

Pelham Elementary School



Reopening Guide for Families

Fall 2020

(Updated January 2021)

One Team, One School

#PESTogetheras1

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Thank you to our Pelham Public Health Officer Karen McGlynn

The Pelham School District is grateful to the Town of Pelham for providing us with access to Karen McGlynn, the town's Public Health Officer. Our team continues to coordinate our response to the pandemic with her. Her training, expertise, and close coordination with the NH DHHS and CDC have been invaluable. If you have questions or concerns about the overall plan, she can be reached at kmcglynn@pelhamweb.com

Prior to coming to school

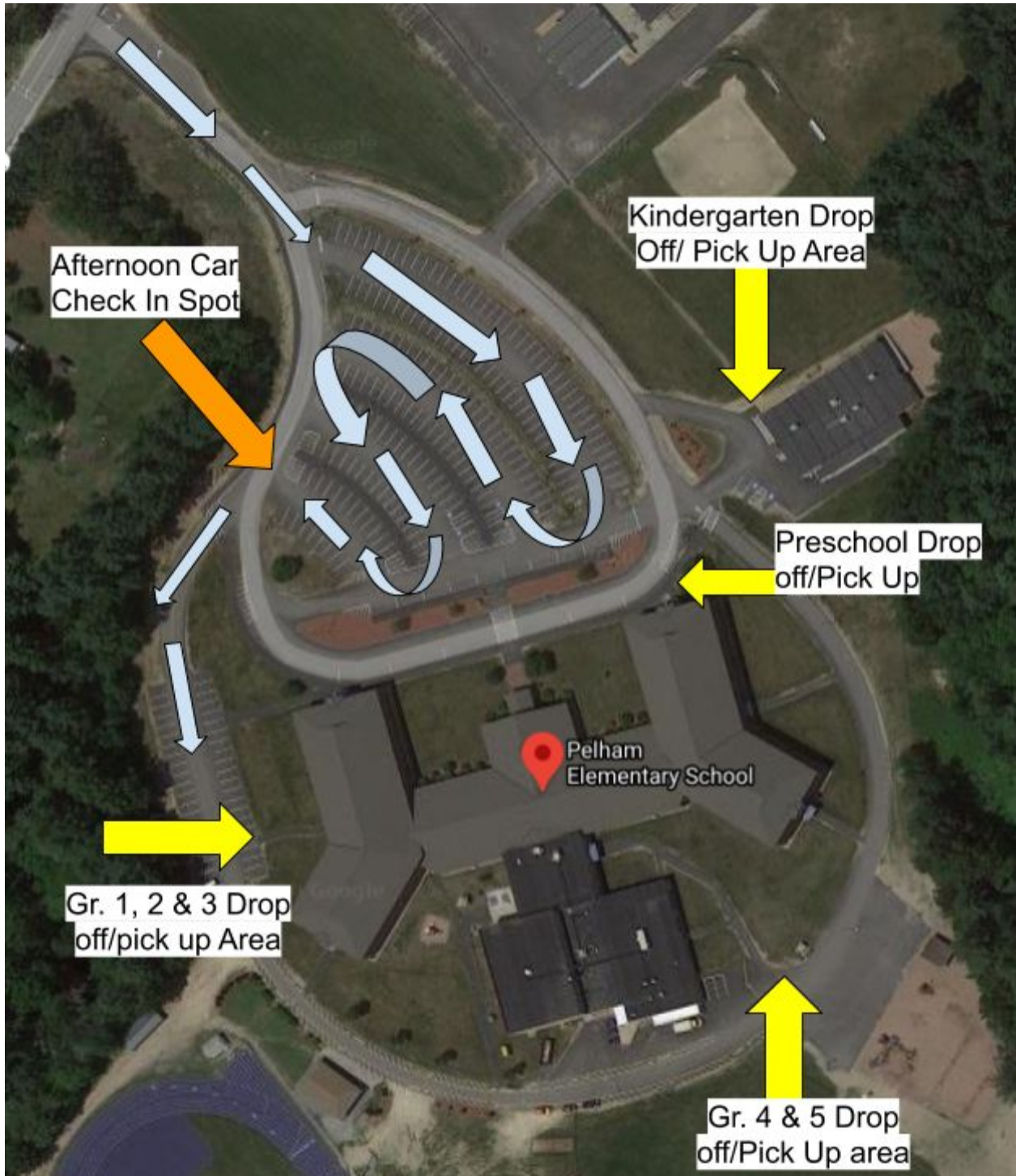
- ❖ Before entering the school, everyone will be required to complete a self screening.
 - Have you been in close contact with a confirmed case of COVID-19?
 - Have you had a fever or felt feverish in the last 72 hours?
 - Are you experiencing any respiratory symptoms including a runny nose, sore throat, 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.
- ❖ **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.](#)**
- ❖ Visitors and Volunteers are discouraged at this time. This will be phased in when appropriate.

