

SETTING SAIL 2020

ADJUSTING OUR SAILS TO SAFELY AND SUCCESSFULLY REOPEN OUR SCHOOLS

★ Last updated on August 13, 2020



Responding to COVID-19 is a tremendous undertaking for schools. We are tasked with re-envisioning educational delivery models and adjusting practices accordingly. As we look forward to the fall, the safety and health of our students, educators, and families remains of the highest importance. The Maine Department of Education (MDOE) is providing guidance to aid in the school district's decision making as they look to build educational services and support in a COVID-19 environment.

As we work to plan for school to reopen this fall, they will undoubtedly look different. There will need to be social distancing, new cleaning and disinfecting procedures, and changes to how educators deliver instruction. There will be students who are not able to return to school due to health concerns and students and staff who may be quarantined due to exposure. This means every school district will need to plan for both in-person and distance learning.

Boothbay-Boothbay Harbor CSD is committed to every student receiving an equitable education, regardless of learning environment - so all students have the skills, habits and dispositions to graduate career and college ready.



Essential Element:
Strengthening relationships



Essential Element:
Focusing on equity



Essential Element:
Supporting the overall wellbeing of students, families, school staff, and community.



Statement from Maine Department of Education

“While it is our goal to have all students back at school for in-person instruction in the fall, we recognize that it may be necessary for some schools and SAUs to start the year – or to be prepared for transitioning to – a hybrid or remote learning model, in the event that health and safety recommendations require smaller group sizes and a greater degree of physical distancing.

All Maine schools/SAUs should have three plans for the fall: returning to in-person instruction (with health and safety guidelines in place) for all students where there is low risk of the COVID-19, a “hybrid” instruction plan, and a remote instruction plan.

<https://www.maine.gov/doe/framework/part-IV>

Acknowledgements

The Boothbay-Boothbay Harbor reopening plans have been created by the diligent work of generous volunteers; both parents and staff, as well as community members who have given countless hours to research and the development of best practices based on CDC and MDOE guidelines.

A special thanks to the CSD Re-Opening Advisory Committee that was comprised of Board members, Trustee members, administration, teachers, parents, counselors, school nurse, maintenance staff, students, parents, and community representatives. The Advisory committee and Ad Hoc Committee members include: Peggy Splaine, Gail Christopher, Desiree Scorgia, Keith Laser, Chris Baribeau, Tricia Campbell, Shawna Kurr, Matt Lindemann, Allan Crocker, David Benner, Kyle Cananda, Kim Dionne, Sarah Gordon, Leanne Burnham, Kate Schwehm, Dr. Dechenes, Larry Brown, Andy Hamblet, Kevin Anthony, Barb Crocker, Mame Anthony, Ben Powell, Jane Wallace, Mark Gorey, Jen Lassen, Jeremy Phelps, Kate Hossler, Kate Rice, Jessica Lessner, Casey Martin, Zach Gray, Abby Manahan, & Brynne Roseberry.

*And the entire BRES & BRHS faculty and staff.



Goals of Returning to School:

This fall will be a time for focusing on a few critical things:

As educators we understand the importance of bringing our staff and students back together in classrooms on our campus. There is no substitute for effective in-person classroom instruction. Our goal is to safely resume classroom instruction with as many students as we are able on **September 8th, 2020** (click here for updated [CSD Calendar](#)). All staff in our district are collaborating intensely to be ready for all learning models outlined in our planning. Should we need to switch gears based on changing health conditions during the year, from green to yellow, to red, and/or back again, we will be ready to provide the best continuity of instruction possible for all students. The overall health, safety and well-being of our school community is first and foremost in all of our planning as we develop the learning models outlined in this document.



The Learning Landscape:

The 2020-21 school year will look different. We must plan for multiple scenarios.

- We should plan for change throughout the school year. We must monitor guidance affecting our community and be prepared to shift between in-person, physically distanced, and distance learning throughout the school year.
- New health and safety protocols will impact many aspects of school operations, including teaching and learning.

LEARNING ENVIRONMENT CONSIDERATIONS

As schools reopen, the health of students, educators, and the community will require implementation of instructional models that are flexible and support local physical distancing guidance. The CSD schools must also plan and be prepared for change throughout SY21. 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 and virtual learning. The information below provides guidance for district consideration of in-person, physically distanced, and distance learning opportunities.



