

# Reentry Plan

**DOVER SCHOOL DISTRICT – SAU 11**

September 2020



**DOVER SCHOOL DISTRICT**  
EMPOWERING ALL LEARNERS!

**SUPERINTENDENT**

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September 2020

Dear Dover Families and Community,

The Dover School District commits itself to providing every student with an equitable education-regardless of the learning environment, so all students have the skills, habits, and dispositions to graduate career and college ready. As the District prepares to return to school, we must begin with strengthening relationships, focusing on equity and supporting the overall well-being of the Dover Schools students, families, faculty and staff, the greater Dover community, and the state of New Hampshire.

The re-entry plan will require a flexible response based on the duration of the COVID-19 pandemic, and the established [health and safety guidelines](#) provided by the State of New Hampshire.

The Dover School District has established the ambitious goal that by the end of the 2021-2022 school year, every student will be on track for success academically, socially and emotionally.

# GENERAL CONSIDERATIONS



As the process for planning for the reopening of schools continues, it is recognized the following are general considerations that will continue throughout the planning process and the reopening of school.

 <b>Coordination</b>	Reopening will require schools to work closely with public health experts and other agencies.
 <b>Communication</b>	An effective school reopening will require diligent efforts to communicate with parents/guardians and community members.
 <b>Regulatory Flexibility</b>	Reopening will require schools to incorporate many novel decisions regarding staffing, scheduling, and operations. Flexibility will be key to a successful response.
 <b>Informed Decision Making</b>	Decisions will be based on the most current health data related to SARS-CoV-2 (the virus that causes COVID-19); Federal/Governor/DHHS decrees; and recommendation from the Dover Schools Medical Advisory Council.
 <b>Budgetary Consideration</b>	Adequate funding and fiscally responsible decisions are factors that must be considered.

# GUIDING PRINCIPLES FOR THE REOPENING OF SCHOOLS



The Dover School District has been confronted with questions and information pertaining to the reopening of school. As the opening date for the 2020-2021 school year approaches, the following are critical principles that will guide the reopening.

 <b>Safety First</b>	Maintaining the health and safety of students, families, educators, staff, and administrators is a top priority relative to the physical reopening of schools.
 <b>Student-Centered</b>	Meeting the needs of every student by considering their unique experiences and by considering students' families as active partners in learning.
 <b>Social-Emotional Wellbeing</b>	Caring for the social-emotional and mental health needs of students, educators, staff, and administrators.
 <b>Instruction and Learning</b>	Maintaining a coherent system of student learning, whether learning is in-person, blended, or virtual.
 <b>Equity Lens</b>	To support educational equity for all students and ensure the most vulnerable students receive the supports necessary for their success with in-person, blended, or virtual learning.
 <b>Flexibility and Fluidity</b>	Design flexibility into school schedules, facilities, protocols and norms to allow for being together in-person, blended or virtually. The District must have the capacity to transition to different instructional models based on the community spread of COVID-19.
 <b>Teacher Capacity</b>	The District must be cognizant of the teacher's capacity to realistically navigate multiple learning models simultaneously.
 <b>Community Impact</b>	The District acknowledges that the reopening of school is an important component to supporting economic recovery as families require childcare support to return to work.

# LEARNING ENVIRONMENT CONSIDERATIONS



As the Dover School District reopens, the health of the District will require the implementation of instructional models that are flexible and support the physical distancing guidance for our local area.

The District must be well prepared for a change in models at any time throughout the 2020-2021 school year. A second wave of infections could result in site, District, county-wide, or regional school closures; in which case instructional models must be able to accommodate shifts between in-person, blended/hybrid, and virtual/distance learning. *The information below provides guidance for consideration of in-person, blended, and virtual learning options, based on [federal phased guidelines](#) for reopening.*

