



Raymond, New Hampshire School District

# Full Reopening Plan

Approved March 31, 2021

## Full Reopening Plan Summary

	Preschool	K-3	4-8	9-12	Employees	Page #
<b>Plan for full reopening in Spring 2021</b>	Schools will operate with a standard schedule on-site.				Employees will be on-site Monday through Friday.	10
<b>Remote Learning Option</b> Any student may enroll in a fully remote program at any time: enrollment must be until the end of the year.	A remote learning program may be offered to preschool students with educational disabilities on a case by case basis.	A fully remote learning program will be offered by the District	A fully remote learning program will be offered by the District	A fully remote learning program will be offered by the District.		14
<b>Daily Screening for Illness</b>	Parents are required to screen their student each morning before school and verify that the screening has been completed.				Employees will engage in a health screening.	19
	Any student or employee who has been in close contact with someone suspected or confirmed to have COVID-19 must self quarantine as per the current recommendation from NHDHHS. Employees must contact Human Resources.					
<b>Social Distancing</b>	Students and employees will be required to abide by 3 foot social distancing. Student in classrooms will be seated at least 3 feet apart. Students will remain on buses until called to enter school, and dismissed to buses from classrooms. Multiple building entrances/exits will be used. Social distancing of 8-10 feet must be maintained for singing or playing wind instruments.					22
<b>Use of Face Coverings in School</b> Students and employees can wear their own face coverings or use district-provided face coverings. Indoor mask breaks allowed under certain circumstances. Additional guidance on types of face coverings allowed and alternatives for students with disabilities: see page 34	Not required	Required at all times on-site indoors, on the school bus, and outdoors when social distancing is not possible. Exceptions: eating or drinking when 6 feet apart or during mask break.	Required at all times on-site indoors, on the school bus, and outdoors when social distancing is not possible. Exceptions: eating or drinking when 6 feet apart or during mask break.	Required at all times on-site indoors, on the school bus, and outdoors when social distancing is not possible. Exceptions: eating or drinking when 6 feet apart or during mask break.	Required at all times indoors for all employees unless alone in a room or office. Required at all times in common areas indoors. Required outdoors if social distancing is not possible. Required at all times for bus drivers.	24

## Full Reopening Plan Summary

	Preschool	K-3	4-8	9-12	Employees	Page #
<b>Sanitizing Routines</b>	Disinfectant will be applied to all high touch areas each night. During the day when the building is occupied the high touch surfaces will be disinfected frequently or as needed. Sanitizing wipes will be available in each classroom to wipe down desks when students change classrooms.					27
<b>Transportation</b>	Face coverings are mandatory on school buses. Students are expected to wash hands thoroughly before leaving for school. Students will have assigned seats on the bus. Windows will be open on the bus, weather permitting. Buses will be disinfected twice per day.					29
<b>Technology Use</b>	Additional wording regarding use of district-provided technology devices.; students in grade 6 and up strongly encouraged to use district-provided devices; informed refusal form; resources for parents/guardians who refuse a district-provided device.					33
<b>School Lunch and Breakfast Program</b>	For students on-site, meals will be offered as usual with modifications in place. Students will be spaced at least six feet apart when eating lunch or breakfast. For students who are not on-site that day, or who are fully remote learning, bagged meals may be pre-ordered online for pickup on a predesignated day.					35
<b>Before School Program</b>		Only students who attend on-site that day may participate in the Before School Program				37
<b>LEAP</b>		LEAP will operate on site with additional remote support for students who are not at-site that day. The program will conclude at 6:00 PM each day.				37
<b>Athletics</b>			The District offers sports with certain strategies and safeguards in place for health and safety.			38

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# School Board and Administration

## **School Board**

Joseph Saulnier, Chair  
John Harmon, Vice Chair  
Ada Vadeboncoeur, Secretary  
Janice Arsenault  
Anthony Clements  
Mason Lord, Student Representative

## **Administration**

Dr. Tina McCoy, Superintendent of Schools  
Marjorie Whitmore, Business Administrator  
Dr. Michael Whaland, Curriculum Director  
Michael Hatfield, Student Services Director  
Steven Woodward, RHS Principal  
Dr. Fiona Coomey, RHS Assistant Principal  
Kim Capen, RHS Special Education Transition/Process Coordinator  
Robert Bickford, IHGMS Principal  
Brigitte Cunningham, IHGMS Assistant Principal  
Rebecca Hadik, IHGMS Special Education Coordinator  
Laura Yacek, LRES Principal  
Dorothy Franchini, LRES Assistant Principal  
Marissa Nerenburg, LRES Education Coordinator  
Patrick Arsenault, Youth Program Director  
Jessica Caron, Director of Student Behavioral Health  
Karen Stuart, Director of Human Resources  
Kevin Federico, Technology Director  
Judith DiNatale, School Nutrition Services Director  
Todd Ledoux, Safety and Facilities Director