Boothbay-Boothbay Harbor CSD’s leadership team and staff continue to prepare diligently for multiple scenarios on how we can safely educate all students when school resumes in September. Maine’s Department of Education, in conjunction with the Center for Disease Control, expects all School Administrative Units to outline specific plans (to be approved by all local school boards in August) to meet new physical health and safety requirements for students and staff. Furthermore, each SAU must have approved educational plans in place for the 2020-2021 school year to address three possible reopening scenarios dependent on local health conditions:

Green Light - Schools will be authorized to resume in-person instruction for all students with additional health and safety guidelines in place.

Yellow Light - Schools will be authorized for partial in-person/classroom instruction, physical distancing and health & safety guidelines in place.

Red Light - All students will need to resume virtual/remote instruction.

Our schools need to be ready to open this fall in one of these three models, and also be prepared to switch from one model of instruction to another depending on local/county health data and ongoing direction from Maine’s Department of Education and Center for Disease Control.

Summary Descriptions of Three Scenarios

<p>Students return to in-person classroom instruction</p>	<p>State and/or local conditions allow for schools to resume in-person instruction for students and staff. Modifications are in place to meet new physical health and safety requirements issues by the Maine DOE and CDC, such as strict limits on larger groups of students (beyond classroom size), minimizing mixing of student cohorts, enhanced cleaning/ disinfection protocols, use face coverings for staff & students, cafeteria/food service changes, restrictions on visitors/volunteers, etc.</p>
<p>Students in hybrid learning model</p>	<p>State and/or local conditions allow for schools to resume in-person instruction for students & staff, however, meeting necessary health and safety protocols require modifications to the typical school schedule. In this scenario, some or all students are in classrooms for in-person learning on some days and at home for virtual/remote learning on others. An alternating/rotating schedule would be needed to meet health and safety/physical distancing requirements.</p>
<p>Students in distance learning model</p>	<p>State and/or local conditions necessitate school facilities to be closed. This level could delay the beginning of the school year and/or require intermittent closure of school buildings for periods of time. Distance Learning Plans will be implemented. This includes greater consistency for synchronous and asynchronous learning (finding the right balance), expectations for grading & reporting of academic progress, and clear attendance expectations/tracking. The school campus is closed for students and visitors.</p>

In-Person/Hybrid Learning

Our goal is to have 100% of our students in our schools as soon as it is feasible. In order to implement the CDC guidelines, the hybrid approach will be used to begin the school year. The charts below outline how each school will implement this model.

BRES

- Pre K attends M-F (noon dismissal on Wed.)
- K-8 attends M/T & Th/F (distance learning on Wed for all K-8 students)
- Students in grades K-5 will use Calvert (Edmentum) as a supplemental learning tool
- Students in grades 6-8 will use Courseware (Edmentum) as a supplemental learning tool

BRHS

- Cohort #1 attends M/Th
- Cohort #2 attends T/F
- Wed. distance learning day for all students
- Students in grades 9-12 will be using Courseware (Edmentum) as a supplemental learning tool

DEFINITION OF TERMS

Synchronous- The ability to participate in instruction or other educational opportunities in “real time” with the teacher and/or classmates

Asynchronous- The ability to participate in instruction that has been previously prepared or recorded

Hybrid- Combination of both, in-person and distance learning

Cohort at BRHS- Students will split into two groups based on a number of factors

Cohort at BRES- Each grade level is a cohort

Virtual Academy

Some parents may choose to have their child stay home for medical or personal reasons and may choose to participate in our Virtual Academy option. Students will utilize digital learning tools (Edmentum) as well as synchronous, and asynchronous instructional models remotely, five days a week. Technology and teacher support needed to access digital tools will be provided by the District.