CATEGORY	GENERAL CONDITIONS	LEARNING ENVIRONMENT
<p><b>GREEN</b></p> 	<p><b><u>NEW NORMAL</u></b></p> <ul style="list-style-type: none"> <li>Vaccine is available; and/or</li> <li>Treatment that reduces mortality and morbidity exists.</li> </ul>	<p><b><u>IN-PERSON MODEL</u></b></p> <ul style="list-style-type: none"> <li>Schools operate on normal or near-normal schedules with all students present in the buildings, following safety protocols deemed necessary by the state and CDC.</li> <li>Physical distancing and masks not required.</li> <li>Families will have the option to elect virtual learning in the new normal.</li> <li>Continue to monitor community and state spread and consider moving to <b>YELLOW</b> or <b>RED</b> as needed, or if required by local or state authorities.</li> </ul>
<p><b>YELLOW</b></p> 	<p><b><u>COMMUNITY and STATE METRICS INDICATE DOVER and the STATE of NEW HAMPSHIRE</u></b></p> <ul style="list-style-type: none"> <li>Continuing downward or stable trend of infection for 28+ days.</li> <li>Robust testing is available.</li> <li>Hospital and medical providers operating at normal capacity.</li> </ul>	<p><b><u>BLENDED/HYBRID LEARNING</u></b></p> <ul style="list-style-type: none"> <li>Schools will reopen for some in-person learning, allowing for compliance with <a href="#">state guidelines</a> for screening, physical distancing, cleaning and disinfecting, and masking.</li> <li>Where possible, student(s) may be provided a blend of modified instruction and virtual learning that ensures students are receiving well-balanced instruction.</li> <li>The model may include only opening for priority/small-group purposes.</li> <li>Families will have the option to elect virtual learning.</li> <li>Continue to monitor community and state spread and consider moving to <b>RED</b> as needed, or if required by local or state authorities, or <b>GREEN</b> as appropriate.</li> </ul>
<p><b>RED</b></p> 	<p><b><u>COMMUNITY and STATE METRICS INDICATE DOVER and the STATE of NEW HAMPSHIRE</u></b></p> <ul style="list-style-type: none"> <li>Increasing or stably high rates of infection; and/or</li> <li>Significant shortage of testing or delay in testing results; and/or</li> <li>Hospital and medical providers operating at crisis capacity.</li> </ul>	<p><b><u>VIRTUAL LEARNING</u></b></p> <ul style="list-style-type: none"> <li>Student(s) will work synchronously and asynchronously with the support of their teacher(s).</li> <li>Students will not have access to the campus.</li> <li>Continue to monitor community and state spread and move to <b>YELLOW</b> or <b>GREEN</b> as appropriate.</li> </ul>

# MULTI-PHASE IN PLAN



The Dover School District Reentry Plan features multiple phases. Each phase is dependent on local health conditions. Decisions to move between different phases of the plan will be made collaboratively with the Dover School Board, Medical Advisory Council, and Leadership Team.

- **Phase 1 will require that all** students participate in full-time virtual learning.
- **Phase 2 will allow the District to begin** phasing in priority groups of students at a gradual pace.
- **Phase 3 will allow all** students to follow a blended/hybrid model of learning, or a fully virtual model for students who are unable to attend in-person instruction.
- **Phase 4 will allow the District to** return to full-time, in-person instruction five days each week, while still allowing those students who are unable to attend in-person the option of remaining virtual learners.

The Dover School District will begin the 2020-2021 school year with the Phase 1 model, moving into Phase 2 as health and safety conditions permit.



# ELEMENTARY OVERVIEW



## Phase 1 Overview

Dover School District Elementary schools will begin the 2020-2021 school year in the Phase 1 model and work to move to the Phase 2 model.

Paraprofessionals may be utilized to provide support to students virtually. This could include direction intervention, help with assignments, or weekly/daily check-ins.

### ***KINDERGARTEN – VIRTUAL SCHEDULE***

TIME	CLASS	DETAILS
8:05 – 8:30	Morning Meeting	<i>Check in and set agenda for the day.</i>
8:30 – 8:45	Literacy	<i>Mini-Lesson in reading or writing.</i>
8:45 – 9:35	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
9:35 – 10:10	Snack	
9:55 – 10:00	Math	<i>Mini-Lesson in math.</i>
10:10 – 11:35	Math Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
11:35 – 12:35	Lunch/Recess	
12:50 – 1:10	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
1:10 – 1:40	Related Arts	<i>STEM, Art, Music, Library, or PE (Dependent on day of the week).</i>
1:40 – 2:35	Student Flex	<i>Flexible block includes independent work or small group work with teachers or staff.</i>

