

SAU 51 REOPENING PLAN



*Educating the students of the Pittsfield School District,
while being as safe as possible*

APPROVED: AUGUST 6, 2020

TABLE OF CONTENTS

EXECUTIVE SUMMARY	PAGE 3
REOPENING TASK FORCE	PAGE 4
RESOURCES/REFERENCES	PAGE 6
GUIDING PRINCIPLES/KEY STRATEGIES	PAGE 7
SUBTEAM REPORTS/RECOMMENDATIONS	
1. INSTRUCTION/TECHNOLOGY	PAGE 8
2. PUBLIC HEALTH PROTOCOLS	PAGE 11
3. SCHOOL ENVIRONMENT	PAGE 15
4. SCHOOL MANAGEMENT & COMMUNICATION	PAGE 17
OTHER TOPICS/RECOMMENDATIONS	
1. CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES	PAGE 18
2. FOOD SERVICES	PAGE 19
3. TRANSPORTATION	PAGE 19
PROFESSIONAL DEVELOPMENT/TRAINING RECOMMENDATIONS	PAGE 20
TIMELINE/ACTION STEPS	PAGE 21
SCHOOL DISTRICT CALENDAR	PAGE 22

EXECUTIVE SUMMARY

Our District Leadership Team (DLT), consisting of teacher leaders and administrators, assumed the primary responsibility for developing our Pittsfield plan. Other teachers and support staff also volunteered to help in this important initiative. The DLT established three goals to guide its recommendations.

- Student, staff, and community safety
- Actions will be guided by medical and public health officials along with risk and emergency management collaborators
- Reopening plans must be equitable and accessible for all students and families

The DLT and sub-teams considered full remote, full in-person, and hybrid learning models for the fall. Based on feedback received from families and guidance received from public health sources, as well as considering the advantages and limitations of the school buildings themselves, the plan will outline a proposal for all learning to be online, with the support of students coming into school in a hybrid model. This means that students will have the option to be on-site in small cohorts on a part-time basis or to work fully remotely.

Families that choose to have their students work on-site will be grouped in A/B day groupings. Students assigned to A day will work on-site on Monday/Thursday and B day students will work on-site on Tuesday/Friday. All students will be remote on Wednesdays. Families will be scheduled together. The 2020-2021 school year has been divided into eight segments (see district calendar). Each segment is 4-5 weeks long (or roughly half of a quarter). This will allow for each student to adjust their personal choice of hybrid on-site or full remote based on the changing conditions and risk mitigation.

In order to make the schools safe for students and staff, significant resources and shifts in practice are necessary to meet safety guidelines and protocols. Daily screening of students and staff on-site will be required. Students and staff will be required to wear masks in most school settings and maintain a six-foot social distance. Additional health and hygiene practices are also recommended, while cleaning and disinfecting will be a priority both during school and after hours.

The DLT, Steering Committee, and School Board will continuously evaluate the plan and will be prepared to make appropriate shifts in school status (see school status protocol) and other protocols based on the changing conditions, local and state health data, and guidance from state (DOE/DHHS) and national (AAP/CDC) organizations.

REOPENING TASK FORCE

The District Leadership Team (DLT) served as the guiding coalition in the development of the reopening plan. The team met in early July 2020 to review research, develop goals, and establish subteams. The team reconvened in early August 2020 to align the recommendations of the subteams in preparation to share the plan with the School Board and community.

Team Members

- Meg Foehl, PK-K Team
- Sara Ball, PK-K Team
- Bernadette Rowley, ½ Team
- Danielle John-Zensky, ¾ Team
- Lindsey Bickford, 5th Grade Team
- Nicole Calauti, PES Unified Arts Team
- Darlene Stewart, PES Special Education Team
- Sarah Jean-Gilles, 6th Grade Team
- Alissa Heppler, MS Team Team
- Rebecca Thompson, MS Team
- Charlene Vary, PMHS Special Education Team
- Kiza Armour, 9/10 Team
- Sarah Carson, 9/10 Team
- Amber Zachos, 11/12 Team
- Kathy Vassallo, 11/12 Team
- James Cobern, PMHS Unified Arts Team
- Danielle Harvey, PES Principal
- Kathy LeMay, PES Assistant Principal
- Derek Hamilton, PMHS Principal
- Melissa Brown, PMHS Assistant Principal
- Jessica Bickford, Director of Student Services
- John Freeman, Superintendent

SUBTEAMS

The subteams below met between July 20-July 31 to research, discuss, and make recommendations in the areas of instruction/technology, public health, school environment, and school management and communication.

