

# **Pelham Memorial School**

## **Reopening Guide for Families**

*Updated January 2021*



*“Inspiring Success One Mind at a Time”*

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**PMS Daily In-School Schedule -**

***Please note, these schedules will not change week to week as in the past. Early Release and Delayed Opening Schedules can be found in the student handbook.***

**6<sup>th</sup> Grade**

7:25-7:50	7:50-8:35	8:40 - 9:25	9:30-10:15	10:20-10:45	10:55-11:25	11:25-11:50	11:55-12:35	12:35-1:15	1:20-2:00	2:00-2:15
Arrival	A	B	C	LIT	Lunch	WIN	D	UA	UA	Dismissal

**7<sup>th</sup> Grade**

7:25-7:50	7:50-8:35	8:40 - 9:25	9:25-10:05	10:10-10:50	10:55-11:20	11:25-11:55	12:00-12:25	12:30-1:15	1:20-2:00	2:00-2:15
Arrival	A	B	UA	UA	WIN	Lunch	LIT	C	D	dismissal

**8<sup>th</sup> Grade**

7:25-7:50	7:50-8:30	8:35 - 9:15	9:20 - 10:05	10:10-10:55	11:00-11:25	11:30-11:55	12:00-12:30	12:30-1:15	1:20-2:00	2:00 - 2:15
Arrival	UA	UA	A	B	WIN	LIT	Lunch	C	D	Dismissal

**Unified Arts**

7:25-7:50	7:50-8:30	8:35 - 9:15	9:25-10:05	10:10-10:50	10:55-11:25	11:25-11:50	12:00-12:30	12:35-1:15	1:20-2:00	2:00 - 2:15
Arrival	8th UA	8th UA	7th UA	7th UA	xxxxx	xxxxx	xxxxx	6th UA	6th UA	Dismissal

## **Self screening prior to coming to school**

Before entering the school, everyone will be required to complete a self screening.

- Self Screening Questions
  - Have you been in close contact with a confirmed case of COVID-19?
  - Have you had a fever or felt feverish in the last 72 hours?
  - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
  - Are you experiencing any new muscle aches or chills?
  - Have you experienced any new change in your sense of taste or smell?
  - Is your temperature at or above 100.0 Fahrenheit?
- Those not screened, who answer yes to any screening question, or have a fever at or above 100.0 will not be allowed to enter the school and sent home.
- Students who are unable to return home on their own will be kept in a space separate from the nurse's main office until they can be brought home by a parent or guardian. This process will be directed by the school nurse.
- Visitors are discouraged.

## **Travel**

*(Updated on January 11, 2021)*

During the pandemic, we ask families and staff to strongly consider forgoing travel. Families and staff need to self-quarantine for 14 days following the last date of any high risk travel (or 10 days if the traveler can strictly adhere to COVID-19 mitigation measures of physical distancing, avoiding social gatherings, wearing a face mask, practicing frequent hand hygiene, etc.). High risk travel includes travel internationally (including to/from Canada); on a cruise ship; or domestically outside of the New England states of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island for nonessential purposes. [The full NH DHHS Guidelines for Travel can be found here.](#)

## **Travel in the Building**

This year each side of the hallway will be designated as **ONE WAY**. This includes stairs. Whenever possible, all traffic will flow in the same direction. The hallways and stairways will have proper indicators and signs that will need to be followed. Students will be provided tours with classroom teachers and administrative team members during the first days of school.

## **Physical Distancing** *(a term we are using instead of social distancing)*

- Whenever possible, students and staff will maintain six feet of separation, three feet of separation with face coverings.

- When transitions are necessary, students will maintain a single direction flow where possible.

### **Heat Days**

Hot weather will have a more significant impact on the schools given the universal precautions being taken. This includes mask wearing and the elimination of fans. As a result, the Superintendent will consider “Heat Days” similar to “Snow Days.” The decision making process will include predicted outside temperature, inside air temperature and humidity as well as other conditions. Families will be notified using the same procedure as snow days.

### **Arrival procedures - Entrances**

Students will be entering through **1** door at a staggered pace, monitored by an adult to ensure physical distancing . Please stay to the right and maintain physical distancing.