### ***FIRST GRADE – VIRTUAL SCHEDULE***

TIME	CLASS	DETAILS
8:05 – 8:30	Morning Meeting	<i>Check in and set agenda for the day.</i>
8:30 – 8:45	Literacy	<i>Mini-Lesson in reading or writing.</i>
8:45 – 9:35	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
9:35 – 9:55	Snack	
9:55 – 10:00	Math	<i>Mini-Lesson in math.</i>
10:10 – 10:30	Math Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
10:30 – 11:00	Related Arts	<i>STEM, Art, Music, Library, or PE (Dependent on day of the week).</i>
11:00 – 11:35	Math Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
11:35 – 12:35	Lunch/Recess	
12:35 – 12:50	Literacy	<i>Mini-Lesson in reading or writing.</i>
12:50 – 1:40	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
1:40 – 2:35	Student Flex	<i>Flexible block includes independent work or small group work with teachers or staff.</i>

**SECOND GRADE – VIRTUAL SCHEDULE**

TIME	CLASS	DETAILS
8:05 – 8:30	Morning Meeting	<i>Check in and set agenda for the day.</i>
8:45 – 9:00	Literacy	<i>Mini-Lesson in reading or writing.</i>
9:00 – 9:35	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
9:35 – 9:55	Snack	
9:55 – 10:25	Related Arts	<i>STEM, Art, Music, Library, or PE (Dependent on day of the week).</i>
10:30 – 10:45	Math	<i>Mini-Lesson in math.</i>
10:45 – 11:35	Math Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
11:35 – 12:35	Lunch/Recess	
12:50 – 1:05	Literacy	<i>Mini-Lesson in reading or writing.</i>
1:05 – 1:40	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
1:40 – 2:30	Student Flex	<i>Flexible block includes independent work or small group work with teachers or staff.</i>

**THIRD GRADE – VIRTUAL SCHEDULE**

TIME	CLASS	DETAILS
8:05 – 8:30	Morning Meeting	<i>Check in and set agenda for the day.</i>
8:45 – 9:00	Math	<i>Mini-Lesson in math.</i>
9:00 – 9:35	Math Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
9:35 – 9:55	Snack	
10:10 – 10:25	Literacy	<i>Mini-Lesson in reading or writing.</i>
10:25 – 11:05	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
11:05 – 11:35	Related Arts	<i>STEM, Art, Music, Library, or PE (Dependent on day of the week).</i>
11:35 – 12:35	Lunch/Recess	
12:35 – 1:10	Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
1:10 – 1:25	Literacy	<i>Mini-Lesson in reading or writing.</i>
1:25 – 2:30	Student Flex	<i>Flexible block includes independent work or small group work with teachers or staff.</i>

**FOURTH GRADE – VIRTUAL SCHEDULE**

TIME	CLASS	DETAILS
8:05 – 8:30	Morning Meeting	<i>Check in and set agenda for the day.</i>
8:45 – 9:00	Math	<i>Mini-Lesson in math.</i>
9:00 – 9:35	Math Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
9:35 – 9:55	Snack	
9:55 – 10:30	Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
10:30 – 10:45	Literacy	<i>Mini-Lesson in reading or writing.</i>
10:45 – 11:35	Literacy Work Block	<i>Student time may include direct instruction, small group lessons, or independent work time. Students will not be on their screens the entire time.</i>
11:35 – 12:35	Lunch/Recess	
12:35 – 1:05	Related Arts	<i>STEM, Art, Music, Library, or PE (Dependent on day of the week).</i>
1:10 – 1:25	Literacy	<i>Mini-Lesson in reading or writing.</i>
1:25 – 2:30	Student Flex	<i>Flexible block includes independent work or small group work with teachers or staff.</i>

**\*Schedules for Phases 2, 3 and 4 will be shared as students reenter buildings.**

## **Arrival and Dismissal (Phases 2, 3 and 4 only)**

Students may arrive at school between 8:05-8:20am. Upon arrival, students will enter the building through their designated location and proceed to their classroom. Students will not be allowed on the playground prior to the start of the day.

Students will be dismissed according to each building's procedures and protocols. Social distancing will be prioritized when dismissing students.

