

# PHS Reopening Guide for Families



**We can do  
anything  
#TOGETHER**

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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](mailto:kmcglynn@pelhamweb.com).

**PHS Daily Schedule**

	Start	End
Advisory	8:00	8:45
Block 1	8:50	10:05
Block 2	10:10	11:25
Block 3/lunch	11:30	1:10
Block 4	1:15	2:26

**Late arrival schedule**

Block	Start	End
Advisory/ Block 1	9:35	10:35
Block 2	10:40	11:35
Block 3	11:40	1:20
Lunch 1	11:40	12:05
Lunch 2	12:05	12:30
Lunch 3	12:30	12:55
Lunch 4	12:55	1:20
Block 4	1:25	2:26

Block 1: 60 minutes (5 minutes for advisory)

Block 2: 55 minutes

Block 3: 100 minutes (25 minute lunches)

Block 4: 61 minutes (6 minutes for dismissal)

**Early Release Schedule**

Block	Start	End
Advisory/Block 1	8:00	8:50
Block 2	8:55	9:40
Block 3	9:45	10:30
Block 4	10:35	11:30

\*5 minutes for advisory

\*10 minutes block 4 for dismissal

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

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

- 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.
- **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 are discouraged.

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

- When transitions are necessary, students will maintain a single direction flow where possible. PHS will have floor signage of directions for student flow, as well as one way stairways.

## **Travel in the Building**

This year hallways 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 with a map prior to the beginning of school. (see Appendix A). We know that it may be inconvenient but our priority is safety first at all times.

## **Arrival procedures**

### **Entrances:**

**ONE WAY** hallways - direction is identified with proper signs. Students will be entering through **5** doors. They will enter the building through the door closest to their advisory room. Students arriving on a bus will enter through the student entrance and

go directly to the Remote Learning Center (cafeteria) and remain there until the beginning of the advisory block. This year, the bus runs will drop off the middle school bus riders first.

- East Wing staircase (closest to room 106) access to rooms on the east side of the new building.
- West Wing staircase (closest to room 112) access to rooms on the west side of the new building.
- Student Entrance (entrance for gymnasium, music, Rm 29, Rm 30, Rm 34, Rm 35, Rm 39, Rm 40, Rm 41, and Rm 45)
- Entrance by Room 10 (Rm 7, Rm 8, Rm 9, Rm 10, Rm 15, Rm 60, and cafeteria)
- Entrance by SS and the Art rooms (Rm 1, Rm 2, Rm 3, Rm 4, Rm 5, Rm 6, and the library)

**The entrance located closest to the main office and parent drop off is for Faculty and Staff only.**

- Only students who arrive late to school should use this door to access the Main Office.

### **Stairwells**

Stairwells will be **ONE WAY**.

- East Wing Staircase is for going upstairs.
- West Wing Staircase is for going downstairs.
- Staircase closest to the Women's Locker Room is for going upstairs.
- Staircase closest to the Men's Locker Room is for going downstairs.

### **Bus Transportation**

Buses are limited to those who requested the bus in the family choice survey from August 7. 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.

### **Parking**

All eligible Juniors and Seniors will be allowed to park on the PSD campus (PHS and PES). Seniors will receive spots on the PHS campus. Juniors will be assigned spots on the PHS and PES campus. If we have additional spots, we will consider allowing sophomores to park. Parking spots will not be reserved for those who chose remote

learning for semester one. Mr Barriere, PHS Assistant Principal, has sent information to the Class of 2021 and 2022. Please contact him with any questions at [abarriere@pelhamsd.org](mailto:abarriere@pelhamsd.org).

### **Late arrival and Early Release**

Late arrival and early release is being offered to juniors and seniors who meet the criteria. Forms have been sent to all members of the class of 2021 and 2022. Contact the Director of School Counseling or the student's school counselor with any questions at [pmsguidance@pelhamsd.org](mailto:pmsguidance@pelhamsd.org)

### **Attendance and Tardies**

Please see PHS handbook for all attendance policies. Teachers will be taking attendance for remote students as well, and all remote students are expected to adhere to all attendance policies. Students arriving after the start of block 2 will be unable to participate in after school activities.

### **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.

### **Lunches**

School menus will be posted two weeks in advance. Students will have limited/no choice within the meal offering. The vending machines will be available for students. Students will eat in their classroom. 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 see **Appendix C** for a letter from Mrs Rambeau.