- Students in the modular classrooms will enter their rooms at drop off in the morning
- All staff will enter through main entrance in front of the building

### **Dismissal procedures**

There will be a staggered dismissal. Students will exit the building in a timely manner. Car pick-up will be dismissed first followed by walkers. Bus riders will be dismissed by bus number as those buses arrive. Car pick up students will be assigned a number - this number must be made visible through the windshield of the car. Students riding in cars will remain in their classrooms and be dismissed when they hear their number called over the intercom.

### **Bus Transportation**

Buses are limited to those who requested the bus in the family choice survey from October 30. Buses are limited to one student per seat, which translates to 24 to 26 students. We ask families to consider driving instead. Students in the same family will sit together. Families will be required to self-screen including taking temperature prior to getting on the school bus. With rare exception, students will be required to wear face coverings on buses. Windows will be open as weather allows. Students load from back to front and unload from front to back to provide additional physical distancing. The district will not allow for changes to student routes for play dates.

### **Lunches**

School menus will be posted two weeks in advance. Lunch will need to be ordered online prior to the school day. Students will have limited choice with the meal offering. The

2020-2021 Free/Reduced Lunch Application will be available on the website. Kelly Rambeau, Director of Food Services and Nutrition, will be sending out information for students and families that have chosen the remote option and are part of our P.R.O. team with information about lunches. She can be reached at [krambeau@pelhamsd.org](mailto:krambeau@pelhamsd.org) . ***Please refer to Appendix C for a detailed description of the food services process.***

### **Special education**

Families who have chosen the remote option will be contacted by their child's case manager to plan service delivery, which can be remote or face to face. If you have any questions contact our Assistant Principal, Katrina Mackey at [kmackey@pelhamsd.org](mailto:kmackey@pelhamsd.org)

### **Classroom environment**

Each student will be assigned to a classroom/learning space. Desks will be placed to support physical distancing. Each classroom has been measured and maximum capacity has been established based on physical distancing guidelines. There will be permanent assigned seats that will allow for tracking if necessary. (see diagram - Appendix B) Students will be asked to periodically clean their areas with the appropriate and available materials. Students will use the nearest bathroom and teachers will keep an accurate log for tracking purposes.

### **Remote Learning Expectations**

- Students will receive remote instruction using Google Classroom from a team of teachers assigned to remote instruction.
- Students will follow the same schedule as in-person learning and will be expected to log into a google meet for each class.
- Students in the remote environment will receive both direct instruction and independent work.
- We will follow these [Remote teacher expectations](#)
- The school district will offer both live and virtual training sessions on Google Classroom for parents.
- We expect students during these sessions to:
  - Show up to their meetings on time
  - Find a quiet place free from distractions, siblings, pets, TV, etc.
  - Dress appropriately for the live learning session
  - We need to be respectful of everyone involved in remote learning and make sure it is a trustworthy learning environment. Taking pictures and/or recording online teaching sessions without disclosing this to others in the remote classroom is not appropriate. in New Hampshire it is illegal to record a conversation or discussion without others agreeing to be

recorded. Students who violate this rule will be subject to disciplinary measures and, if appropriate, concerns will be referred to law enforcement.

### **Textbooks and materials**

Remote Learning students will be asked to come in prior to the school year beginning to pick up all materials and textbooks. In person students will not be allowed to leave textbooks in the classroom. Courses that require tools and other materials will provide individual kits to each student when possible.

### **Lockers**

Lockers will not be used in the 2020-2021 school year. This includes the locker rooms. Coaches will communicate with students/athletes.

### **Handwashing Procedures**

Staff and students will incorporate multiple daily hand washing/sanitizing routines whenever possible. Hand washing/sanitizing upon entry, before lunch, and after lunch.

### **Face Covering Expectation**

Anyone entering and moving through the school is required to wear a face covering. Exceptions will be rare and based on specific required accommodations needed for students and staff.

- Students in grades 2 through 12 are required to wear face coverings.
- Teachers will build in breaks and outdoor time, as needed.
- The district will provide five cloth face coverings to all staff and students at the start of the school year. For situations where face coverings are not viable, the district will provide additional appropriate personal protective equipment (PPE).
- Students who do not comply with the expectations for face coverings will be removed from the classroom or hall for safety reasons. Those students will meet with administration. Administration will follow the discipline code outlined in the Student Handbook. The level of infraction will determine the consequence. As always, students will be dealt with on an individual basis.