BRES

- Pre K No Virtual Academy option will be provided
- Students in grades K-5 will use Calvert (Edmentum) as a digital learning platform
 - o 5 days a week
 - o Facilitated by BRES staff member
- Students in grades 6-8 will use Courseware (Edmentum) as a digital learning platform
 - o 5 days a week
 - o Facilitated by BRES staff member

*Synchronous offerings will be available K-8 such as Morning Meeting, read aloud, and other social/emotional learning supports

BRHS

- Students in grades 9-12 will use Courseware (Edmentum) as a digital learning platform
- *Synchronous offerings will be available for grades 9-12 such as; advisory, science labs, and other social/emotional learning supports

Still to be determined based on parent commitment:

- Transportation (staggering arrival/ dismissal times)
- Cohort structure at BRHS
- Scheduling
- Final student/teacher placement

PARENTS PLEASE CLICK THE BELOW LINK AND FILL OUT THE PARENT COMMITMENT FORM BY
AUGUST 21, 2020

PARENT COMMITMENT FORM

Physical Health, Facilities & Safety

It's going to take a village to keep our students, staff, and community healthy. In order to maintain school being open to in person instruction, it is important that each parent, student, and staff member take the time to "check in" each day before coming to school.

Symptoms Screening:

Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering the school each day.

The following questions must be completed each day:

- Within the past 24 hours have you had a fever (100.4 and above) or used any fever reducing medicine?
- Do you feel sick with any of the most common COVID-19 symptoms? (Cough, shortness of breath/difficulty breathing, fever of 100.4 or greater, chills, sore throat, loss of taste or smell.
- Have you been in close contact with a person who has COVID-19?
- Have you traveled outside of the state in the past 14 days?

An answer of yes to any of the questions above means that a staff or student should stay home and report any symptoms. If a staff member or student has traveled outside of the state, they should contact the school.

*The CSD will be using an app called Ruvna (www.ruvna.com) to assist with the symptom screening process for families and staff.

Returning to School After Having Symptoms of COVID-19

A staff member or student who had symptoms of or confirmed COVID-19 can return to school when:

- At least 24 hours have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs such as: cough and shortness of breath; **AND**
- At least 10 days have passed since symptoms first showed up **OR**
- It has been at least 24 hours since recovery **AND** a health care provider has certified that the student/staff does not have suspected or confirmed case of COVID-19.

A staff member or student who had close contact to someone with COVID-19, should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19 or as directed by the CDC.

Physical Distancing

Adults must maintain six feet of distance from others to the extent possible. We will aim for a physical distance of six feet between students, when feasible; the minimum distance between students is three feet. Six feet of physical distancing is required for students while eating breakfast, lunch and snacks, as students will be unable to wear masks at that time. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits per square foot and will be posted on each rooms' door.

Students/ Staff Who Display Symptoms While at School

If a student or staff display symptoms of COVID-19 they will immediately need to leave the premise.

BRES:

The nurse's office will be used as the "medical isolation room" for students/staff who exhibit COVID-19 symptoms during the school day. The "bumps & bruises" and medication room will be relocated. Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 will be closed off until thorough cleaning and sanitizing takes place.

BRHS:

Students and staff who need to be seen by the school nurse WILL NOT access the CSD Nurse's office at BRES (previous procedure). A nurse's space for "bumps & bruises" and medication room will be set up at BRHS. A "medical isolation room" for students/staff who exhibit COVID-19 symptoms during the school day has also been set up in the BRHS building.

Transitioning/Hallways/Shared Spaces

Hallways will be marked with directional arrows. Place holders marked three-six feet apart will be placed in areas that students are likely to congregate such as teacher's desks, bathrooms, office, etc. Staggered classrooms being released in the hallway to minimize the number of people in the hallway. Restrooms will be assigned to specific grade levels/cohorts.

Hand Hygiene

All students and staff will receive training in proper hand hygiene. All students and staff must wash hands or use hand sanitizer upon

entering the school or a classroom, before and after eating, before and after touching or removing a face mask/covering, after using the restroom, before and after use of playgrounds and upon entering and exiting a school bus.

Masks/ Face Coverings

Staff and students are required to wear a mask/face covering that covers their nose and mouth. Masks/face coverings will be provided by parents as they are a personal and individual preference item. If a student forgets their mask, disposable masks will be provided. If a family is unable to secure a mask/face covering, the school will provide them. Washing reusable masks will also be the responsibility of the parent. Masks/face coverings must be worn by all students while on the school bus. Face shields may be an alternative for those adults and students with medical or other challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

Students will be taught and directed to cough or sneeze into their elbow or use a tissue when not wearing a face covering or alternatively, cough or sneeze into a tissue.

Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when students require physical assistance. These precautions must, at a minimum, include eye protection (e.g., face shield or goggles) and a mask/face covering.



Daily Routines/ Management

Attendance

The state of Maine requires that students attend school for 175 school days.

Regular school attendance is a vital part of every student's education and sets the stage for students to fully benefit from the many learning resources our schools offer. The sense of responsibility and regimen of self-discipline that develop from regular school attendance are traits that will positively affect a student's entire life. When students are allowed to miss school for other than the most important of reasons, it not only deprives them educationally, but it also can impact directly upon their own developing senses of responsibility and self-discipline.

Whether your child(ren) is participating in-person or remotely, attendance expectations and procedures will be followed.

Procedure for in-person school attendance: Parents will complete a checklist of symptoms, including taking your child(ren)'s temperature each morning before 7:30am or before getting on a school bus.

Maine law limits the reasons why students can be absent from school. Please see our website for current [policy JEA](#) for more information.



Transportation

The symptom checklist (on page 6) must be completed before a student can ride the bus. Masks/face coverings must be worn by bus driver and students. Each bus will have extra masks on the bus, if a child should forget theirs.

Students will have assigned seats on the bus. Assigned seating will follow physical distancing guidelines. Students from the same household will be assigned to sit together.

Upon arrival at school, students will remain in their seats until dismissed by their driver. Only one bus will dismiss students at a time.

Drop Off (AM)

**Additional arrival and dismissal plans are still being worked on and will be completed when families have completed the commitment form.*

Pick Up (PM)

***Additional arrival and dismissal plans are still being worked on and will be completed when families have completed the commitment form.*



School Nutrition Breakfast & Lunch

The breakfast and lunch service will continue to provide balanced & nutritious

meals to any student who has signed up. Meal prices remain the same and are posted in our Student Handbook (on our website). Students may continue to bring lunches and snacks from home.



All breakfasts and lunches will be delivered to the classroom/homeroom in individually wrapped packaging. Students will eat in their classrooms, unmasked, and spaced six feet apart. Staff will assist students in cleaning up trash and wiping down surface tops.

The School Nutrition team is working on a plan to continue providing breakfast and lunches to students five days per week when they are in a distance learning model. Again, this will be updated once the Parent Commitment Form has been completed by all parents.



Recess (BRES)

Recess times will be scheduled around cohorts to minimize contact. If students

maintain six feet social distancing, they will be permitted to remove their face coverings outside. If social distancing cannot be ensured, students will be required to wear face coverings.

Students will be able to use the large playground equipment (will be sanitized daily) and individual play items such as: jump ropes, balls, etc.

Games involving physical contact, such as tag will not be allowed.

Sports

BRES: The fall athletics program will be offered in an intramural capacity.



Coaches will offer conditioning, skill work, practices, and scrimmaging for student athletes. We will not be participating in interscholastic competitions for the fall. We will continue to update for winter and spring sports throughout the year, following MPA/CDC guidance.

BRHS:

Beginning on August 3rd, coaches were given permission to have optional summer workouts following “Phase 3” guidelines as presented by the MPA. This allows all of our teams to participate in conditioning, strength training, agility and individual skill development while observing social distancing rules. Individual sports specific activities and equipment are allowed.

August 24th begins the extended preseason for fall sports. The guidelines are very similar to phase 3 but is specifically for football, field hockey and cross country.

September 8th is the official beginning of the fall sports season. We are still waiting for clarification from the MPA on exactly what that will look like.

Parent Resources

We will continue to add resources to this page that you might find helpful

Curriculum

- [Edmentum Suites](#)

Health and Safety

- [Teaching your Elementary child to wear a mask](#)
- [Cloth Face Coverings Do's and Don'ts](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Taking Care of Your Daily Health During COVID-19](#)

Other

[Maine DOE](#)

[Maine CDC](#)

Dear Boothbay Region Community,

We will use this document as a working document and ongoing communication for our community. As information unfolds and changes, we will update this document and reshare with the community. We thank you all for your continued flexibility and support.

Shawna Kurr, Principal BRES & Tricia Campbell, Principal BRHS