## **Lunch and Recess (Phases 2, 3 and 4 only)**

Social distancing will be practiced during lunch. Each building will utilize a variety of spaces including classrooms, the cafeteria, outdoors, or the gym. School-provided lunch will be packaged and served as safely as possible.

Throughout the day, students will participate in regularly scheduled recess with their peers. Social distancing and a reduced number of students will be prioritized.

## **Virtual Learning**

Virtual learning will be provided each day if families elect to remain at home, are quarantined, or test positive for COVID-19. Virtual learning will consist of a blend of virtual instruction from an instructor, online programs, or paper-and-pencil activities. If/when the District is in a blended model during phase 3, a detailed schedule will be sent to families.

## **Related Arts Classes - Virtual Learning**

At the elementary level, during phase 1, students will have weekly synchronous lessons with each Related Arts teacher. RA teachers will also each post a weekly prerecorded lesson for students to access. Should the format for Related Arts change for phase 2, 3 and/or 4, communication will be sent out.

## **Teacher Collaboration (Phases 1, 2, 3 and 4)**

District grade-level teams will work together to plan and prepare lessons, activities, and assessments. The schedule and assigned responsibilities will be shared with the grade level team and administrators. Each classroom teacher will send/post lessons and assignments to their class. Individual teachers are responsible for collecting assignments, providing feedback, analyzing student progress, and providing additional instructional support.

Please be mindful that during this global pandemic, student placement may need to shift throughout the school year.

## **Elementary Student Expectations**

- Although students may need help getting started with technology, parents/guardians are not expected to be their child's teacher during virtual teaching and learning.
- Students are expected to sign into the classroom daily, to participate in live instruction and to follow up with independent work assignments.
- Students will use Google Calendar as a way to stay organized and to access all virtual meetings.
- Students are expected to let their teachers know if they need help.
- Students are expected to directly communicate with their teachers.
- Note for families that are not on a school schedule due to work commitments, please let your child's teacher know. Lessons will be recorded and can be watched at a different time. The time frame for daily submitted work might look different as well.
- Students are not expected to be "live" with a teacher all day. Your child should have off-screen work time, down time and independent work time each day.
- Students must submit/share assignments, so teachers can give feedback and can then plan according to student needs.

- Students are expected to collaborate with peers using respectful language and behaviors.

## Elementary Teacher/Staff Expectations

- Teachers will be working from 8:00am-3:15pm each day.
- Teachers will be working synchronously with students for most of the day, but student-teacher time might be 1:1, in small groups or whole class.
- During live lessons, the teacher will share the learning target for the lesson/time frame.
- Classroom teachers will be synchronous with the whole class during core instruction blocks. Related Arts Teachers will be synchronous with the whole class during related arts blocks.
- Teachers and staff will be adding in small group and 1:1 instruction during the day, which will be determined by student feedback (work submission, questions, written responses, etc.).
- Teachers are expected to give feedback related to the learning targets for all student submitted work.

## DOVER MIDDLE SCHOOL



Classes are typically 40 minutes in length. Teachers may excuse students to work independently after formal instruction. Small groups will be requested to stay online for the full duration of the class on different days. Our goal is to balance online and offline work. There are built in breaks, lunch time and independent work time for all students.

The fifth-grade schedule will slightly differ. Fifth-grade will focus on Language Arts and Math daily with Science and Social Studies classes on alternate days.

All students will also participate in a rotation of all Related Arts offerings on our 6-day rotation.

Teachers will utilize Google Classroom and post instructional materials and assignments. Students can contact teachers with questions and teachers will provide feedback. While students can contact teachers at any time, there will be daily “office hours” to reach teachers directly.

Assignments will be collected electronically and graded. You can expect report cards at the end of each quarter. Student assignments and grades can be monitored in Infinite Campus.