# Back to School 2020 Transition: Reopening Committee Members

## Back to School 2020 Transition: Governing Committee

Dr. Tina McCoy, Superintendent of Schools	Dr. Michael Whaland, Curriculum Director
Joseph Saulnier, 20-21 School Board Chair	Michael Hatfield, Student Services Director
Janice Arsenault, 20-21 School Board Vice Chair	Marjorie Whitmore, Business Administrator
Kim Cordwell, Parent	Steven Woodward, RHS Principal
Christine Harris, Parent	Robert Bickford, IHGMS Principal
Spencer Marchand, Student	Laura Yacek, LRES Principal
Robert Lemoine, REA President	Todd Ledoux, Safety and Facilities Director
Mary-Jo Holmes, RESS President	Kevin Federico, Technology Director

## Teaching and Learning Committee

Dr. Michael Whaland, Curriculum Director	Kristen Nivision, LRES Classroom Teacher
Michael Hatfield, Student Services Director	Kristin Wallace, IHGMS Classroom Teacher
Jessica Caron, Dir. Student Behavioral Health	Sandra Gilbert, RHS Classroom Teacher
Brittany L'Heureux, Technology	Amy Roccci, LRES Mathematics Specialist
Sue Puchacz, RHS Guidance Representative	Brian Person, IHGMS Special Education Teacher
Kate Grieve, School Psychologist	Megan Cargill, Preschool Teacher

## Operational Logistics Planning Committee

Marjorie Whitmore, Business Administrator	Dorothy Franchini, LRES Assistant Principal
Todd Ledoux, Safety & Facilities Director	Brigitte Cunningham, IHGMS Assistant Principal
Karen Stuart, Director of Human Resources	Dr. Fiona Coomey, RHS Assistant Principal
Mark Hastings, RHS Registered Nurse	Judy DiNatale, School Nutrition Services Director
Abigail Aldous, Social Worker	Kelly Dobe, Dail/STA Transportation
Kevin Federico, Technology Director	Brenda Fortier, Durham Transportation
Pat Arsenault, Youth Program Director	Doris Nichols, Durham Transportation
Michelle Dubin, Parent and Para-educator	Davinney Brazeau, Athletic Director

# District Mission and Vision Statement

The mission of the Raymond School District is to ensure high levels of learning and critical thinking for all and to promote the skills, dispositions, and habits that allow students to become resilient, engaged citizens who value others and contribute positively to society.

Through innovation and collaboration with our community, we will encourage and challenge each student with a rigorous and relevant program.

**Uniting our school district and community  
to prepare students for future success; *ready for anything!***



# Introduction

The worldwide COVID-19 pandemic has changed the way we live our lives, and has prompted schools around the world to develop new ways to educate students while protecting their health and safety, along with the health and safety of the general public. Through innovation and collaboration, the Raymond School District is **committed to providing every student with a high quality education while putting in place multiple layers of protection** to safeguard the health of students, employees and the entire community of Raymond.

In the spring of 2020, when New Hampshire schools were ordered to transition to remote learning with very little notice, District stakeholders adjusted quickly to the situation. Now, a year later, we are looking to open our schools to full time on-site learning.

This document is intended to help all stakeholders, especially parents and guardians, understand the District's plan to reopen school full time on-site. The decisions made in the process of developing this plan are based on the local context of our community and facilities as well as the [New Hampshire Grades K-12 Back to School Guidance](#) (March 2021) and official updates from the New Hampshire Department of Health and Human Services.

Many Raymond School District stakeholders had the opportunity to provide input that strongly influenced the development of this plan. The District would like to sincerely thank the Raymond School Board, the members of 2020 Back to School Governance, Teaching & Learning, and Operations & Logistics Committees and the entire administrative team as well as members of many subject-specific work groups for the time and attention that was devoted to the development of this plan. The District would also like to thank the Raymond School Board and other key stakeholders who provided feedback to inform updates to this plan as the COVID-19 situation changed over time.



# Guiding Principles

Several major underlying values guided the development of this plan:

- Schools play an important role in nurturing the development of children and youth; accordingly, students should be allowed to return to on-site education when possible
- Protecting the health and safety of everyone involved is our highest priority
- The District should take explicit steps to address the social and emotional needs of students and employees
- Students must be taught new routines in ways that are positive, ongoing and developmentally appropriate
- The District must be agile, and prepared to shift quickly in response to the changing conditions of the pandemic
- Regardless of the format of education, the District must continually strive to improve the quality of instruction that is provided to all students.



# District Response to Changing Pandemic Conditions

The COVID-19 pandemic has presented many unique challenges for our society. One of these is the fact that the spread of the virus is unpredictable. While the spread may be contained well in some areas, it may not be in others. While we hope that the situation will continually improve, we cannot be assured of that at this time. **The District must be prepared to quickly** adjust to changing circumstances in the State and the local area. School District officials will work closely with State and local authorities to monitor the spread of COVID-19 and make adjustments that best serve the needs of our students and our community.

In determining if and when our schools can operate at full capacity with modifications to routines that protect the health and safety of all involved, the District will use the metrics provided by the NH Division of Public Health Services, NH DHHS, entitled [Considerations for Transitioning Between School Instructional Models Based on Level of Community COVID-19 Transmission and Impact on Local Schools.](#)

## **Impact to School Schedule:**

Schools will operate with a standard schedule on-site.

Due to the ongoing nature of the pandemic, the Spring 2021 opening plan includes the following modifications to routines:

According to the NH Department of Health and Human Services, the spread and threat of the virus is at a level that warrants significant caution, social distancing of 3 feet or more, and the use of face coverings. Schools can provide on-site learning if multiple layers of protection are in place to protect the health and safety of all involved. Social distancing of at least 6 feet will be maintained when students and staff remove masks to eat meals.