### **Positive/Suspected COVID Cases**

We recognize there will be times when students or staff members show symptoms of a possible COVID case while at school. In such a case, we will follow these steps:

1. We will immediately refer them to the school nurse.

2. The school nurse will keep them in the separate COVID-related area until they can go home.
3. They will be directed to see their health care provider and to self-isolate at home.
4. Any person with suspected or confirmed COVID-19 should be reported immediately to New Hampshire Public Health.
5. The nurse will consult with the Pelham public health official and the Superintendent to determine next steps. If the student or staff member is determined to have COVID-19, *the district community will be notified through an email from the superintendent and the classrooms and spaces will be closed for up to three days to allow for cleaning.*
6. If public health investigation determines any students or staff to have been “close contacts” (as defined for purposes of public health investigation) with a person who was diagnosed with COVID-19, or otherwise identifies students or staff to be at risk for exposure, they will be required to quarantine for 14 days.
7. If any students and staff are isolated or quarantined, they will switch to remote learning for that time. *For individual cases this means keeping up with their courses through Google Classroom while quarantined.*
8. The student or staff member with possible COVID can return to school only after appropriate documentation from a health care provider that symptom-based criteria have been met to discontinue isolation.

We will need to work to find the necessary balance between privacy and safety in these efforts. We also recognize that circumstances can vary significantly and will strive to keep varied needs of staff and students in mind.

### **Siblings, Family Members and Housemates**

*(Updated on January 11, 2021)*

It is complicated for siblings, family members and housemates of a person who receives a positive COVID-test. It helps to think of this at three levels.

Primary	A person in the schools who receives a positive COVID test (“Primary”) must self-isolate for 10 days after a positive test or symptoms onset, whichever comes first.
Secondary	Those who are in close contact with the positive COVID case, not symptomatic, and awaiting test results are “Second Level.” This could include classmates as well as siblings, roommates, and family members. They must self-quarantine for at least the same 14 days regardless of test results.

Tertiary                      Those in close contact with the Secondary (but not in close contact with the Primary Level) need only to self monitor for symptoms. No other action is required.

If you are living with a person with COVID-19, you will need to quarantine for 14 days from the last contact with the person. If you are in constant contact with the positive person, which means there is no separate bedroom with a bathroom and food is not brought to them on paper plates, then you will have to quarantine for the person's 10 days plus your own additional 14 days. Not all situations follow this criteria so it is important to reach out to your school nurse for guidance.

### **Symptomatic Staff and Students Returning to Work**

The staff or students with symptoms of COVID need to self-quarantine for 14 days unless (1) they receive a negative COVID test and they are symptom free for 24 hours, or (2) they provide a note from their health care provider allowing them to return.

*See Appendix D for a message from our school nurse*

### **Co-curricular and extra-curricular activities**

We continue to phase in co-curricular activities throughout the school year. All students will be able to choose to participate in co-curricular activities when they are phased in. Details relative to phasing of these activities will be determined at a later date to be determined.

### **Athletics**

The following Winter sports may be able to run; wrestling, basketball and cheerleading. Details are being worked out and families will be notified on final decisions. Remote students will be able to choose to participate in athletics if they are offered and eligible to participate academically. If you have any questions contact our Athletic Director, Mr. Karvarnos at: [jkavarnos@pelhamsd.org](mailto:jkavarnos@pelhamsd.org)