Arrival *(Updated 10/13/20)*

- ❖ Preschool students will have their own arrival time from 8:15-8:30 at the East Wing Entrance door (Please see map below). After 8:30 a.m., please bring your child to the main office as they will be marked tardy.
- ❖ For all other students, it will be a staggered arrival by student's last name (we ask that you do not arrive earlier than your assigned time):
 - **A-M from 8:30-8:45**
 - **N-Z From 8:45-9:00**

After 9AM the parent would escort the child to the main office where they will be marked tardy and then escorted to class by school staff.

- ❖ Please arrive at designated time, there will be a West Wing Drop off, East Wing Drop off and a Kindergarten drop off. The following grades are at area:
 - STOP 1--West Wing-1st grade, 2nd grade and 3rd grade
 - STOP 2--East Wing-4th and 5th
 - STOP 3--Portable--Kindergarten only
- ❖ There will be an opportunity for thru traffic if you do not have a student you are dropping off in the assigned area. This is a new process and we ask that you continue to model for our students patience and kindness while in line. Please be cautious when passing thru and practice safe merging.
- ❖ If traffic backs up past the bus entrance, we are asking that you snake through the parking lot as shown below:



- Yellow arrows indicate Car pick up and drop off areas
- Blue arrows indicate Flow of traffic
- Orange arrow indicates car check in for afternoon pick up.

Dismissal (Updated on 10/13/20)

- ❖ Preschool students will dismiss at their same door, East Wing Front door at their designated pick up time.
- ❖ For all other students there will be a staggered dismissal by student's last name (we ask that you do not arrive earlier than your assigned time):
 - **A-M from 2:45-3:00**
 - **N-Z From 3:00-3:15**
- ❖ Please arrive at your designated time, and check in at our check in station (Orange arrow above) then proceed to your designated pick up area. The following grades are designated below:
 - STOP 1--West Wing-1st grade, 2nd grade and 3rd grade
 - STOP 2--East Wing- 4th and 5th
 - STOP 3--Portable--Kindergarten only
- ❖ There will be an opportunity for thru traffic if you do not have a student you are picking up in the assigned area.
- ❖ If traffic backs up past the bus entrance, we are asking that you snake through the parking lot as shown above in the map.

Busing

- ❖ Buses are limited to those who requested the bus in the family choice survey.
- ❖ 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.

Lunch

- ❖ Lunch will be in the classroom with the lunch monitor. Students may take their masks off while at their seat eating, when the students move from their seat they are required to have their masks on.
- ❖ Hot lunch will be delivered to the classroom with the student's name on each container.

- ❖ If your child is assigned to a peanut-free classroom, please send only peanut-free products for both snack and lunch.
- ❖ See *Appendix A* for more information from our Nutrition Department.

Outdoor Recess

- ❖ There will be three areas for recess: the track, the back field and the playground area. Students will rotate through each area on a three day rotation, example: Teacher A is on the playground Monday, track Tuesday, field Wednesday and then back on the playground on Thursday and Friday on the track and on Monday would be on the field.
- ❖ We will purchase materials for use on the other recess areas. Students should not bring items from home for outdoor recess as PES is not liable if lost, broken or stolen.
- ❖ CDC guidance on cleaning outdoor equipment is that the virus is killed by UV rays so our recess monitor will clean recess materials at the end of the recess day.