School administrators will make adjustments to the daily schedule in order to maximize educational time and allow ample time for additional considerations, such as “mask breaks.”

# District Response to Changing Pandemic Conditions

If local circumstances warrant a district decision to move to remote learning or if according to the NH Department of Health and Human Services, the spread and threat of the virus is at a level that necessitates the closure of the District or one school within the District; on-site education cannot be provided during that time.

The District will use the metrics provided by the NH Division of Public Health Services, NH DHHS, entitled [Considerations for Transitioning Between School Instructional Models Based on Level of Community COVID-19 Transmission and Impact on Local Schools](#), to guide decision making.

## Impact to School Schedule:

All students will work remotely.



# Training

Throughout the school year, students, parents and staff received information, training and reinforcement of requirements and practices related to strategies to reduce the spread of any contagious disease including, but not limited to personal hygiene, social distancing, and the use of face coverings.

Parents and students received training and support regarding the use of technology tools that are available or required for use in the District.

Employees also received training in the technology that is available to them including, but not limited to, the Google Apps for Education Suite, data security, flipped classroom, trauma informed schools and strategies to connect (or reconnect) with students.



## Teacher and Staff Availability

Teachers and other employees will be working during the regularly posted hours of each school. Correspondence received after school hours will be answered as soon as possible during the subsequent school day.

# Educational Practices and Philosophy

The Raymond School District provides competency based education and support services to all students. Objectives for teaching and learning remain focused on meeting academic standards and student learning outcomes. Raymond educators continue to be flexible and adaptive to meet the needs of all learners. No matter the learning environment students are provided a rigorous and relevant education. Educational practices focus on the whole child, to include social emotional development, and academic growth.

Teachers who are responsible to instruct in the same grade level and/or subject areas are encouraged to collaborate and coordinate their efforts in order to make the workload more manageable, efficient and effective. To that end, progress through the general curriculum are coordinated by grade level (K-5) or content area (6-12) when multiple teachers are assigned to a grade or course. Remediation, reinforcement or enrichment activities should be coordinated and shared by teachers responsible for the same instructional content.

Student engagement is key to the success of any student, and is required on each school day including those when a student is participating from home or working independently. Consistent attendance procedures will be used across the District.





## Parent/Guardian Full Remote Learning Choice

The Raymond School District respects parent and guardian choice in relation to schooling, especially during this very challenging time of the COVID-19 pandemic. Accordingly, **any parent or guardian who is not comfortable sending his or her child to school on-site during the pandemic can enroll the child in a fully remote learning program.** This applies to any family, whether the child has an underlying health condition, the child resides with someone with an underlying health condition, or the family has general concerns about health and safety or the use of personal protection equipment at school.

Any parent or guardian who desires to place his or her child in a fully remote learning program should submit a letter to the principal where the child is enrolled as soon as possible to make arrangements. In order for appropriate arrangements to be made for all students, parents/guardians who opt for fully remote learning, which can be done at any time, will be required to sign up until the end of the term. Exceptions will be made on a case by case basis.

**Parents or guardians who choose fully remote instruction cannot return their students to on-site education until the end of the term unless the District determines that space is available. Parents desiring such a change must request it in writing to the building principal and must await a formal response regarding the availability of space in the classroom.**

Please note that, due to the expected increase in on-site attendance upon fully reopening, all classrooms may have a mix of fully remote and on-site students.

Any parent/guardian who wishes to pursue a fully remote learning program should formally notify the District as soon as possible by writing a letter to the school principal.

# Student and Staff Well-Being

It is important to note that **each student and staff person's experience related to this pandemic is unique**. For some, the remote environment is a place to thrive in, and for others, this is the most challenging time of the educational or work career. This continuum of experience highlights the need for a trauma informed approach, as chronic stress has the same impact of a singular trauma event (ie. a car crash).

In order to model a sense of calmness and self assurance to students, have identified metrics of social and emotional well-being for students and teachers to systematically integrate students and staff back into the building. Integration efforts include (1) **building relationships** (2) **modeling of expectations** (3) **implementing support systems**.



The Raymond School District provides professional development opportunities to focus on the wellbeing and morale of staff, as well as the resources to identify students at risk and connect them to appropriate support. The District also ensures awareness of all benefits and resources available to employees through Human Resources. Staff with unique concerns should communicate with Human Resources.

Staff and students have had the opportunity to provide feedback in the way of surveys. Employee focus groups have been initiated to understand the strengths, needs and challenges of those we employ. These groups contribute to action planning at the district level to promote the overall wellness of staff as well as the culture and climate of schools.

## Student and Staff Well-Being

Our ongoing partnership with Raymond Coalition for Youth (RCFY) and Seacoast Mental Health Center (SMHC) **support those with increased need**. We continue co-located services with the center. SMHC has additional bandwidth to serve new referrals should it be indicated. They also can work with students in advance of fully reopening should we or the family predict concerns with re-entry. They can help with social skills and shaping behavior as it relates to social distancing or mask wearing and have re-instituted home visits for some at risk families.