<p>INSTRUCTION/TECHNOLOGY</p> <ul style="list-style-type: none"> ● Kiza Armour ● Jessica Bickford ● Jodi Biron ● Susan Bradley ● Gina England ● Meg Foehl ● Danielle Harvey ● Alissa Heppler ● Sarah Jean-Gilles ● Danielle John-Zensky ● Terry Littlefield ● Kathy Mahanes ● Gailann Newton ● Bernadette Rowley ● Kate Soucy ● Lisa Stevens ● Darlene Stewart ● Charlene Vary 	<p>PUBLIC HEALTH PROTOCOLS</p> <ul style="list-style-type: none"> ● Cindy Caravella ● Nina Chambers ● Lenore Coombs ● Elisha Griffin ● Derek Hamilton ● Christy Hinckley ● Joanne Rautio
<p>SCHOOL ENVIRONMENT</p> <ul style="list-style-type: none"> ● Lindsey Bickford ● Kristen Brown ● Melissa Brown ● Nicole Calautti ● James Cobern ● Sue Elliott ● Desiree Holland ● Emily Fontaine ● Jeff Martel ● Kim Morganti ● Alicia Presby ● Elaine Ramsey ● Kathy Vassallo 	<p>SCHOOL MANAGEMENT & COMM.</p> <ul style="list-style-type: none"> ● Sarah Carson ● Lisa Gauthier ● Krystal Hudgens ● Kathy LeMay ● Nicole McLlarky

PRIMARY RESOURCES/REFERENCES

1. [American Academy of Pediatrics \(AAP\) Guidance for School Reopening](#)
2. [Centers for Disease Control and Prevention \(CDC\) Interim Guidance for Child Care Programs and K-12 Schools](#)
3. [Massachusetts Department of Elementary and Secondary Education Interim Fall School Reopening Guidance](#)
4. [New Hampshire Department of Education Grades K-12 Back to School Guidance](#)
5. [New Hampshire Department of Health and Human Services COVID-19](#)
6. [STRRT Draft Recommendations and Sub-Recommendations](#)
7. School Staff and Family Survey Responses
8. Neighboring School District Reopening Plans

GUIDING PRINCIPLES / KEY STRATEGIES

1. **Equity and ease in pivoting** - all learning is set up for online learning. Students who come to school get support to complete the online learning. If students choose not to work on-site, they will receive support to complete the online learning. We strive to make the learning equitable and accessible in school or at home.
2. Learning commitments are chunked out in segments to allow for students choice of on-site or full remote based on the changing conditions and risk mitigation.
3. Classrooms should be grouped/cohorted together to the extent possible so that students and teachers in one classroom/group avoid crossover with another classroom/group. Teachers will move between classrooms instead of students whenever possible.
4. When feasible, student and staff cohorts should remain as static as possible by having the same group of children stay with the same staff. If possible, consider opportunities to rotate teachers, instead of students, to minimize hallway traffic.
5. Families highlighted the need to align student work expectations. While we work towards bigger projects that work across discipline competencies, teachers will also communicate to be sure they are not overlapping.
6. Enforcing physical distancing may be difficult for a full day. When possible, emphasis should be placed on limiting the size of groups and maintaining consistent small cohorts and spacing between students. Teachers will need to be sure to include movement breaks and mask breaks throughout the day.
7. The safety of students, staff, and community is the priority. Clear protocols and procedures will provide clarity for all stakeholders.
8. Efficient and effective communication with families will increase our ability to safely educate our students.
9. Team decisions will be based on the latest research and recommendations from state and national organizations.

INSTRUCTION RECOMMENDATIONS

- I. SCHEDULING - What does the school day look like in order to support small groups, appropriate distancing and teacher supervision of online learning?
 - A. District Level
 1. Families that choose to have their students work on-site will be grouped in A/B day groupings. Students assigned to A day will work on-site on Monday/Thursday and B day students will work on-site on Tuesday/Friday. All students will be remote on Wednesdays.
 - a) The days work out to be approximately evenly distributed.
 - b) This approach allows us to see the students more regularly; instead of going 5 days without seeing students.
 2. The 2020-2021 school year has been divided into eight segments (see district calendar). Each segment is 4-5 weeks long (or roughly half of a quarter). This will allow for each student to adjust their personal choice of hybrid on-site or full remote based on the changing conditions and risk mitigation.
 3. We recognize that two days in school creates a new routine. In order to support families, we will default to students from one family coming in on the same day; exceptions possible if that would be a better family support.
 4. The remote day will allow for teacher planning time (CPT/PLC/contractual professional development) and allow for in person staff to check in on the remote staff and students.
 - B. PES
 1. For preschool scheduling we recommend splitting by age groups for the AB groupings.
 2. For Unified Arts classes students will stay with the same UA course for a session to reduce contact points.
 - a) Build in longer breaks between classes for cleaning
 - b) Kindergarten classes will be in their rooms or outside.
 - c) Other classes will be in the UA space or outside.
 - C. PMHS
 1. Sixth grade - core teachers rotating through home bases to support math, science, English, and social studies
 2. Seventh and eighth grade - core teachers rotating through home bases to support math, science, English, and social studies (students and/or home bases will sign up for science labs)
 3. High School - students will work in a home base within a pod and have the flexibility to design a schedule that meets their needs; students may work independently or in small groups within their home base, get additional support, and/or attend lab based and Unified Arts courses