### ***Dover Middle School - Virtual Schedule 2020 - 2021***

TIMES	GRADES 6, 7, 8		TIMES	GRADE 5
8:00 - 8:25	Homeroom & Check-in		8:00 - 8:25	Homeroom & Check-in
8:30 - 9:10	Period 1		8:30 - 9:30	Period 1
9:15 - 9:55	Period 2		9:30 - 9:50	Snack Break
9:55 - 10:15	Snack Break		9:50 - 10:50	Period 2
10:15 - 10:55	Period 3			No Period 3 due to longer Periods 1 & 2
11:00 - 11:40	Period 4		11:00 - 11:40	Period 4
11:45 - 12:15	Lunch		11:45 - 12:15	Lunch
12:15 - 12:55	Period 5		12:15 - 12:55	Period 5
12:55 - 1:35	Period 6		12:55 - 1:35	Period 6
1:35 - 2:15	Teachers available for support		1:35 - 2:15	Teachers available for support
2:15 - 3:15	Independent work time		2:15 - 3:15	Independent work time

## **Arrival and Dismissal (Phases 2, 3 and 4 only)**

Students may arrive at school between 7:10-7:20am. Upon arrival, students will enter the building through their designated location and proceed to their classroom.

Students will be dismissed according to each building's procedures and protocols. Social distancing will be prioritized when dismissing students.

## **Lunch and Recess (Phases 2, 3 and 4 only)**

Social distancing will be practiced during lunch. Each building will utilize a variety of spaces including classrooms, the cafeteria, outdoors, or the gym. School-provided lunch will be packaged and served as safely as possible.

Students will participate in regularly scheduled recess with their peers. Social distancing and a reduced number of students will be prioritized.

## **Virtual Learning**

Virtual learning will be provided each day if families elect to remain at home, are quarantined, or test positive for COVID-19. Virtual learning will consist of a blend of virtual instruction from an instructor, online programs, or paper-and-pencil activities. If/when the District is in a blended model during phase 3, a detailed schedule will be sent to families.

## **Related Arts Classes - Virtual Learning**

At the middle school level, during all phases, students will have synchronous lessons with all scheduled Related Arts classes.

## **Teacher Collaboration (Phases 1, 2, 3 and 4)**

District grade-level teams will work together to plan and prepare lessons, activities, and assessments. The schedule and assigned responsibilities will be shared with the grade level team and administrators. Each classroom teacher will send/post lessons and assignments to their class. Individual teachers are responsible for collecting assignments, providing feedback, analyzing student progress, and providing additional instructional support.

Please be mindful that during this global pandemic, student placement may need to shift throughout the school year.

## **Middle School Student Expectations**

- It is important to have your correct name displayed in virtual classes.
- Be on time for your virtual meetings.
- Make sure there is nothing visually distracting (pets or people going by) in your background. Meeting space should be as distraction-free as possible.
- Clothing must cover your body appropriately.
- Join meetings muted and with video on initially.
- Only use chat as or when directed by teachers/staff members.
- Teachers will review the expectations for virtual meetings. If students are not following the expectations, individuals will be given a reminder about what the expectations are, and when/if needed will be asked to mute and/or turn off video. If non-compliant, staff will mute/turn off video for individual students and will follow up after with a private conversation.
- If students are unable to meet expected protocols for virtual learning, students will work closely with school staff to create a plan for success.
- Stay in your classes until dismissed by your teacher.
- Raise your hand if you need to ask a question or would like to share something.
- Use respectful behavior and language with your teachers and with your classroom peers.

# Middle School Teacher/Staff Expectations

- Teachers will be working from 8:00am-3:15pm each day.
- Teachers will be working synchronously with students for most of the day, but student-teacher time might be 1:1, in small groups or whole class.
- During live lessons, the teacher will share the learning target for the lesson/time frame.
- All teachers will be synchronous with the whole class for at least 20 minutes of the core instruction blocks. The remainder of the class may be whole group or small group instruction. Students will be instructed when to work online and when to work offline.
- Small group instruction during the day will be determined by student feedback (work submission, questions, written responses, etc.).
- Teachers are expected to give feedback related to the learning targets for all student submitted work.

## DOVER HIGH SCHOOL OVERVIEW



The White Alternating Day Schedule that had students managing seven (with a study hall) or eight blocks over two days is changing to a 4 x 4 model where students take four blocks that meet every day. Classes that were a yearlong one credit class in the Green and White Model will meet for one semester. Classes that were a semester long one-half credit in the Green and White model will meet for one quarter. This model allows students to get the same number of credits they were getting in the Green and White Model while decreasing the number of classes students are managing. Dover High School will use this schedule for both virtual and in-person learning when that option becomes available.