### **FAQ's**

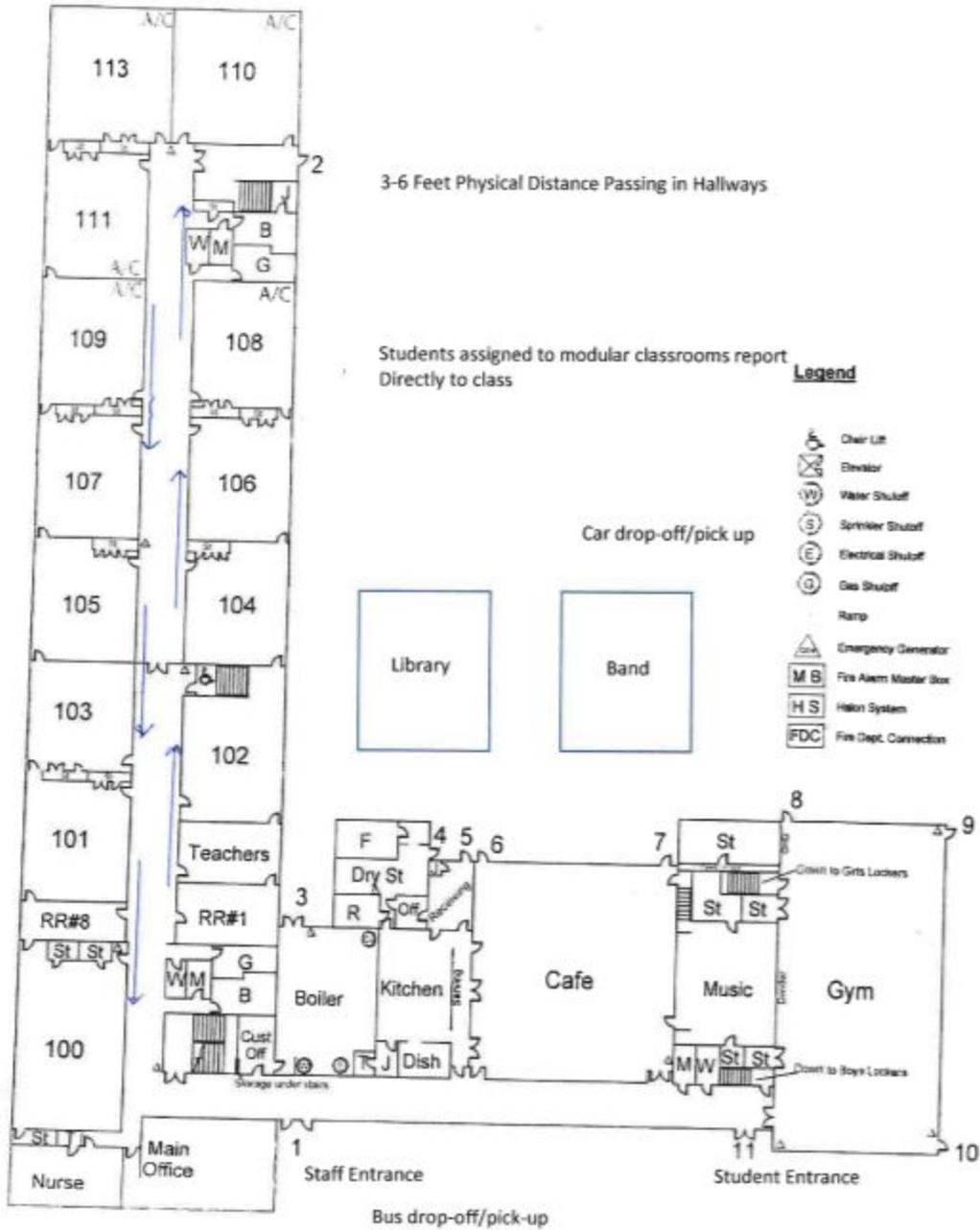
For answers to frequently asked questions, please click [here](#)