II. STUDENT GROUPING

- A. The core concept with student grouping is that they are assigned to a smaller group in order to reduce points of contact.
 - 1. PES
 - a) Students assigned to a team for their homebase. The team will do lunch and recess together. Each team will be made of 2-3 homerooms and be supported by 3-4 teachers.
 - 2. PMHS Pods
 - a) Grade 6 classrooms together
 - b) Grade 7/8 together
 - c) Grades 9-12 (organizing principle TBD)

III. TRANSITIONS

- A. Students will work in their assigned homebase, in a socially distant workspace.
- B. Students will only leave their homebase to access course specific materials (science labs, Unified Arts course, etc.)
- C. The priority will be that teachers move to support the students. Students should remain in their homebase as much as possible for indoor work.
- D. Students and teachers may work outside as needed and/or for course specific lessons (i.e. gym, music, etc.)

IV. DIGITAL PLATFORMS

A. Information for Families

- 1. Families like the closed communication system. Clasdojo will stay for family communication at PES. PMHS is finalizing a tool.
- 2. In order to better support families in knowing the work that is assigned, we will make two changes.
 - a) Teachers will share google doc with a list of what students need to do (at least a week at a time)
 - b) Assignment details will be posted up for Sunday night (for Monday, Tuesday, Wednesday) and Wednesday night (for Thursday, Friday)
- 3. Teachers will also provide links for google classrooms to Powerschool.
- 4. Feedback will be communicated to families in a timely manner so they can support completion of student work; at least weekly.

B. Information for Students

- 1. Google Classroom will be where students see and submit their work.
- 2. Zoom will be the prioritized platform used for virtual meetings. Meets only as a backup.
- 3. There will be expectations for being online at certain times. A staff will be available for check-ins, support and synchronous class discussions will be scheduled between 8-2 on remote learning days, with at least one day having flex times.

4. Work needs to be turned in through google classroom (this way it shows as “turned in”)

C. Information for Teachers

1. Common Grade Span Expectations will be set by each team
2. Use the Classwork Categories to organize the class work
 - a) [Classroom organized by day for PES](#)
 - b) Categories set by team at PMHS
 - c) Use the due date
3. Schedule office hours or 1:1 appointments to check in with students
4. Include the special ed teacher, paras assigned to the class and principals as co-teachers to classes
5. Expectations for being online at certain times. A staff will be available for check-ins, support and synchronous class discussions will be scheduled between 8-2 on remote learning days, with at least one day having flex times. No longer than 48 hour response time.
6. Feedback to families needs to be communicated to families in a timely manner so they can support completion of student work; at least weekly.

V. ASSESSMENT

- A. Plan for assessment (baseline and progress) - All students will be assessed in literacy and math skills within the first four weeks.
 1. NWEA can be in person or remote K-8
 - a) Will offer online students to come in for assessment only
 2. Teacher-created assessments at upper PMHS grades
- B. Data would be used to determine needs for specific student intervention needs; grade levels may add other assessments by agreement

VI. TECHNOLOGY

- A. All students will have an assigned 1:1 device
 1. PreK-2 will have iPads
 2. 3/4 will have Chromebooks
 3. 5-8 will have iPads
 4. 9-12 will have Chromebooks
 5. If students currently have a device that doesn't match what they will use in the fall it will be collected in mid-August.
 6. On 9/3 we will ensure that everyone has the correct device for the year.
- B. Families, students and staff should psd-support@pittsfieldnhschools.org to let us know of technology issues. It's a team of people who can respond and see if additional support is needed.
- C. Additional printers needed; one for each pod to limit contact points.
- D. We will be purchasing a new domain name to shorten email addresses.

VII. APPLICATIONS

- A. Teachers need to limit the number of applications they are assigning students to use. Preference will be given to apps which can be logged in through google classroom and clever (to limit the number of logins).