Some sample schedules are outlined below to help people visualize student schedules. We run our Advisory/Flex Block between Blocks 2 and 3 and we have all our lunches during Block 3. In a virtual setting, a specified school-wide lunch time will be designated.

### Grade 9

Block	Quarter One	Quarter Two	Quarter Three	Quarter Four
1	Algebra I	Algebra I	Spanish I	Spanish I
2	Integrated Earth Science	Integrated Earth Science	Global Studies	Elective
3	Physical Education I	Introduction to the Arts	English	English
4	Elective	CTC Exploration or Introduction	Digital Life	CTC Explore

### Grade 10

Block	Quarter One	Quarter Two	Quarter Three	Quarter Four
1	CTE Program	CTE Program	CTE Program	CTE Program
2	Biology	Biology	English	English
3	Health	American Government	Physical Education II	Elective
4	Geometry	Geometry	Spanish II	Spanish II

### Grade 11

Block	Quarter One	Quarter Two	Quarter Three	Quarter Four
1	Algebra II	Algebra II	Spanish III	Spanish III
2	CTE Program	CTE Program	CTE Program	CTE Program
3	United States History	United States History	English	English
4	Chemistry	Chemistry	Elective	Elective

### Grade 12

Block	Quarter One	Quarter Two	Quarter Three	Quarter Four
1	English Elective I	English Elective II	Physics	Physics
2	Spanish IV	Spanish IV	Elective	Elective
3	CTE Program	CTE Program	CTE Program	CTE Program
4	Pre-Calculus	Pre-Calculus	Elective	Elective

# DOVER HIGH SCHOOL CAREER TECHNICAL CENTER OVERVIEW



The Dover High School and Regional Career Technical Center will follow the below schedule for the virtual opening of school. The 8:00 a.m. to 3:15 p.m. schedule mirrors that of all schools in the Dover School District.

- Block One 8:00 - 9:20
- Block Two 9:30 - 10:50
- Advisory/Flex 11:00 - 11:40
- Lunch 11:45- 12:15
- Block Three 12:25 - 1:45
- Block Four 1:55 - 3:15

Teachers will be live for the full 80 minutes for each block they are scheduled to teach. The structure will generally follow a 20-minute launch (direct instruction/discussion), 50 minutes of investigation (independent or group work time, teacher meetings with individual students or groups of students), and 10 minutes of synthesis (including formative assessment, exit tickets, summarization of the lesson). A good way to think of this is a teach-practice-review/extend model.

Attendance will be taken at the beginning and the end of each block. Students will be expected to be visible during the launch and synthesis portions of the block and may be required to be visible at times during the investigation segment.

## DISTRICT-WIDE GUIDELINES



### Attendance

Daily attendance is required and will be taken for all students on both in-person and virtual learning days. It is not permissible for students to obtain job/employment during educational hours unless involved in a school approved apprenticeship or work/business coop. Students must be in attendance for all scheduled classes to be eligible to participate in extracurricular activities. Some flexibility (i.e. time of day that students are engaged in learning and completing assignments) may be given for students learning virtually.

### Classroom Setup

Desks, tables and other classroom furniture will be arranged to promote as much social distancing as possible. Whenever possible, students will be arranged in the same direction and spaced appropriately. Each teacher will review his or her classroom setup to promote social distancing. The District will strive to maintain 6-foot distancing between students.

### Field Trips and Assemblies

No field trips, overnight stays, or large group assemblies will take place until further notice.

### Full-Time Virtual Learning

Students electing to participate in full-time virtual instruction, rather than in-person learning may do so.

## **Masks**

All students and staff in the Dover District will always wear masks while inside school buildings, riding on school transportation, entering and existing school buildings, transitioning in hallways and between classes, and in the cafeteria, except while eating and drinking.

Masks are still required to be worn indoors including when in a controlled setting where everyone is stationary, more than 6-feet apart, and using a normal tone of voice.