Face Coverings **(Updated January 11, 2021)**

- ❖ 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 preschool through 5 are required to wear face coverings. We recognize that some students will have a learning curve getting accustomed to face coverings. They must wear them to enter the building, on buses and anytime in common areas of the building. When in the classroom, we will be providing mask breaks and further instruction on the importance of wearing a mask.
- ❖ Teachers will build in breaks and outdoor time as needed. This will include recess time.
- ❖ The district will provide five cloth face coverings to all staff and students at the start of the school year.
- ❖ Discipline Actions for Mask Refusal (Grades Preschool through Grade 5)
 - Level I-Teacher will speak to the student and encourage them to put the mask back on. Teacher will contact the parent.
 - Level II-Administration, nurse and/or school counselor will be called and the student is escorted from the classroom for the safety of all students.
 - Level III-If refusal continues, the student's parents will be contacted to

pick up the student for the day and it could be considered a school suspension for the remainder of the school day.

When The Mask Comes Off - Lunch and Mask Breaks

(Updated on January 11, 2021)

While mask wearing is required at school, students and staff need to be able to remove their masks at times to eat lunch and to take mask breaks. In general, staff and students are to be at least six feet apart when removing their masks. In those cases when that is not possible, students and staff are to use clear plastic barriers. These are provided by the district. These barriers are student-specific equipment (like a student mask) and not shared equipment (like a doorknob). The barriers are the responsibility of the student to set up, take down, clean and maintain when at school.

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 not	Those who are in close contact with the positive COVID case, 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 contact	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.

Positive/Suspected COVID Cases *(Updated on September 25, 2020)*

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.

Symptomatic Staff and Students Returning to Work

(Updated on September 25, 2020)

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.

Tell Us! *(Updated on September 25, 2020)*

Sometimes, we will answer yes to one of the questions in our self screener. If you answer yes, please let your school nurse know so we can help you figure out your next steps. Here are the 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?

Lockers

- ❖ Lockers will not be used for the 2020-2021 school year. We recommend that students' lunch boxes can fit in their backpack and limit the amount of items coming to school.
- ❖ Items for students can be brought in during the meet and greet on Tuesday, September 8th.

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

(Updated January 11, 2021)

- ❖ Whenever possible, students and staff will maintain six feet of separation.
- ❖ Student transitions between classes will be limited to the beginning and end of the day as well as traveling to P.E.class, Library and to recess. When transitions are necessary, students will maintain a single direction flow wherever possible.
 - PES will have floor signage of directions for student flow, as well as one way stairways. The end stairways will be to go up and the middle stairways will be to go down.
- ❖ When physical distancing of three to six feet cannot be maintained, face coverings will be required.

Handwashing procedures

- ❖ Staff and students will incorporate multiple daily hand washing routines whenever possible or use hand sanitizer--hand washing upon entry, before lunch, after lunch and after recess.
- ❖ Hand sanitizing will be done when the student enters the building.

Water Fountains

- ❖ Water fountains will be unavailable in the building and in the classroom.
- ❖ Water filling stations will be available for students to fill water bottles. Please send plastic or aluminum bottles, no glass bottles allowed

In Person Instruction

- ❖ PES will maintain student sets of instructional materials especially for high touch activities including art, physical education, and science. Please also reference your specific teacher's supply list which is posted on the teacher's website.
- ❖ Teachers are encouraged to bring their classes outside for instruction. We currently have our outdoor classroom as well as plenty of grass and shaded areas around the perimeter of the building.