## **Advisory**

### **Mission Statement for Advisory at Pelham High:**

*Advisory will provide the opportunity for academic support and social-emotional learning while promoting good citizenship, instilling personal responsibility, and fostering a sense of community.*

- The students' school day will begin at 8:00AM. This is our advisory block where students participate in SEL activities and have the opportunity to meet with teachers for additional support, instruction, reteaching, and recovery. Monday will be a 'stay' day. All students will remain in their advisory and participate in SEL activities and check in with their advisor.
- Tuesday through Friday students will be able to join Google Meets with their content teachers for assistance. Students will not be moving from one advisory to another. Throughout the school year, advisory will be used for school wide and/or class specific activities.
- Juniors and Seniors with Late Arrival are expected to arrive at school on time for Block Two. They may access additional support, instruction, reteaching, and recovery with their teachers through an invite to the Advisory Google Meet.
- Students who are able to provide their own transportation, are in good academic standing, and are not invited/requested to attend advisory are not required to attend advisory Tuesday through Friday. A teacher can request and require a student to attend advisory for additional help and reteaching. School counselors will inform administration of students that are in danger of or are failing courses at the quarter benchmarks. Students in danger of failing or currently failing will be expected to attend advisory for the remainder of the marking period. Students who are expected to attend advisory and arrive after the start of advisory will be considered tardy.

### **Dismissal procedures**

There will be a staggered dismissal. There will be an announcement and a daily rotation. Students will exit the building in a timely manner.

**Ex:** Second floor new building will be dismissed, old building, first floor new building

## **CTE**

### **Pinkerton:**

CTE students will travel together to Pinkerton CTE programs on a two to three day rotation. The other days per week, students will be participating in remote instruction from Pinkerton teachers. The days of the week will rotate and a schedule will be provided to students. The school district will provide transportation on buses for Block 1 and Block 3 students. The first day of school for Pinkerton is Wednesday, September 2, 2020. *Please work with your guidance counselor and Mrs. Michaud at [smichaud@pelhamsd.org](mailto:smichaud@pelhamsd.org) to coordinate any changes that may need to be made to schedules.*

### **Alvirne:**

Alvirne is running an A/B schedule (maroon/gold). All Pelham students will be enrolled during the 4th block and attend either gold or maroon day. The first day of classes is on Tuesday, September 8th (maroon). The second day of classes is Wednesday, September 9th (gold). Vet Science will run on gold days and classes begin on September 9th. JROTC will run on maroon days and classes begin on September 8th. Heavy Duty Mechanics will run on maroon days and classes begin on September 8th. All students will be allowed to drive. Pelham and Alvirne will each require their own forms. *Please work with your counselor and Mrs. Michaud at [smichaud@pelhamsd.org](mailto:smichaud@pelhamsd.org) to coordinate any changes that may need to be made to schedules.*

## **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 for each academic skills teacher. Case management has changed. There are upperclassmen case managers and underclassmen case managers, as well as, program managers. If you have any questions, contact our Special Education Coordinator, Mrs. Kaitlin Carmody at [kcarmody@pelhamsd.org](mailto:kcarmody@pelhamsd.org).

## **Classroom environment**

Each teacher will be assigned to their own classroom/learning space. Students will be asked to clean their areas with the appropriate and available materials. 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) Bathroom passes will be color coded. It is expected that students will use

the nearest bathroom. Teachers will keep an accurate log and sign out form to be kept for tracking purposes. All teachers will have a Google Classroom set up for each course.

### **Remote Learning Expectations**

- Students will receive remote instruction using Google Classroom.
- Students will follow the same schedule as in-person learning and will be expected to log into a google meet for each class. Students will have cameras on.
- 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.

### **Announcements**

Traditionally, daily announcements are read over the intercom during advisory. This year, we will be sending them in a daily email to every student. Daily announcements will also be posted on the PHS website.

### **Textbooks and materials**

Students will be asked to come in prior to the school year beginning to pick up all materials and textbooks. There will be more information provided as we get closer to the school year. 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 student athletes.

## **Handwashing procedures**

Staff and students will incorporate multiple daily hand washing routines whenever possible or use hand sanitizer--hand washing upon entry, before lunch, and after lunch; Hand sanitizing prior to coming into the classroom

## **Water Fountains**

- Water fountains will be unavailable in the building.
- Water filling stations will be available

## **Face Covering expectations**

Anyone entering and moving through the school is required to wear a face covering. Exceptions will be rare 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 that 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.

## **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. When this is not possible, we have put a plan into place that will relocate some students and/or an entire class to meet this safety measure. 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	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.