Each school has a Student Intervention Team (SIT) that meets regularly. SIT considers students who are having difficulty with academic, emotional and/or social/behavioral expectations. SIT uses data to identify needs and create interventions to support students to reach their potential. Progress monitoring is provided in order to “improve” outcomes for these at-risk students. The SIT is made up of building administrators, counselors, nurses, social workers, Youth Educational Employment Services (YEES) case managers, classroom teachers and others that can help support students who are struggling academically, behaviorally, emotionally or having other challenges that are interfering with their ability to learn.



# Student and Staff Well-Being

If you are a parent or guardian concerned about your child's behavioral health wellness, we welcome you to reach out to our Student Assistance Program (SAP) Counselors. They can help connect you to proper services.

SAP Counselors:

Brianah Straffin	b.straffin@sau33.com	895-3394 x4240
Gregory Pantazis	g.pantazis@sau33.com	895-4299 x2350

Behavioral health needs are on the rise world-wide as we continue to adjust the ever changing nature of this pandemic and its impact on our day to day lives. Staff are encouraged to seek support if needed.

- [Employee Assistance Program info for School Staff \(24/7 access\)](#)
- Seacoast Mental Health Center (telehealth/ in person options)  
Exeter: 603-772-2710  
Portsmouth: 603-431-6703
- Teacher Focus Groups  
This group meets monthly after school to hear about trends and themes across buildings as it relates to successes and challenges. This informs action planning at the district level to promote the overall wellness of staff as well as the culture and climate of schools. Staff who are interested in participating in the focus groups can register [here](#).
- If the above resources do not meet your identified need please reach out to Human Resources.

An additional resource for teachers as it relates to their and their students' well-being is [this toolkit](#) focusing on positive psychology.

# Communication and Coordination

The Raymond School District ensures clear communication regarding expectations of its staff, students and families as it relates to mitigation strategies being implemented. These include but are not limited to:

- Hand hygiene
- Social distancing
- Cohorting
- Wearing face coverings
- Daily screening

Each school has a COVID-19 Coordinator who is responsible to monitor guidance, coordinate facility level responses, troubleshoot problems with administration, and serve as a liaison between the school/district and public health organizations at the local and State levels.

In the event of a COVID-19 case, COVID-19 exposure, or possible COVID-19 exposure the District informs all members of the school community to the greatest extent allowed under the law. The District works with the NH DHHS to engage in contact tracing so that anyone at risk will be properly informed, and will also assist the District in drafting communications.

There continues to be a strong possibility that a COVID-19 related cancellation of on-site learning for a school or the entire District will occur. In such an event, the District will use the existing messaging system to communicate with families and stakeholders, along with other public relations outlets outlined in the Student Handbooks.

Parents, and the community, receive regular updates regarding the status of the implementation of this plan and the impact of COVID-19 on our schools.



# Student and Staff Screening

On a daily basis, **employees who are on-site will engage in a health screening.**

In order to protect the health and safety of all students being transported to school, parents/guardians are required to screen their student each morning and verify that the screening has been completed. Parents/guardians are required to screen their student each morning of on-site education before they board a bus or are transported to school. Students who are not screened in advance will be screened by the school nurse when they arrive, but instructional time may be lost and parents/guardians will be contacted to be reminded of this requirement. Information and training to use the screening application will be provided to parents and guardians.

When students enter the school building they will be greeted and briefly asked how they are feeling and if they have any new or unexplained symptoms to report.

Any student or staff member with any symptoms as per the screening list below should stay home and not come to the school building that day.

Symptoms included in the screening:

- Fever 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
- Nausea or vomiting
- Diarrhea

# Student and Staff Screening

Any student or employee who has been in close contact with someone suspected or confirmed to have COVID-19 must self-quarantine (and work or learn remotely) as per the current recommendation from the New Hampshire Department of Health and Human Services

Any student who has traveled to any region designated by the NH DHHS as necessitating self-isolation upon return is required to self-quarantine and learn remotely self-quarantine as per the current recommendation from the New Hampshire Department of Health and Human Services after returning to New England.

Any employee who has traveled to any region designated by the NH DHHS as necessitating self-isolation upon return is required to self-quarantine as per the current recommendation from the New Hampshire Department of Health and Human Services and must contact our Human Resources Department as soon as possible.

**In all circumstances, the District will follow the current recommendations of the New Hampshire Department of Health and Human Services.**



## Response to Illness

In the event that a person is suspected or confirmed to have COVID-19 while at school, Raymond School District will coordinate closely with NH DHHS, Division of Public Health Services (DPHS) to fully investigate the exposure and communicate appropriately with those involved as well as the community at large. In the event a person does not meet the screening requirements or displays symptoms in the building, the following steps will be taken:

- Ensure the person is wearing a mask (over age 2), removed from close contact with others and sent to an “isolation room”. The school nurse should be notified immediately. Nurse will record the person's temperature and perform a brief assessment of the person's complaints or symptoms. If medically indicated, the nurse will call 911.
- If it is suspected or confirmed that a child or staff has COVID-19 a report should be made immediately to Public Health by calling 603-271-4496 (after hours call 603-271-5300 and ask for the public health nurse on call). Building Leadership is informed immediately, who notifies the Superintendent of Schools.
- The school will work with NH Public Health to collect the necessary information (through the schools' point-of-contact). NH Public Health will conduct interviews as needed to make an informed decision about the risk and need for people to self-isolate.
- Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-quarantine at home.
- Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report travel related risk should self-quarantine as per the current recommendation from the New Hampshire Department of Health and Human Services from their last exposure or return from travel.
- Persons suspected or confirmed to have COVID-19 must stay out of the educational programming until symptom-based criteria are met for discontinuation of isolation.
- Anyone with COVID-19-related questions can call 211 anytime for information and assistance. Additionally, parents or guardians should contact the school immediately upon diagnosis of or exposure to COVID-19 in their household. District employees should contact the Human Resources Department immediately.