PUBLIC HEALTH RECOMMENDATIONS

I. STATUS PROTOCOL

- A. The school district will follow a status classification system to reflect the risk level (based on the changing conditions), which will correspond with the protocols in place at our schools (recommend starting the school year in yellow).
- B. The school status will be reviewed bi-weekly at a minimum, or more frequently if needed, by the district steering committee. Status decisions will be based on the latest local and state health data, guidelines from state (DOE/DHHS) and national (AAP/CDC) organizations, and input from our District Leadership Team.

STATUS	MODALITY	TARGET CAPACITY	SAFETY PROTOCOLS
Red	Campus Closed	0%	NA
Orange	Limited Access	10-25%	Strict - limited access to students with special needs and those who require additional support; strict protocols for screening, masks, and travel
Yellow	Campus Open	50%	Required protocols - screening upon arrival, masks required inside the school building, extensive minimization of travel within the building
Green	Campus Open	50%	Recommended protocols - self monitoring of symptoms, masks suggested in the classroom, and limited travel within the building
Blue	Near Normal Operations	99%	Transition back to near normal operations; those with severe medical concerns will still be allowed to work remotely

II. ARRIVAL AND DISMISSAL PROCEDURES

- A. Due to the need for screening prior to entering the school facility and the additional staff presence to supervise arrival locations, students may not arrive at school any earlier than 7:30 a.m. Each school will establish arrival procedures and entry points for students/grade levels. *(Note - depending on the number of in person students, we may adjust the start time to allow for proper staffing).*
- B. Dismissal at the end of the school day will be staggered in order to avoid congestion in the hallways and outside of the school facilities. Each school will establish dismissal procedures by transportation method (i.e. walkers, car riders, or bus riders) or grade level.

III. DAILY SCREENING

- A. All students and staff members working on site will be screened and be subject to the guidelines in the protocol outlined below.
- B. Students that require bus transportation will be screened by a bus attendant (staff member) or other trained designee prior to boarding the bus.
- C. Students that walk to school, are dropped off, or drive a vehicle will be screened by a staff member upon arrival to school and prior to entering the school facility.

IV. SCREENING PROTOCOL (only those with symptoms, reported symptoms, and/or reported travel will be documented)

- A. Students and staff members will be screened daily on arrival to the school facility by administering a temperature check and asking if:
 - 1. Have any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or a fever of 100.4 degrees F or higher.
 - 2. Have had any close contact with someone who has symptoms of COVID-19 or is confirmed to have COVID-19 in the past 14 days.
 - 3. Have traveled in the past 14 days either: i. Internationally (outside the U.S.), ii. By cruise ship, or iii. Domestically (within the U.S.) outside of New England.
- B. Students and staff with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will **not** be allowed into the school facility.
 - 1. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate at home](#) following the instructions below.
 - 2. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
- C. Staff with suspected or confirmed COVID-19 must stay out of the school facility until symptom-based criteria are met for [discontinuation of isolation](#).
 - 1. At least 10 days have passed since symptoms first appeared **and**;

2. At least 1 days (24 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms).

V. ISOLATION PROTOCOL

- A. If someone (student or staff) is feeling ill, the student should be accompanied by a staff member to the designated isolation room. Both must be masked, if tolerated and developmentally appropriate for the student, with a face covering (cloth or medical). The health services office should be notified immediately when an ill student is being accompanied to the isolation room.
 1. Isolation Spaces
 - a) PES - Conference Room
 - b) PMHS - PATCH Office
- B. The Health Services Office will follow the enclosed protocol in any such situation.

VI. HEALTH, HYGIENE, & SAFETY PRACTICES

- A. General Expectations
 1. Staff members are expected to review safe practices as it relates to hand hygiene, sanitation, and illness outlined in the [Universal Guidelines for All New Hampshire Employers and Employees](#).
 2. Families are encouraged to assess their child(ren) prior to sending them to school. Any student or staff member who is sick or not feeling well is advised to stay home. Employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
 - a) Fever
 - b) Respiratory symptoms (runny nose, sore throat, cough, or shortness of breath)
 - c) Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - d) Changes in a person's sense of taste or smell
 3. Students and staff members are expected to follow the guidance below on hand washing while on school grounds.
 - a) 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.
 - b) Always wash hands with soap and water if your hands are visibly dirty.
 - c) Wash or sanitize hands upon arrival, before and after meals or snacks, and before or during meal preparation or services.
 4. Students and staff members are advised to avoid touching their eyes, nose and mouth with unwashed hands.
 5. Students and staff members are advised to 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.

6. Students/families are advised to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the health services office. Staff members are required to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the health services office and their supervisor.