### **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?

### **Co-curricular and extra-curricular 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.

### **Athletics**

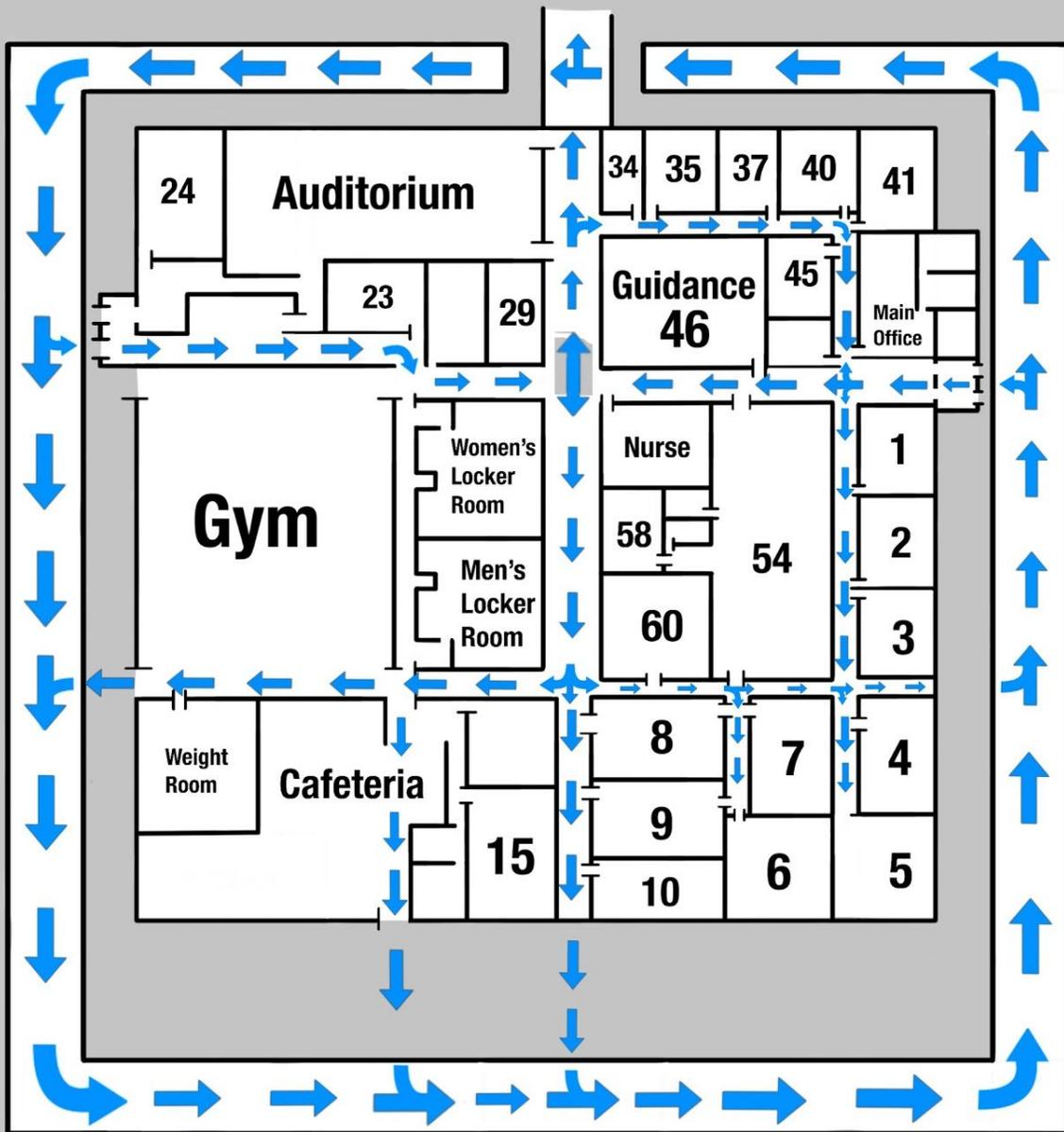
NHIAA has released guidance that pushes the start date of sports back to September 8 and looks at potential regional play. Remote students will be able to choose to participate in athletics if they are offered and eligible to participate academically. The School Board approved Return to Competition Protocol can be found [here](#). If you have any questions contact our Athletic Director, Todd Kress at [tkress@pelhamsd.org](mailto:tkress@pelhamsd.org).

### **FAQ's**

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

### **Appendix A - Map of PHS floor plan**

ONE WAY to travel whenever possible. Masks are mandatory in the hallways. Upon arrival enter the building through the closest entrance to the first class of the day (advisory). Late Arrivals will check in through the Main Office and will use the Faculty Entrance. We will exit the building through the closest door to the Block 4 classroom. Dismissal will be staggered.





**Appendix B**

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



## Appendix C

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/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**

### **Message from PSD 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](mailto: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](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)

8/2020