# Social Distancing

Students and employees will be required to abide by 3 foot social distancing to the greatest extent possible. When unmasked, such as during meals, 6 foot social distancing will be maintained. All employees are required to assist in the enforcement of social distancing requirements.

Employees are responsible to ensure that social distancing is in place in any immediate area they are supervising or participating in. School administrators are responsible to ensure that employees in their schools are adhering to social distancing guidelines and requiring students to do the same. Faculty and staff will monitor students in the hallways to remind students of social distancing and face covering requirements.

## Arrangement of Physical Environment

The school environment will be arranged, to **the greatest extent possible, to allow for adequate social distancing.**

- Students in classrooms will be seated at least 3 feet apart.
- In some areas, larger tables that allow for 6 foot social distancing will be used.
- In areas where lines would normally form, there will be 6 foot markers placed to remind students and employees to remain appropriately apart.

All classrooms have assigned seats for students, to assist in contact tracing in the event that it becomes necessary. When classes are departmentalized or students transition from room to room, attendance is taken per class period. Attendance is monitored to identify high level trends, and to follow up with screening questions for staff and students who are absent.

## Strategies to Reduce Unnecessary Interaction

All schools will put in place practices and routines to minimize unnecessary interaction between individuals or groups during the school day to the greatest extent practicable.

# Social Distancing

Lockers will be assigned only to those students who desire to use them.

Sharing of materials in any classroom is prohibited unless those materials are cleaned between use. Equipment that must be used by multiple individuals will be cleaned between uses. In cases where sanitizing materials between use is not feasible, hand hygiene before and after use of the item will be required.

The flow of student arrival and dismissal will be regulated by simple strategies such as:

- Using multiple entrances/exits
- Dismissing students to buses from classroom
- Requiring students to remain on buses until called upon to enter the school
- Other as deemed necessary by school administrators

Music education programs in the District are unique in terms of steps that must be taken to reduce the risk of COVID-19 transmission. Music educators will use the [New Hampshire Music Education Return to School 2020 Guidance](#) to make decisions about instructional delivery and routines that are appropriate during the pandemic.

Social distancing of 8 to 10 feet must be maintained for singing or playing wind instruments. Students will be masked, and at least 20 minutes should be allowed for the air to be recirculated (using an air filtration device) before a different group of students enters the classroom.



# Use of Face Coverings in School

The use of face coverings will be actively and consistently enforced on school property and on school buses as follows, with development considerations as noted:

- **Preschool students** will be taught how to use masks but will not be required to wear a mask. According to the American Association of Pediatricians (AAP), wearing a mask is considered low priority for preschool students as it may be difficult to implement. High priority mitigation efforts promoted by this age group consist of hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time outdoors.
- **Students in grades K-3** Masks are required for students. Students sitting at their desks 6 feet apart will be allowed mask breaks at the discretion of their teacher.
- **All students in grades 4-12** are required to wear face coverings at all times throughout the school day including at arrival and dismissal. The only exceptions are when students are eating or drinking when 6 feet apart or when an indoor mask break is allowed under clearly defined conditions (see below).
- **All employees** are required to wear face coverings indoors at all times unless they are in a room or office alone. Face coverings are required at all times in hallways, bathrooms, and common areas, as well as upon arrival and when leaving the building.
- Employees and students are not required to wear face coverings when outside if social distancing of more than 6 feet can be adhered to. Additionally, when necessary, students at all grade levels are provided with opportunities to go outside to socially distance and take a “mask break.”
- Students and employees are allowed opportunities to take indoor mask breaks at the discretion of the teacher. However, at grades 4 and up individuals must move to a different, designated space outside the classroom and must be at least 6 feet apart during any indoor mask break. These mask breaks will be short in duration; less than ten minutes.

# Use of Face Coverings in School

Students and employees can wear their own face coverings or use District provided face coverings; any student or employee who loses, damages or otherwise ruins their face covering will be provided with another to use.

The District acknowledges that employees with varying responsibilities will need different types of face coverings depending upon their positions and duties, and will provide the appropriate equipment to employees as needed.

To prevent spread of COVID-19 masks should completely cover the nose and mouth and should be secure under the chin. A mask should fit snugly against the sides of the face and should not have gaps. Gaiters or face shields are not allowed. Specifically, gaiters and masks with exhalation valves are not allowed. Masks with exhalation valves actually recirculate the air that a person is breathing back into the environment, making the mask more comfortable yet far less effective. Students and employees wearing masks that do not meet the criteria will be asked to wear a school-issued mask.