B. [Wearing of Face Coverings](#) (Masks)

1. General School Settings - students and staff members are **required** to wear masks in the following areas (in orange, yellow, and green status):
 - a) School buses (at all times)
 - b) Entering or exiting the school building
 - c) Transitioning in the hallway or school building
 - d) Arrival to and leaving a classroom
 - e) Engaged in group activities
2. Classroom Environment
 - a) **Required** in orange and yellow status; mask breaks will be allowed during the school day
 - b) **Suggested** in green status; students *may* remove their mask if seated and able to maintain a six foot social distance

C. Social Distancing - students and staff members are expected to maintain a six foot social distance whenever possible.

D. Hand Sanitization - students and staff members are expected to sanitize prior to entering a classroom; it is also the expectation that students and staff members will sanitize after using the restroom.

VII. REPORTING/INVESTIGATING CASES OF COVID-19

A. The school district will utilize the [CDC school decision tree](#) in cases of confirmed person with COVID-19 in the school building. This includes:

1. Coordinating with local health officials
2. Dismissing students and most staff for 2-5 days
3. Communicating with staff, families, and students (any school closure due to a suspected or confirmed case of COVID-19 will occur through School Messenger)
4. Clean and disinfect thoroughly
5. Making decisions about extending the school dismissal
6. Implementing strategies to continue education and related supports for students
7. Ensuring continuity of meals programs
8. Considering alternatives for providing essential medical and social services for students.

B. A student or staff member who had or was likely to have COVID-19 may return to school according to [CDC guidelines](#).

VIII. CLEANING & DISINFECTING PROCEDURES

A. General Information

1. The school district will continue to align its cleaning practices to [CDC guidelines for cleaning and disinfecting](#) schools.
2. The school district will continue to use [EPA approved disinfectants against COVID-19](#).

B. During School Hours (see school environment section)

C. After Hours

1. In addition to general cleaning procedures, frequently touched areas and surfaces (including but not limited to chairs, tables/desks/countertops, and doorknobs) will be cleaned at the end of each school day.

IX. OTHER

A. Drinking Fountains

1. Will be turned off in classrooms
2. Will be turned off in common areas
3. The water bottle filling stations will remain on if the push bar can be disabled

B. Hallway Traffic

1. Transitions will be limited - teachers and teams will determine management of transitions and traffic patterns during the school day
2. During transition windows (i.e. arrival and dismissal) - staff members not assigned to students or a duty post are expected to step out to support

C. Student Lockers (PMHS) - students will not be assigned lockers; students will be expected to keep materials / belongings in their home room or home base

SCHOOL ENVIRONMENT

I. CLASSROOM ENVIRONMENT

A. Spacing

1. A minimum of six feet, center to center will be used when setting up homebase spaces. Avoid stationing desks face to face.
2. If a small group is needed, then students may sit three feet away from each other with masks on.
3. Provide plexiglass (some sort of material-shower curtain) barriers during small group work, as needed.
4. Porous surface seating may be used on case by case basis, but will be assigned to an individual student and not shared.
5. Flexible space for mask breaks, as needed, on an individual basis; this would be separate from a full-class mask break.

II. SANITATION PROCEDURES

A. During School Hours

1. Shared school supplies must be sanitized or sit undisturbed overnight. (UA's, Science, textbooks, classroom libraries/guided reading books, math manipulatives, etc.)
2. Create sanitizing stations in each occupied room (to include disinfectant wipes and sanitizer)
3. One person at a time in the elevator (with the exception of special cases- siblings, 1:1 paras, etc.); create a sanitization schedule
4. Classrooms and Work Spaces
 - a) Students *may* wipe down their own desks or workstations before transitioning to another space or at the end of the day; otherwise, cleaning and disinfecting will be performed by a staff member.
 - b) Staff members will clean and disinfect materials such as lab supplies and other materials as needed.
5. Other School Settings (high traffic areas)
 - a) Hallways - high touch areas will be cleaned as frequently as possible
 - b) Bathrooms - high touch areas will be cleaned three times per day (mid-morning, early afternoon, and after hours)
 - c) Cafeteria - table tops and high touch areas will be cleaned after each lunch group

III. VISITORS TO THE SCHOOL

A. VISITORS

1. During the school day visitors will be permitted by appointment only if deemed essential.
2. Any visitors who will be on site will be screened.
3. Any visitor entering the building will be required to follow status protocol for wearing a mask.
4. When possible, school staff will meet delivery people outside to accept delivery.

B. LATE ARRIVAL/EARLY DISMISSAL FROM SCHOOL

- a. Upon arrival at the school, parents will communicate with the office through the call boxes.
- b. Office staff will come outside to screen late arrival students and welcome them to school.
- c. For dismissal, office staff will confirm the early dismissal. To limit traffic, secretaries will sign students out.