Remote Learning Expectations

- ❖ Students will receive remote instruction using Google Classroom and/or SeeSaw.
- ❖ Teachers will establish classroom routines that mirror the schedule happening at school the best they can.
- ❖ Students in the remote environment will receive both direct instruction and independent work.
- ❖ It is important that we include social studies and science instruction into the daily schedule, as well as unified arts teaching.
- ❖ For remote learning, our younger students will need more support and guidance regarding the use of technology and at home learning tools. These additional supports are being developed.
- ❖ We will follow these [Remote teacher expectations](#)
- ❖ The school district will offer both live and virtual training sessions on Google Classroom for parents.
- ❖ Our teachers will be doing live sessions, we do ask that you review the expectations of the live session time with your child as our teachers will also. We expect students during these sessions to:
 - Show up to their meetings on time and sit in an appropriate location to optimize student learning.
 - Find a quiet place free from distractions, siblings, pets, TV, toys, etc.
 - Dress appropriately for the live learning session.
 - Maintain respect for your teacher using whole body listening and eye contact.

- ❖ Taking pictures and/or recording online teaching sessions, without disclosing this to others in the remote classroom and posting them on Social Media, is not appropriate; more importantly, in New Hampshire it's illegal to record a conversation or discussion without others agreeing to be recorded. New Hampshire is a two party consent state and we do not wish for people to get in trouble if they are unaware of this law. We also ask that you do not take pictures of minors and/or fellow classmates without parental consent and post on Social Media platforms. We want to be respectful of everyone involved and make sure everyone is aware of the expectations through remote learning.

Breakfast & Lunch Program for Remote Students

- ❖ Please see *Appendix A* for more information

Chromebook Process and Procedure

- ❖ All planning and preparation, whether for in-person or for remote learning, will be within Google Classroom or Seesaw. This would enable a quick switch to remote learning, if necessary.
- ❖ If we need to change to remote learning quickly we are asking that the following forms be completed within your Student Verification and Registration, which can be accessed in the Parent Portal.
 - [Chromebook Care and Guidelines](#)
 - [K-5 Google Apps Agreement](#)
 - [Chromebook Agreement 2020-2021](#)

Unified Arts (UA) Expectations

- ❖ All students will be expected to participate in Unified Arts P.E., Library, Art, Music, STEAM and Health.
- ❖ The students will participate in the same UA for a 10 day period. They will have the experience of the same 6 unified arts within the trimester. The specific schedule will be provided by your classroom teacher. UA times are included in the schedule below.

PES Daily Schedule (Updated on January 11, 2021)

PES Arrival Time : 8:30-9:00			Tardy Students: After 9:00AM	
<u>Grade</u>	<u>Recess</u>	<u>Lunch</u>	<u>UA</u>	<u>WIN</u>
Kindergarten**	11:25-12:05	12:10-12:35		
1st Grade	11:20-11:45	11:55-12:20	1:45-2:30	12:45-1:30
2nd Grade	10:45-11:10	11:20-11:45	12:50-1:35	11:45-12:30
3rd Grade	1:05-1:30	1:40-2:05	10:10-10:55	9:15-10:00
4th Grade	11:55-12:20	12:30-12:55	9:15-10:00	10:15-11:00
5th Grade	12:30-12:55	1:05-1:30	11:05-11:50	1:45-2:30
Remote Students	11:50-12:20	12:20-12:50	See Grade Level Schedule	See Teacher Schedule
PES Dismissal: 2:45-3:15			Dismissals: After 3:00PM	

- ❖ **Preschool Programming:**
 - 3 Year olds-Monday and Tuesday 8:30-12:15
 - 4 year Olds-Wednesday, Thursday and Friday 8:30-12:55
- ❖ ****Kindergarten**
 - AM Programming- Tuesday and Wednesday, 8:45-3:00
 - PM Programing- Thursday and Friday, 8:45-3:00

When PES is fully remote the following schedule will be followed:

Grade	W.I.N (What I Need) Time	Unified Arts	Lunch/Recess
Kindergarten			11:50-12:50
1st	12:50-1:35	1:45-2:25	11:50-12:50
2nd	11:05-11:50	12:50-1:35	11:50-12:50
3rd	9:15-10:00	10:15-11:00	11:50-12:50
4th	10:15-11:00	9:15-10:00	11:50-12:50
5th	1:50-2:35	11:05-11:50	11:50-12:50

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.