Exclusion Criteria: According to the Center for Disease Control (CDC) there are circumstances where wearing a cloth face covering may be unsafe or challenging for students. There are a variety of reasons this may be unsafe or challenging, thus outweighing the overall benefit to wearing.

Wearing a mask may be difficult for those with sensory, cognitive or behavioral issues. For students who experience difficulties, but it is not medically contraindicated, behavior techniques and social skills will be used in adapting to wear a face covering. The school will consult with other providers working with this student when possible for advice about wearing cloth face coverings should those efforts not be successful. If a student's documented disability or medical condition prohibits the use of a mask, other mitigation alternatives will be considered and/or utilized including but not limited to face shields, plexiglass barriers or increased social distancing requirements.

Per the CDC, face coverings should not be worn by:

- Children younger than 2 years old
- Anyone who has trouble breathing
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.

NOTE: It is understood that students and employees will remove face coverings when eating and drinking. Social distancing of at least 6 feet is required to do so.

# Personal Hygiene Routines

Hygiene practices are taught, modeled, and encouraged through instruction, posters and other communications, including those that help reinforce such practices at home and establish expectations for families and students returning to school.

Staff and students are required to practice the following practices frequently:

- **Wash hands often** with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water **if hands are visibly dirty**.
- For younger children, when soap and water are not readily available, alcohol based hand sanitizer should be used under the direct supervision of staff.
- Alcohol-based hand sanitizer will be available in all classrooms, office areas, waiting areas or staff break rooms. When not in use, hand sanitizer should be kept out of reach of younger students (on a high shelf, cabinet, or in a backpack worn by staff outside).
- **Supervise and help students** needing assistance to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer.
- **Hand hygiene should be practiced when** arriving at the facility, before and after meals or snacks, before and during meal preparation or service as necessary to prevent cross contamination, after outside time, before and after going to the bathroom, after handling any bodily fluid, before and after medication administration, after cleaning up and handling any garbage, before and after touching a person's face covering or face, and prior to leaving for home.
- Advise students, educators and staff to avoid **touching their eyes, nose and mouth**.
- **Cover coughs or sneezes** with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.

# Sanitizing Routines

Each building receives the same level of cleaning each night, which **adheres to current Center for Disease Control (CDC) guidelines.**

- Buildings are cleaned using our standard cleaning processes which consists of green cleaning techniques. We use our standard High Efficiency Particulate Air (HEPA) filtration vacuums, microfiber cloths and microfiber mops to perform the cleaning tasks.
- Trash and recycling receptacles are maintained daily as per our normal cleaning process.
- We apply an Environment Protection Agency (EPA) registered disinfectant to all high touch areas to include but not limited to, door hardware, desks, chairs, handrails, telephones, light switches, keyboards, dispensers, sinks and bathroom fixtures. The process for applying the disinfectant vary depending on the surface it is being used on. We use backpack sprayers, trigger sprayers, microfiber cloths and wipes to apply disinfectants. During the day when the building is occupied the buildings high touch surfaces are disinfected frequently or as needed depending on the surface.
- Sanitizing wipes are available for student and teacher use in each classroom. These wipes are used to clean desks when students change classrooms throughout the day. This is done by students or by teachers, dependent on the grade level.

## Air Quality and Circulation

The air quality in the buildings are maintained using each building's current HVAC systems. We operate the air handlers using a Merv-13 rated air filter as recommended by ASHRAE standards, (The American Society of Heating and Air Conditioning Engineers). The buildings systems are turned on two hours before building occupancy and remain on for a minimum of three hours after building occupancy to allow for air to circulate. All units are inspected daily to ensure proper operation. Additionally, all classroom spaces are now outfitted with individual air purifiers with HEPA filtration and UVC lights. Where appropriate, we will utilize opening windows and fans to increase outside air circulation.





# Transportation

School transportation provided through the District includes safeguards to protect the health and safety of students and drivers.

**Parents who desire to transport their own children to and from school are encouraged to do so. Wearing masks is strongly encouraged for those students who carpool with individuals who are not members of their household.**

Parking permit requirements at Raymond High School and Seacoast School of Technology have been loosened to allow more students with transportation the opportunity to drive to school. However, driving and parking remain privileges that can be taken away from students who do not demonstrate responsible behavior.

**3 foot social distancing cannot be guaranteed on all school district buses.**

**Assigned seats and seating charts are mandatory. Masks are required at all times.**



# Transportation

- All parents are asked to require students to wash their hands thoroughly in hot water for at least 20 seconds with soap before they leave for school, and screen the health of each child each morning.
- Parents whose children access District-provided transportation are asked to supervise students at bus stops to ensure social distancing and the use of face coverings.
- Face coverings are mandatory for all on school buses for the duration of every route and arrival/dismissal time. Bus drivers will be wearing face coverings at all times.
- Bus drivers will have masks available for any students who don't have one.
- Students will be assigned seats on buses according to a consistent seating chart.
- Any student who is insubordinate in relation to mask use and/or assigned seating may be suspended from the bus temporarily or for the remainder of the school year.
- Regular transportation for Raymond students is provided through Dail Transportation (STA). A food safety grade disinfectant spray is applied after AM runs and PM runs each day. This includes seats, driver's compartment and all frequently touched surfaces such as handrails. Windows will be open, weather permitting for air circulation. Even in the cold months, drivers usually have a window in the front and one in the rear, slightly open, for circulation as windows tend to fog up.
- Special transportation for Raymond students is provided by Durham School Transportation services; special buses are also cleaned twice per day with products as advised by the Center for Disease Control.
- Decisions regarding face coverings for students with health issues or special needs are made in collaboration with the bus company, the District, and parents or guardians.