IV. VENTILATION SYSTEMS

- A. Air filters are in process of being replaced with the MERV 13 filter

- B. The air exchange system currently circulates air every 30 minutes (each classroom and/or office space should have an air exchange system)
- C. Our HVAC provider will conduct an assessment of our system and practices to determine how, or if, we can increase the efficiency of our HVAC system and increase the airflow into classroom and office spaces.

V. ADDITIONAL NOTES

- A. Classroom teachers should keep windows open whenever possible
- B. Fans should blow the same direction as students are seated.
- C. Classroom teachers keep doors open whenever possible (propped and locked).

SCHOOL MANAGEMENT & COMMUNICATION

I. DISTRICT/BUILDING INFORMATION

- A. Weekly Family Newsletter to keep families up to date.
 - 1. Information to be included:
 - a) District
 - (1) Links to New Policies
 - (2) Attendance Updates
 - (3) Visiting Procedures/Access to Property
 - b) PES/PMHS
 - (1) Materials; pick up/drop off
 - (2) Events
 - (3) Procedure Changes
 - (4) Grading Info
 - (5) Health Service Update
 - 2. Sent out every Friday on School Messenger to family emails; posted on Facebook; linked on the website; printed copies will be made available in the main offices.
- B. Website
 - 1. Updated with new policies/procedures
 - 2. Will have link to the newest Family Newsletter
- C. Phone Call (School Messenger)
 - 1. In the event of a status change or a confirmed COVID-19 case, a phone call will be used through School Messenger; similar to a snow day call.
- D. Facebook
 - 1. Jpeg of newsletter will be available every Friday
 - 2. District page will be updated periodically with photos to share and learning opportunities for students and families
- E. Weekly Staff Newsletter
 - 1. Information to be included:
 - a) District
 - (1) Meetings/Events
 - (2) Changes to Procedures
 - b) Building

- (1) Meetings/Events
- (2) Professional Development
- (3) Health Service Update

II. CLASSROOM INFORMATION

A. PES

- 1. Teachers will utilize Class Dojo to communicate with families about the academic and social emotional needs of their student.

B. PMHS

- 1. Teachers will utilize a common platform that will be used across all grades 6-12 to communicate with students and their families about their progress.

OTHER TOPICS

I. CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

A. Co-curricular Activities

- 1. PES/PMHS school clubs and organizations may continue or start meeting virtually when the school year begins.

B. Extra-curricular Activities

- 1. PMHS athletic teams will continue to offer skill and drill based training sessions in accordance with CDC, state, and NHIAA guidelines through August 21.
- 2. On July 30 the NHIAA released guidance on the fall season and phase three guidelines. A sub-team is reviewing these guidelines and preparing a plan to be reviewed by the Superintendent.

II. FOOD SERVICES

A. PES Breakfast

- 1. All students are reporting directly to their classrooms upon arrival to school. Therefore, we will utilize the Breakfast After the Bell Program for all students receiving breakfast. The Food Services staff will deliver breakfast, along with snack milk, to the classroom in the early morning.
- 2. A letter will be sent home to families in mid to late August for families to sign up for the program.

B. PMHS Breakfast

- 1. Students are also reporting directly to home bases at PMHS. Kiosks will be stationed at entry points for students to get “grab and go” items to take with them to their home base.

C. PES/PMHS Lunch

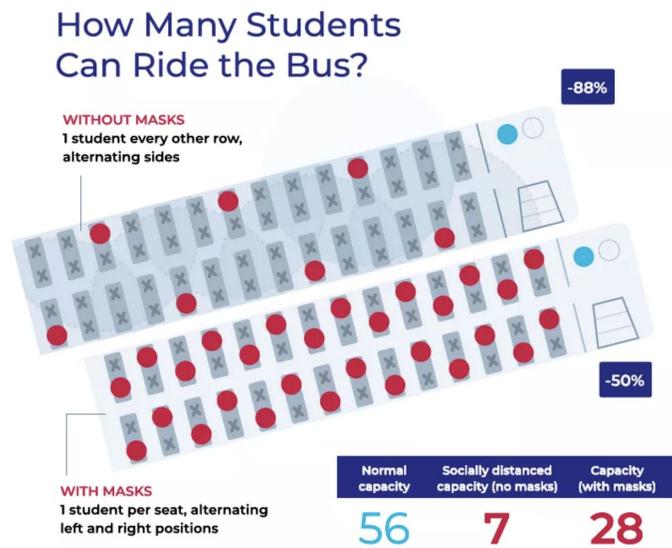
1. Students on-site will primarily be eating lunch in the school cafeterias. Small groups will eat lunch in the cafeteria in 20 minute intervals, with 10 minutes to clean and disinfect between lunch groups.
2. Social distancing will be monitored by school staff in the lunch lines, which will be reduced by small groups. A social distance of at least six feet will also be maintained at lunch tables.