Play Based Learning in Preschool and Kindergarten

- ❖ PES encourages play based learning in our primary grades and will continue to promote this type of learning in our classrooms.
 - Teachers will create cleaning schedules around this socialization time and only use items that can be cleaned.
 - No outside toys/blankets/stuffed animals should be coming into school.
 - Groups will not exceed 3 in the play based opportunities with students although mask wearing is mandatory during this time. Students not wearing a mask/refusing will have to play alone, when inside the classroom.

Center Based Activities in Grades 1, 2, & 3

- ❖ Instructional center based activities are an important part of our daily instruction at PES. We will continue this practice while maintaining safety for all students and staff.
 - Teachers will create cleaning schedules around this socialization time and only use items that can be cleaned.
 - Groups will not exceed 3 in the play based opportunities with students although mask wearing is mandatory during this time.

Co Curricular/Extracurricular activities

- ❖ We plan to phase in co-curricular activities after the start of the school year. All students will be able to choose to participate in co-curricular activities when they are phased in.

Special Education

- ❖ If a parent chose the remote option, the case manager will reach out to the parent about services; they can be remote or face to face.
- ❖ We are identifying spaces in the building for pull out services in the building.
- ❖ Special education will continue to follow processes and procedures in accordance with NH Special Education Standards and federal law.

Meet and Greet for Student and Parents--Tuesday, September 8th

- ❖ Parents will need to sign up through sign up genius, expect an email from your child's teacher.
- ❖ The student and one parent or guardian will come into the building through the main door.
- ❖ We will have a check in and go through our screening process prior to coming. We will require a mask and sanitize prior to entering the building.
- ❖ Schedule as follows:
 - Kindergarten-9AM-11:30AM
 - Grades 1, 4--9AM-11AM
 - Grade 2 & 5--11AM-1PM
 - Preschool and Grade 3- 1PM-3PM
- ❖ Remote students will pick up their work packets on September 8th, more information to follow.

FAQs

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

Appendix A



8/11/2020

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 the fall of 2020. 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: Payment for school meals will be accepted by: cash or check must be in an envelope with the students names and ID number OR online payments <https://www.k12paymentcenter.com/>

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/Menu.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. or call 603-635-7384

A Note From the Pelham School District Nurses

Things may look a little different in the nurses' offices this year. We will have two spaces for students, one isolation room for students with potential Covid-19 symptoms and one triage/assessment/ non Covid symptom room. Our chairs and beds will be spaced apart per DHHS recommendations for safety. We will be asking the teachers to call the nurse's office prior to sending students to the nurse in order to appropriately triage each student. This will prevent multiple students coming from different classrooms at the same time. If a student does have symptoms of Covid-19 they will be put into a dedicated isolation room to await prompt dismissal. Any concerns will be discussed with the Public Health Officer, Karen McGlynn, for further direction.

As always, it is very important to report your child's absence and all symptoms to the CareLine for every day of your child's absence. We are tracking all absences and all reasons. Please be sure to call prior to 9:00 am.

PES- 635-8875 and follow prompts to report absence or pescareline@pelhamsd.org
PMS- 635-2321 and follow prompts to report absence.
PHS- 635-2115 and follow prompts to report absence

Please keep students home if they are not feeling well. It is better to err on the side of caution rather than come to school contagious. This year the temperature for exclusion from school has been changed to 100.0. If your child has/had a fever of 100.0 or higher, he/she may not return to school until fever free for 24 hours without the use of fever reducing medication. It is very important for everyone's safety and health that you do the self screening at home prior to sending your child to school and please keep him/her home if they are not feeling well.

Please be patient with us as we may call you more frequently than in the past to discuss student symptoms in order to help guide us in treatment/dismissal.

At this time, it is highly recommended that we do not perform nebulizer treatments at school due to the aerosolization into the air. Contact the school nurse with any

questions or concerns you may have concerning this issue. If your child has an inhaler, please provide a spacer with it as well.

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 (Pelham Elementary School)

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8/2020