to notify the front office.

Remote Wednesdays

Wednesdays will be designated to remote learning. This will be a day where students will be independently working on assignments given by the teacher through Google Classroom or paperwork sent home. Attendance will be taken on Wednesdays. Attendance can be taken by requiring a set class meeting through Google Meet, running small groups virtually, a quick message on Google Hangouts, or having a digital form for students to fill out. Students are not required to log on at specific times for instructional time unless it is requested by the cohort teachers for a class meeting, small groups, or 1:1 instruction. The necessity for these will be determined and scheduled by the cohort teacher.

All Remote Learners

Students who have opted to receive education through the Mason Elementary All Remote option are asked to meet with their anchor adult and cohort teachers on Wednesday, September 2, 2020. This will be a designated time to review virtual expectations and send home any curriculum and supplies. I

Grades

All students enrolled at Mason Elementary School through the ECM plan will receive grades.

Data Collection

To better educate the students and meet their needs, data collection at the beginning of the year will take place within the first month of school in case of an immediate closure. Reading Dibels, DRA, Sight Words, and Math Dibels will be proctored by cohort teachers

and paraprofessionals at their convenience. NWEA assessments will occur for grades 1-5 starting the week of September 14.

State Assessment

Students in grades 4 and 5 will complete a shorter version of the New Hampshire State Assessment by October 31st, 2020

Communication & Re-evaluation

Re-evaluation of the plan will occur every 6-8 weeks. A change in the model may occur at this time.

After the first trimester, parents will recommit to their child's learning plan for the second trimester. Adjustments to the model and class lists may need to be made.

Frequently Asked Questions

What type of masks/face covering should my child wear?

Any type they are comfortable with. Masks with exhaust valves are NOT ok to use. We do have surgical masks and cloth face coverings we can provide for students who forget theirs or don't have their own. Please reach out to Nurse Carrier dcarrier@sau89.org if you need help with masks.

Will there be field trips? After school clubs?

At this time there will be no field trips scheduled this year nor will we invite outside people into the building for assemblies. We will not have any after school clubs or programs at this time. Hopefully we will be able to offer after school activities as the year progresses.

Will my child need to bring school supplies into school?

No, we will supply the students with everything they need at school. All they should be bringing is their backpack, lunch box, masks, and their chromebooks. We also ask that they don't bring toys from home as they will not be able to use them at school. We suggest that you buy supplies for your children to use at home (pencils, scissors, markers, crayons, notebooks, loose leaf paper, headphones, a mouse to attach to their chromebook (if they choose), your child's teacher may provide you with more information on supplies needed.



Does my child need to have their own device?

No, all students in grades K-5 will be provided with a Chromebook from the school that they can use to access their virtual learning. Please remember this is a school device and they should only be using the device for school assignments. Please teach your children about internet safety. Make sure you are monitoring how they are using the device.

What if my child receives Special Education services? Title I?

All students with IEPs will have a team meeting by September 30th to make a plan on how their IEP will be implemented.

We are planning to still provide Title I reading and math support for students that qualify. If your child received services last school year they will automatically start services in September. After all the beginning of the year assessments are completed this year's students will be selected. Parents will be notified if their child qualifies for Title I services for the 20-21 school year and permission will need to be given before services start.

Detailed Precautions

Component	Subcategory	Preschool-Grade 5
Healthy Classrooms	Face Coverings <ul style="list-style-type: none"> • Bus • Hallway • Classrooms 	Masks are recommended at all times and are required when social distancing is not possible (i.e. bus, hallways, bathrooms). When students are seated at their desks working independently, masks are not required.
	Hand Hygiene	Students and staff are expected to wash hands frequently and use hand sanitizer if washing hands is not possible.
	Physical/Social Distancing	Keep three to six feet between individuals, as much as possible, for as long as possible. Traffic patterns and seating arrangements created throughout the school to accommodate physical distancing guidelines.
	Disinfecting Objects	Shared supplies will be limited. Materials, surfaces, and supplies used by multiple students will be disinfected between classes.
Healthy Buildings	Air Ventilation	Monitored by Maintenance
	Physical Barriers	Utilize plexiglass shielding in select areas with fixed interactions (i.e main office reception).
	No Contact Infrastructure	Water fountain spouts will not be in use. Touchless water bottle filling stations will be available. Students and staff are expected to bring personal containers for hydration.
	Surface Cleaning	Frequent daily cleaning of high touch, shared surfaces (i.e. bathrooms, door knobs, handrails)
Healthy Policies	Culture	Ongoing training, messaging and assessing of safe and healthy practices.
	Response Team	School nurse is the point of contact. Utilization of the State of NH recommendations.
	Illness	Per CDC guidelines use of established protocol for health screenings for students, staff members, and visitors prior to entering the buildings. If the individual does not pass the screening, they should not enter the bus and/or building. Parents are asked to keep their child(ren) home whenever the student does not feel well or displays symptoms of COVID-19 or when it is known that the student has been in close contact with a known COVID-19 infected individual. Nurse will evaluate students who report to their offices.

	Remote Learning	<p>Provide necessary supplies and support systems to continue education for students staying home.</p> <p>Provide student, teacher, and parent resources to promote best practices in remote instruction/learning.</p>
	De-densify School Building	<p>School will operate on an alternating schedule in order to accommodate approximately 50% capacity.</p> <p>PreK-5 students will be scheduled by last name unless a request was made</p> <p>Limit parent/visitor access for drop off and early dismissal to office area only with face covering.</p> <p>No parent volunteers within the building.</p> <p>Whenever possible, hold meetings and conferences remotely.</p> <p>School buildings will not be used by outside groups.</p> <p>Planning will be done on an individual basis to accommodate and keep safe high-risk members of the school community.</p>
Healthy Schedules	Transitions	Arrival, dismissal, and class transition traffic will be modified in order to accommodate social distancing guidelines.
	Lunch	Social distancing provided in the cafeteria (2 students/table).
	Transportation	<p>Reduce the number of students in each school bus to allow for physical distancing.</p> <p>Masks required to be worn while riding the bus.</p> <p>Open all windows on the bus, when possible.</p>
	Attendance	Parents/Guardians to call in absence on both in-school and virtual learning days.
Healthy Activities	Recess	<p>Wash or sanitize hands before and after recess.</p> <p>Provide training for those providing recess supervision in order to reduce COVID-19 high-risk behaviors.</p> <p>Stagger recess times and separate cohorts by schoolyard area.</p>
	Physical Education	<p>Modify physical activities to limit the amount of shared equipment and close contact.</p> <p>Choose activities that limit close contact over those with a high degree of personal interaction.</p>