## Response to Non-Compliance with Mitigation Strategies

It is the understanding of the Raymond School District that there will be a need for an educational portion to the concept of mask wearing and social distancing. The education has occurred in all three schools and will continue until all parents and students are aware of the expectations surrounding mask wearing and the safety measures surrounding the practice of mask wearing and social distancing.

**Administration takes a serious and consistent stand in relation to the level of discipline surrounding non-compliance and deliberate defiance of the expectations for students who are developmentally able to understand the requirements and their necessity.**

Young students or those with significant cognitive disabilities, who refuse to adhere to the face covering guidelines will be referred to the school's Student Intervention Team, which will develop individualized strategies to help the students learn to fully comply with the requirements.

In grades K-3, if students are refusing to wear a mask or not adhering to social distancing guidelines, the school nurse, counselors, and administration will provide educational opportunities for those students. A parent meeting may be scheduled to discuss the needs of the student and determine the best learning environment for the student.

In grades 4-12, it is understood that students will sometimes forget to use face coverings or social distance properly, and that employees will work together to provide positive cues and prompts for all. However, any student who purposefully refuses to wear a face covering as directed, or who defies authority by removing his or her face covering at a time or place when it is required will be disciplined. A student will receive 2 warnings: 1st and 2nd warnings will be both verbal and written and will include communication with parents or guardians. On the 3rd warning students will be isolated and, depending on age, will be sent home or a parent will come pick them up. The student will be expected to leave school property as soon as is feasible. A student will not be allowed to return until the matter has been discussed with a parent or guardian, with the assurance that the child will wear the mask upon return to the building.

## Visitors and Itinerant Staff

All visitors, including volunteers, must agree to engage in a health screening process in order to gain admittance to schools or district buildings during the school day.

**There will be no visitors to District facilities during school hours without prior appointment and/or prior approval** of the school administration.

Meetings that involve individuals from outside the school district will be held remotely, in order to reduce the number of individuals who enter the school buildings.

Schedules of itinerant staff or those who provide direct services to students must be provided in writing to the front office of each school building, and must arrive and leave through the main entrance of the school (signing in and out).

**Visitors may not drop off non-essential items for students or employees during the school day.**



# Technology Use

The Raymond School District provides a 21st Century learning environment that integrates today's digital tools into all curriculum, accommodates a mobile lifestyle, adapts to individual learning styles and encourages collaboration and teamwork. Now more than ever districts all across the country, including our own, are relying on technology to not only keep us connected but provide a conduit for an educational model including in-person, hybrid, and/or remote.

**For the 20-21 school year the District has adopted a 1:1 Chromebook to student model for students in grades 6-12.** District-provided devices are mandated for students at these grade levels. Students bring their Chromebooks to and from school, and educational content for all classes is organized through the Google Apps for Education Suite, a consistent platform used by the District. Students in grades 6 and up are strongly encouraged to use District-provided devices. Parents/guardians who do not want a District-provided device will be asked to sign an informed refusal form to make sure they are aware of the advantages of using a District-provided device. Students are not allowed to bring their personally owned laptops to school.

In order to assist parents/guardians who do refuse a District-provided device, the Technology Department posts on the District website the specific Google updates or extensions that are installed on District-provided devices. Parents are solely responsible for those updates or installing the extensions on personally owned devices as needed.

Because younger children are not developmentally able to transport Chromebooks, or use technology as independently as older students, other technologies are utilized by grade level to develop educational content that is appropriate for the age and grade of the students and accessible in relation to their developmental stages. Teachers in grades pre-k through 5 are also required to use the Google Apps for Education suite of products including Google Classroom and Google Meet consistently to avoid the use of multiple platforms that may be confusing to students and parents/guardians.

Educators at each grade or level are expected to use consistent technology platforms, to enhance communication with parents/guardians and students.



# Special Education and Related Services

## Face Coverings

Due to the special needs of some of our students, there may be times when wearing a mask will interfere with a student's ability to receive instruction or participate in an activity. In those instances, another type of barrier will be used.

## Delivery of Services

Students protected under IDEA will be provided the same opportunities for attendance as their typical peers.

Students with significant disabilities (IDD, multiple disabilities, etc) who require more intensive support and are unable to access services remotely, may have further access to services within the school building(s) if determined necessary by the IEP team.

Each decision will be *individualized based on the needs of the student*.

## Staffing:

- Special Education Teachers will be divided up as needed to support those students who receive on site and remote instruction
- Paraprofessional staff will be deployed to guide students requiring support
- Staff will also be used as a liaison between the district and home for students who are fully remote

## Accommodations for Students with Disabilities or Health Plans

Section 504 coordinators will complete file reviews of each student and meet with the 2020-2021 educational teams to ensure the classroom teachers and service providers have a solid understanding of the student and his/her needs. Parents are encouraged to reach out to their child's Section 504 Coordinator and/or School Nurse if they feel a meeting is warranted to address any immediate medical and/or accommodation need to ensure access to the general curriculum.