# Appendix A - Map of floor plan and students traffic flow



## Pelham Memorial School

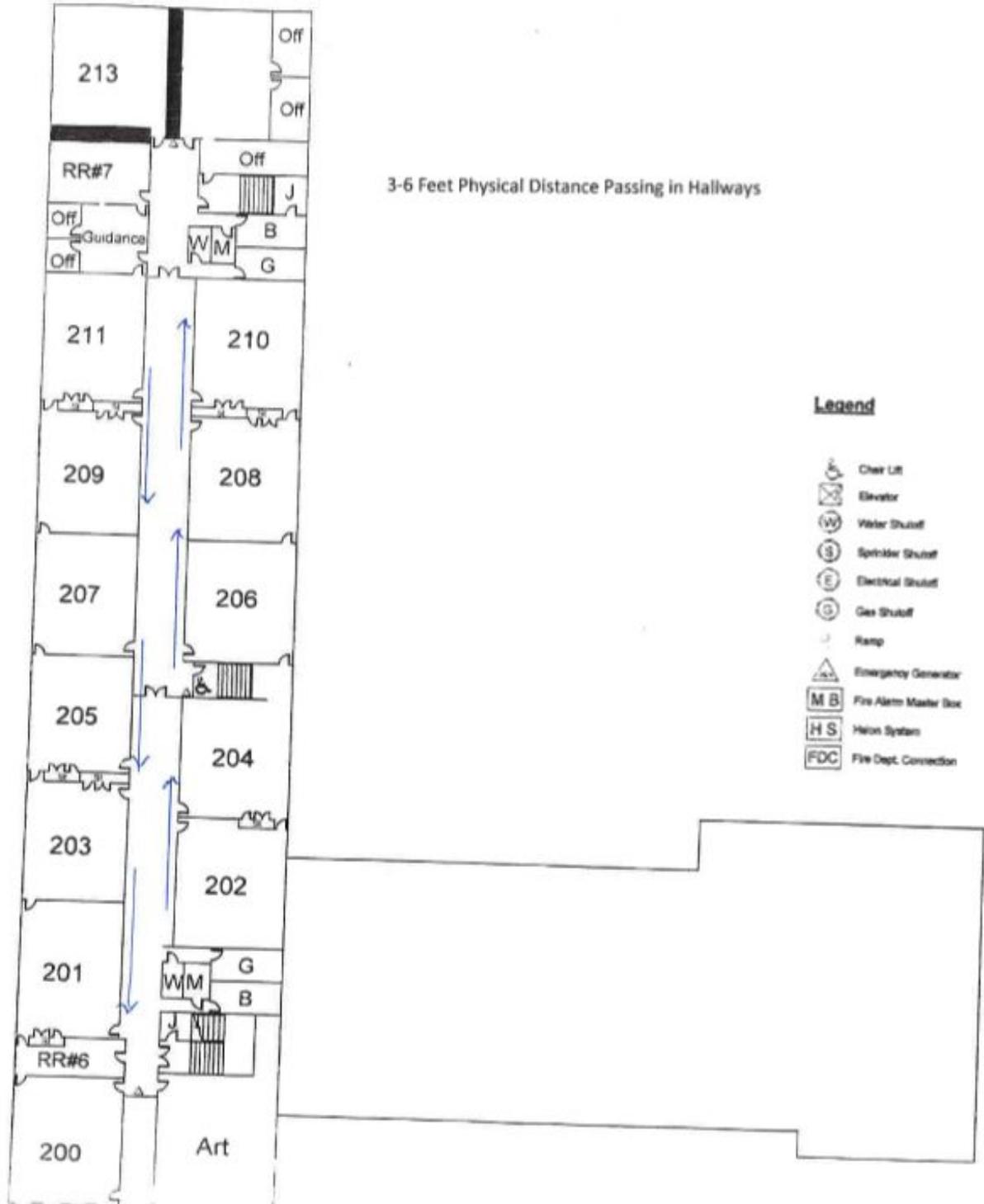
### First Floor





# Pelham Memorial School

## Second Floor



**Appendix B**  
**Sample classroom set up: Supports physical distancing guidelines.**



## Appendix C - Message from our Nutrition Services Director

Dear Families of Pelham School District,

We want to share our plan for Grab and Go Breakfast/Lunch Meals in the Classroom (MIC) and Remote Meal Pick up for the 2020-2021 school year at the Pelham School District. Our goal for MIC in Pelham is to ensure that the Pelham School District safely opens. In order to achieve our district goal we have made the following plans in conjunction with our district administration and local health authorities.

**Menus:** The menus for MIC, as well as other meal services, will be available on our Pelham School District website under the Nutrition Department, <https://www.pelhamsd.org/NutritionServices.aspx>

**Pre-ordering for Meals:** Families, students and/or staff must pre-order meals (breakfast and lunch) using the system available at <https://pelhamsd.nutrislice.com/menu/menus-eula>.