Those that are not required to wear a mask are as follows: children age two or lower, those with an acceptable note from a licensed primary caregiver, students with significant physical or social characteristics that preclude appropriate wearing of a mask, and anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

## **Safety and Cleaning**

Each classroom will have a hand-sanitizing station and disinfectant wipes. Students will receive detailed instruction on social distancing, mask use, and will help sanitize and disinfect the classroom at the end of each class period/day. In addition, classrooms will be cleaned daily by custodial staff with additional cleaning occurring when in-person instruction is not in session. Teachers will also help coordinate student traffic throughout the building to reduce congestion with other classes. Students will not be allowed to share personal items, water, or food. Those water fountains that can be turned off will be turned off, except for bottle filling stations.

All facilities will be cleaned according to the procedures and protocols established and adopted by the School Board.

## **Safety Drills**

Each building will continue to practice safety drills throughout the school year. In some instances, the drills will be modified to promote social distancing.

## **Social Distancing**

Whenever possible, students will remain socially distanced in their classroom cohorts. Staff members will support students in remaining socially distanced. Classroom activities at each grade level will be modified to accommodate social distancing. Six-foot distancing will be standard.

## **Supplies**

Students will use their own supplies whenever possible. Shared supplies will be disinfected after each use. Shared supplies include items essential for learning but may be difficult to secure for each student individually. During Phase 1, students in kindergarten through the eighth grade will receive supplies to support their virtual learning.

## **Visitors**

Restrictions on both building use and access has been recommended to minimize exposure of the virus to students and staff. Schools will only be fully utilized by students and staff when possible. Non-essential visitors will not be permitted in our schools, essential visitors will be required to wear masks while following entrance protocols. All essential visitors will be required to wear a mask throughout their visit and must check in at the office. Families are asked to make appointments to meet with office staff in advance to limit potential exposure. Whenever possible, meetings with families will take place virtually.



## Designated Room

Each school building will have a designated room for students exhibiting COVID-19 symptoms. Students will remain in the room, monitored by a staff member, until they are able to be picked up by a parent/guardian or designated emergency contact.

## Emergency Contact and Family Plans

Prior to the start of the school year, parents/guardians should designate an emergency contact who is available to pick up their child promptly in the event of an emergency. Families should create a plan for possible COVID-19 exposure that includes transportation, quarantine, and communication with health care providers.

## District Contacts

▪ Garrison Elementary School	Principal Beth Dunton	516-6752
▪ Horne Street School	Principal Patty Driscoll	516-6756
▪ Woodman Park School	Principal Patrick Boodey	516-6700
▪ Dover Middle School	Principal Kim Lyndes	516-7200
▪ Dover High School	Principal Peter Driscoll	516-6900
▪ Bellamy Academy	Dean Joan Breault	516-6790

## Exposure and Quarantine

1. Refer to the City of Dover's Director of Emergency Management for the most recent information on symptoms of COVID-19 and exclusion protocols from school.
2. The following is a list of symptoms of COVID-19 and are indicators for students and staff to be excluded from school: fever of 100.0 or higher, cough, shortness of breath, sore throat, congestion, fatigue, body aches, chills, headache, loss of taste or smell, nausea and vomiting, and/or diarrhea. Please note that this list may change, and the most recent applicable criteria should be used.
3. Other reasons for exclusion from school are exposure to a person with COVID-19 symptoms who has either tested positive or not been tested within the past 2 weeks.
4. Staff and parents should be performing daily screens and stay home if experiencing symptoms of COVID-19 or following contact tracing guidelines.
5. Testing is strongly recommended for anyone with COVID-19 symptoms.
6. If a symptomatic student or staff member refuses testing, please notify the Dover Director of Emergency Management.
7. If no test is done, those excluded from school must stay home/quarantine 10-days and be fever-free without the use of medication for 24-hours before returning to schools.
8. If someone tests COVID-19 virus positive, the person will be out of school 10-days from the onset of symptoms and fever-free for 24-hours without medication and feeling better before returning to school.
9. If someone tests COVID-19 positive and is asymptomatic, the person will be out of school for 10-days.
10. If someone has been exposed to a person with a positive COVID-19 virus test within state guidelines (ex. Exposure to the positively tested person while being within 6 feet for at least 10 continuous minutes while indoors), they will be out of school for 14-days regardless of their own testing result. One cannot opt out of the 14-day quarantine with a negative test.
11. If someone with symptoms tests negative, they may return to school if fever-free without the use of medication for 24-hours and feeling better.