# School Lunch and Breakfast Program

For students who engage in on-site learning, school breakfast and lunch will be offered as usual with modifications in place to protect the health and safety of all involved. Students will be spaced at least six feet apart when they are eating lunch, breakfast, or snacks. With a larger number of students in the schools due to full time on-site learning, some students may eat in classrooms and some in the cafeteria in order to allow for 6 foot social distancing.

High school students with a free period in the morning can choose to eat breakfast in the cafeteria. Students will be spaced six feet apart. Tables and chairs will be thoroughly cleaned after each use.

Lunch will be served in the cafeteria but students will be spread out in the lunchroom, outside, or in other rooms after they obtain their lunches.



# School Lunch and Breakfast Program

**Bagged meals for students may also be pre-ordered online for pick up on designated days (two days per week).** These will be pre-assembled 'Grab and Go' breakfast and lunches that are easy to pick up and transport. All bagged meals will be available for pick up at a central location, so that parents with children at different schools will not need to go to more than one school to pick up meals. These meals are available to all students who are enrolled in fully-remote education in Raymond School District.

**All families are strongly encouraged to complete a free and reduced lunch application.** Please remember that last year's free or reduced price eligibility is only good through the first month of school. Families must reapply each school year. It is important to the District and the taxpayers of Raymond that as many families as possible complete a free and reduced lunch application even when meals are provided free of charge to all through a temporary federal or State waiver.

Precise locations, times and procedures for obtaining school meals are communicated to all stakeholders through a variety of channels.





# Supplementary, Extracurricular, and Co-Curricular Programs

## Before School Program

The Lamprey River Elementary School Before School Program operates using the same requirements for social distancing, face coverings, and personal hygiene that are in place during the regular school day. The program is contained to one common area which can be quickly and easily sanitized before other students arrive at school in the morning. Only students who are in attendance that school day may participate. In order to maintain proper social distancing, the number of students who may enroll may be limited.

## Learning Enrichment Afterschool Program

LEAP operates on-site with additional remote learning support to students who are not on-site at school that day or whose parents prefer remote support. The program abides by the same requirements for social distancing, face coverings and personal hygiene that are in place during the regular school day. **The program will conclude no later than 6:00 PM each day.** Only students who are in attendance that school day may participate in the on-site after school program. Due to social distancing requirements, the number of students who may participate on-site per day may be limited.



# Supplementary, Extracurricular, and Co-Curricular Programs

Raymond School District [continues to offer sports in the 2020-21 school year](#). Extra strategies and safeguards are put in place to protect the health and safety of everyone involved. These may include social distancing, additional cleaning of equipment, coach and athlete training, etc. Strategies and safeguards may vary according to the sport.



# Supplementary, Extracurricular, and Co-Curricular Programs

## Extracurricular Activities

Extracurricular activities may take place using the same precautions and strategies that are required during the school day, including social distancing and use of masks. These multiple layers of protection are in place for the health and safety of all participants.

## Co-curricular Activities

Field trips may take place with written consent from the Superintendent, provided a plan has been submitted and approved by the Superintendent which includes multiple layers of protection including social distancing and use of masks.

## Extended Learning Opportunities

ELOs will be allowed on a case by case basis if appropriate documentation is obtained to assure that cooperating organizations or sponsors will agree to abide by social distancing, PPE and hygiene requirements necessary to protect the health and safety of the overall school community.

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**Note:** As a reminder, participation in public school activities is open to home educated, nonpublic school, and public charter school students who reside in Raymond, as per [Raymond School Board Policy IHBG-R](#). Please refer to the policy for more information and guidance.

## Facilities Use

The use of school buildings after school hours will be limited to LEAP and any extracurricular activities that are formally approved by the school Principal and the Superintendent of Schools.

The use of school facilities by outside organizations will be limited during the time of this pandemic to ensure that we can provide the safest learning environment possible for our students and staff. **All school facilities will be closed at 5:00 PM, Monday through Friday, with the following exceptions:**

- Iber Holmes Gove Middle School Cafeteria and Gymnasium until 8:30 pm
- Raymond High School Gymnasium until 8:30 pm
- Raymond High School Media Center and Room 109 for official Town/District meetings only
- Only the gymnasium and cafeteria at IHGMS and the gymnasium at RHS will be available for use on the weekends.
- LEAP will conclude no later than 6 PM.

As a courtesy to the District, members of outside organizations that use District facilities are required to wear masks and adhere to social distancing. However, outside organizations are responsible to enforce these safety measures during their own activities.

To protect the health and safety of the entire school community the Superintendent will close school facilities to the public or to outside organizations if deemed necessary.





## Closing

The COVID-19 pandemic has presented challenges for students, families, and employees of the District. However, the District and the community have joined together to adjust to changing circumstances and educate the students of our community while protecting the health and safety of all

The Raymond School District is committed to providing quality education and related services to all students while putting in place multiple layers of protection to safeguard the health and safety of all members of our educational community and the general public. This plan has been updated based on best available current information.

The District reserves the right to put in place, if needed, additional strategies or practices that are required to protect the health and safety of employees, students and their families.