D. Remote Learners

1. Breakfast and lunch will be available to remote learners by pick up. More information regarding meals for remote learners will be shared with families in late August

III. TRANSPORTATION

- A. Bus transportation will be provided on A/B days.
- B. Bus schedules will be slightly modified in order for the first bus drop off to be no earlier than 7:30 or later.
- C. Each bus will have a staff member designated as bus attendant to conduct screenings and to support bus management.
- D. All students riding the bus will be screened according to the screening protocol (see public health section) prior to getting on the bus.
- E. Bus capacity will be reduced to 50% (approximately 24 students per bus).
- F. Everyone (students, staff, and bus drivers) will be required to wear masks while on the school bus.
- G. Students will be assigned a seat. One student will be assigned to each seat and seating will be staggered (see example below) as decided by the bus attendant.



SOURCE: National Council on School Facilities and Cooperative Strategies

PROFESSIONAL DEVELOPMENT / TRAINING RECOMMENDATIONS

Due to the different nature of this school year, there will be an increased need to work with staff before students return to school. Below is an initial list of topics we need to cover, hence the need to revise the school calendar.

- I. FIRST PRIORITY - Before School Starts
 - A. Physical Space
 - B. Google Classroom
 - C. Team Meetings
 1. Set Common Expectations
 - D. Hybrid Lessons
 - E. Normal Required Trainings
 1. AESOP
 2. Information Folder (lists, schedules, duties, etc.)
 3. District Policy Review
 4. Behavior and Emergency Management
 - a) Modified building evacuation drills
 5. Health Services Training
 - a) Best practices for health/hygiene
 - b) Wearing and caring for face masks
 6. Special Education
 7. Handbook Review
 - F. Organizational Structure Update

- II. SECOND PRIORITY
 - A. Clever
 - B. Online teaching practices
 - C. Class Dojo/PMHS Closed Communication
 - D. Training of the different apps for online learning
 - E. PowerSchool
 - F. Social Emotional Learning
 - G. Advisory
 - H. Maintaining Physical Space Safety
 - I. App specific trainings

- III. THIRD PRIORITY
 - A. UDL
 - B. NEASC Next Steps

TIMELINE/ACTION STEPS

- I. August 6: School Board action
- II. August 7: Share the plan - ask families and staff commitment for the first segment.
- III. August 10-12: Information sessions for families
 - A. Questions and answers around the approved plan
 - B. Webinar and small on site groups (RSVP required)
- IV. August 12: Due date for families to commit for Segment 1
- V. August 13: Follow up with families that don't reply to the survey
- VI. August 13: Preschool screening
- VII. August 14: Due date for staff survey
- VIII. August 17: Begin organization of homebases
- IX. September 3: Roll Out Day (First Instructional Day)
 - A. Zoom meetings and introductions
 - B. Transition Days for K, 6, 7, 9
 - C. Material Pick-ups
 - D. Prepare students for the school year
- X. September 4-7: Labor Day Weekend
- XI. September 8: Remote Day (Voting)
- XII. September 9: Remote Day
- XIII. September 10: A Day
- XIV. September 11: B Day