12. If someone travels to a location on a list of the NH Division of Health and Human Services that requires a quarantine period (ex. outside of New England), the person needs to be out of school for 14-days from the date of return to New England.

These guidelines are subject to change under direction from the public health department.

## COVID-19 Positive Test – Staff/Student Protocol

1. Information regarding positive COVID-19 test results will come from the student's parent/guardian or from the health department.
2. Fill out the Student or Staff Illness Tracking Form and email to the district nurse.
3. The individual must stay home and follow the Dover School District's COVID-19 Protocol's and Procedures.
4. A designated member (contact tracer) from the school district should trace, identify, and contact all of the individual's close contacts.
  - a. Close contact is defined as someone who has been within 6-feet of the positive individual for more than 10 continuous minutes while indoors.
  - b. Any close contacts of the positive individual will need to be quarantined for 14 days minimum. Follow the COVID-19 Protocol's and Procedures for when the individual can return to school.
  - c. The contact tracer should send a list of all individuals on mandatory quarantine to the nurse and the building principal.
    - i. The nurse will track individuals and date when they are able to return to school, on the tracking spreadsheet.

## SPECIAL EDUCATION AND STUDENT SERVICES



### Student Plans and Services

Student IEPs, 504 plans, and health plans will continue to dictate services provided to each child, both in-person and remotely. Each student's team will determine if revisions to plans are necessary for long-term programming.

### Meetings

IEP meetings will be held remotely when possible. In-person meetings will utilize social distancing and require that all team members wear masks at all times.

## TECHNOLOGY



### Devices

Students in kindergarten through grade 12 will be provided with a device to access online resources and virtual learning.

- Kindergarten Students – Lenovo 10e Wifi Tablet
- Grades 1-8 Students – Lenovo 14e Chromebook
- Grades 9-12 Students – Lenovo Thinkpad Laptops

## Google Classroom

All teachers will be using Google Classroom K-12. Google Classroom is an online platform for sharing instructional videos, posting assignments, quizzes and projects, submitting assignments and for providing feedback to students.

## Technology Support

For student device technology support, each student's SAU11.org email address can access the New Helpdesk System at **(SysAid):** <https://sau11.sysaidit.com/> and follow the ticket form. A helpdesk voice message can be left at 516-0077 for assistance, if calling, please leave a call back number, your name and the name of the student and student's school. Or, email at [helpdesk@sau11.org](mailto:helpdesk@sau11.org) for tech assistance.

## Other Online Programs

Additional online resources and programs will be used to support learning and communication across the grade levels. These programs may be used when students are in-person or attending virtually. Tutorial information will be shared with students and families regarding how to use these programs.

## TRANSPORTATION (Phases 2, 3 and 4 only)



### Bus Transportation

Bus transportation will be provided to all students who qualify. Students must always wear a face covering over their nose and mouth while boarding, riding, and exiting the bus. If a rider forgets their mask, a nose and mouth covering will be provided upon entering the bus. Every attempt will be made to load buses from the rear of the bus to the front, and unload buses from the front of the bus to the rear. Students are encouraged to maintain social distancing when loading and unloading buses. Exceptional situations may arise that this process may not be followed (ex. For when a student is in wheelchair). Every attempt will be made to maintain 1 rider per bench seat. At no time will any bench seat have 2 or more riders unless all riders in the seat (up to 3) are from the same household.

### Bus Company Contact Information

- First Student Transportation: Chris Taft (603) 692-4406
- Seacoast Learning Collaborative: Amy Robarge (603) 679-2021 ext. 10

### Parent Transportation

Parents are encouraged to provide or organize transportation for their children to reduce the number of students riding the bus. Parents must follow their school's pick-up and drop-off procedures to reduce traffic and student congestion.

## PROTOCOLS AND PROCEDURES



The COVID-19 Protocols and Procedures Document for the **Dover School District** can be found [here](#).

The COVID-19 Protocols and Procures for **Dover School District - Athletics** can be found [here](#).