**Remote Pick Up Meals:** Remote meal pick up will be provided and must be pre-ordered at <https://pelhamsd.nutrislice.com/menu/menus-eula>.

**Payment for Meals:** Meals for the 2020-2021 school year are at no cost to the students.

**Free and Reduced:** Free and Reduced application can be found online here <https://www.lunchapplication.com/> and also on the school district website <https://pelham.esvbeta.com/Menus.aspx.m>

Thank you for supporting the Pelham Nutrition Program – we are dedicated to serving your children the safest, tastiest and most nutritious meals possible. This school year is a new situation for all of us. Changes to our meal service or menu may happen with little warning, but we will do our best to keep families informed about changes in a timely manner.

**Have questions or need more information? Please contact: Kelly Rambeau, Director of Nutrition and Wellness, [krambeau@pelhamsd.org](mailto:krambeau@pelhamsd.org). or call 603-635-7384**

## Appendix D

### A Message from your School Nurse

#### What to expect if your child becomes ill at school:

If your child presents with any of the following symptoms of COVID-19, they will be evaluated by the school nurse in a separate room away from other students. The nurse will determine if your child needs to go home.

#### Symptoms of Covid-19

Fever  
Cough  
Sore throat  
Runny nose  
Shortness of breath  
Fatigue  
Chills  
Muscle aches  
Loss of taste/smell  
In severe cases:  
Difficulty breathing  
Nausea or vomiting  
Diarrhea

*If your child is sent home, you will need to contact his/her healthcare provider and the following guidelines will need to be followed:*

**If you ARE tested for Covid-19 and your results are as follows:**

-*Positive Test:* Quarantine for 10 days and be symptom free for 24 hours prior to returning (without fever reducing medication) \*Notify the school as soon as possible

-*Negative Test:* Return after symptom free for 24 hours (without fever reducing medication) with a note from the doctor or Negative Covid test result

-*Other Diagnosis:* Return after antibiotics for 24 hours (if applicable) and fever free (without fever reducing medication) -Must have a note from a doctor with alternate diagnosis (ie. Strep);

If you are NOT tested for Covid-19 or cleared by physician with alternative illness then you must:

-Quarantine for 14 days and be symptom free for 24 hours (without fever reducing medication)

### “One-Time” EXPOSURE TO A PERSON WITH COVID-19

(Within 6ft for cumulative of 10 minutes over a 24 hour period)

- Quarantine 14 days from last exposure to the positive person

### LIVING WITH A PERSON WITH COVID-19

- Quarantine 14 days from the last contact with the person.
- IF you are in constant contact with the positive person, there is no separate bedroom with a bathroom, food is not brought to them on paper plates, then you will have to quarantine for the person’s 10 days plus your own additional 14 days.

**\*\*Not ALL situations follow this criteria so it is important to reach out to your school nurse for guidance.**

### TRAVEL GUIDELINES

If you travel outside of NE you must do the following upon return to NE:

- Quarantine 14 days upon return to NE
- Be asymptomatic

**IF YOUR CHILD IS NOT FEELING WELL IN THE MORNING, PLEASE KEEP HIM/HER HOME AND MONITOR SYMPTOMS. CALL YOUR HEALTHCARE PROVIDER FOR ADVICE.**

We understand that there will be an increase in absenteeism for both students and staff this year.

If your child is dismissed from the isolation room please, do not be alarmed. This does not mean they have Covid-19, as only a test for Covid-19 can diagnose. This is why it is important to contact your physician.

For more information please see the information from NH DHHS:

[Self-isolation guide](#)

[Quarantine guide](#)

[Key points and Recommendations](#)

Please call or email us with any questions or concerns. We want to work together through this new norm at school. We are here for you and we appreciate your help.

Jennifer Bodenrader, RN [Jbodenrader@pelhamsd.org](mailto:Jbodenrader@pelhamsd.org) (Pelham Elementary School)

Joanne Morrison, RN [jmorrison@pelhamsd.org](mailto:jmorrison@pelhamsd.org) (Pelham Middle School)

Angela Hildreth RN, BSN [ahildreth@pelhamsd.org](mailto:ahildreth@pelhamsd.org) (Pelham High School)

1/2021