**PITTSFIELD SCHOOL DISTRICT CALENDAR
2020-2021**

<p>AUG / SEP 2020 21</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>TW</td> <td>TW</td> <td>X</td> </tr> <tr> <td>TW</td> <td>TW</td> <td>TW</td> <td>3</td> <td>X</td> </tr> <tr> <td>X</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table> <p>8/26-9/2 Teacher Workshop Days 9/3 First Day of School (Orientations) 9/4-9/7 Labor Day Holiday Break 9/8 Primary Date (PMHS)</p>	M	T	W	T	F			TW	TW	X	TW	TW	TW	3	X	X	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			<p>FEBRUARY 2021 15</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table> <p>2/19 End of Segment 5 2/22-2/26 Winter Break</p>	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	X	X	X	X	X
M	T	W	T	F																																																									
		TW	TW	X																																																									
TW	TW	TW	3	X																																																									
X	8	9	10	11																																																									
14	15	16	17	18																																																									
21	22	23	24	25																																																									
28	29	30																																																											
M	T	W	T	F																																																									
1	2	3	4	5																																																									
8	9	10	11	12																																																									
15	16	17	18	19																																																									
X	X	X	X	X																																																									
<p>OCTOBER 2020 20</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>TW</td> </tr> <tr> <td>X</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> <p>10/8 End of Segment 1 10/9 Teacher Workshop Day 10/12 Columbus Day</p>	M	T	W	T	F				1	2	5	6	7	8	TW	X	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p>MARCH 2021 23</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
M	T	W	T	F																																																									
			1	2																																																									
5	6	7	8	TW																																																									
X	13	14	15	16																																																									
19	20	21	22	23																																																									
26	27	28	29	30																																																									
M	T	W	T	F																																																									
1	2	3	4	5																																																									
8	9	10	11	12																																																									
15	16	17	18	19																																																									
22	23	24	25	26																																																									
29	30	31																																																											
<p>NOVEMBER 2020 16</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>9</td> <td>10</td> <td>X</td> <td>12</td> <td>PT</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>23</td> <td>24</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>11/3 Election Day (PMHS) 11/6 End of Segment 2 (Q1) 11/9-11/20 Student-led Conferences 11/11 Veteran's Day 11/13 Student Conferences (No School) 11/25-11/27 Thanksgiving Break</p>	M	T	W	T	F	2	3	4	5	6	9	10	X	12	PT	16	17	18	19	20	23	24	X	X	X	30					<p>APRIL 2021 16</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>PT</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table> <p>4/2 End of Segment 6 (Q3) 4/5-4/16 Student-led Conferences 4/16 Student Conferences (No School) 4/26-4/30 Spring Break</p>	M	T	W	T	F					1	5	6	7	8	9	12	13	14	15	PT	19	20	21	22	23	X	X	X	X	X
M	T	W	T	F																																																									
2	3	4	5	6																																																									
9	10	X	12	PT																																																									
16	17	18	19	20																																																									
23	24	X	X	X																																																									
30																																																													
M	T	W	T	F																																																									
				1																																																									
5	6	7	8	9																																																									
12	13	14	15	PT																																																									
19	20	21	22	23																																																									
X	X	X	X	X																																																									
<p>DECEMBER 2020 16</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>21</td> <td>22</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> </tr> </tbody> </table> <p>12/11 End of Segment 3 12/23-1/1 Holiday Break</p>	M	T	W	T	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	X	X	X	X	X	X	X		<p>MAY 2021 20</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>5/7 End of Segment 7 5/31 Memorial Day</p>	M	T	W	T	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	X				
M	T	W	T	F																																																									
	1	2	3	4																																																									
7	8	9	10	11																																																									
14	15	16	17	18																																																									
21	22	X	X	X																																																									
X	X	X	X																																																										
M	T	W	T	F																																																									
3	4	5	6	7																																																									
10	11	12	13	14																																																									
17	18	19	20	21																																																									
24	25	26	27	28																																																									
X																																																													
<p>JANUARY 2021 19</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>X</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> </tbody> </table> <p>1/1 New Year's Day 1/18 Martin Luther King Day 1/22 End of Segment 4 (Q4)</p>	M	T	W	T	F					X	4	5	6	7	8	11	12	13	14	15	X	19	20	21	22	25	26	27	28	29	<p>JUNE 2021 14</p> <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>ER</td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table> <p>6/3 Exhibition Day 6/12 Tentative Graduation Date 6/18 Tentative Last Day of School (Q4)</p>	M	T	W	T	F		1	2	3	4	7	8	9	10	11	14	15	16	17	ER	X	X	X	X	X	X	X	X		
M	T	W	T	F																																																									
				X																																																									
4	5	6	7	8																																																									
11	12	13	14	15																																																									
X	19	20	21	22																																																									
25	26	27	28	29																																																									
M	T	W	T	F																																																									
	1	2	3	4																																																									
7	8	9	10	11																																																									
14	15	16	17	ER																																																									
X	X	X	X	X																																																									
X	X	X																																																											
<p align="center">SCHOOL HOLIDAYS</p> <p>Sept. 4 - Sept. 7 Labor Day Weekend Holiday Sept. 7 Labor Day Oct. 12 Columbus Day Nov. 11 Veterans Day Nov. 25-27 Thanksgiving Holiday Dec. 23 - Jan. 1 Holiday Vacation Jan. 1 New Year's Day Jan. 18 Martin Luther King Day Feb. 22 - 26 Winter Vacation Apr. 26 - Apr. 30 Spring Vacation May 31 Memorial Day</p>	<p align="center">Instructional days 180</p> <p align="center">OTHER DAYS</p> <p>Sept. 3 First Day of School for Students TW Teacher Workshop Days; No Students X School Vacation Days June 12 Tentative High School Graduation June 18 Tentative Last Day of School</p> <p> A Day Students B Day Students Remote Learning Days </p> <p>Snow Days Each snow day will advance the last day of school by one day.</p>																																																												

Revised: July 31, 2020