



Educational Re-Entry Plan 2021-2022



Working
together to
move forward



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260 Cottage Street, Suite A, Littleton, NH 03561

Phone: (603)-444-1535

Fax: (603)-444-9843

August 13, 2021

Dear Community Members,

I would like to thank you for all your support!! Together we have all survived the challenges of the past school year and we reached the end of our travels successfully. Last year, 25 of our strong and determined students successfully reached an important milestone in their lives; obtaining their high school diploma!!

Despite the obstacles, challenges, disruption of everyday routines, fears and facing the unknowns, North Country Charter Academy had one of its most successful school years. We attribute this to the hard work and extensive planning that took place to ensure that we can provide our students with the best health and safety practices, protocols and procedures.

NCCA has an advantage over traditional schools due to its ability to control its environment. We are very fortunate that our classroom teacher-student ratio is 1:7. Our 2100+ square foot classroom makes it easy for 6 feet distancing. Not only do students have assigned seats, but every one of them, including our staff, has Lexon Barriers. Student computer stations are sanitized daily by the students themselves at the end of their session. The layering of these mitigation practices along with other protocols has made NCCA one of the safest places to be in education. The teachers and staff will continue to meet regularly to monitor, discuss and update the school plan. Last year we served 83 students and we had documented only two cases of students with COVID-19.

As we move forward this year onto hiking another mountain, let's reach the end together and along the way, keep communications open, support each other socially and emotionally as we venture down this journey.

We appreciate your support, feedback and partnership in making sure we are providing the necessary protocols needed so that all students at NCCA can thrive academically and receive the in person education that is needed in reaching their future goals.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Lavoie".

Lisa Lavoie
Superintendent

GUIDING PRINCIPLES

The COVID-19 pandemic has forced systematic changes throughout education and has impacted every aspect of the way communities operate and live. Through the hard work of all of our students, parents, staff and community, we have endured the challenge and have gained experience that allows us to move forward in a proactive manner that provides a safe and secure environment for the entire school community and that encourages every student to realize their potential through their hopes and dreams for the future.

Research has shown that student success is dependent upon family engagement as well as teacher-student relationships through direct face-to-face instruction with teachers.

With this in mind, we have developed our back-to-school plan for Fall, 2021, using the following Guiding Principles:

We must provide every student the opportunity for in-person learning full-time this fall.

We must keep opening our school doors and welcoming students back into classrooms.

We must re-engage parents and families by seeking to understand their concerns and responding to them so that all families feel comfortable sending their children to school this fall.

We must address the gaps that were exacerbated by the pandemic and build our programs so that they are even better than before.

Resource: U.S. Department of Education site: [Ed.gov](https://www.ed.gov)

ACKNOWLEDGEMENTS

Thank you to the staff and the Reopening Task force members who were passionately involved in devoting their time and effort in addressing the safe and positive return for our students. As a result of their contributions, we were able to create the NCCA Plan on the Safe Return to In-Person Instruction and Continuity of Services for the 2021-2022 school year.

STAFF

Tim Carignan, Center Director, Littleton
Richard Larcom, Teacher, Littleton
Kate Sorochak, Center Director, Lancaster
Gary Melanson, Teacher, Lancaster

Lisa Lavoie, Principal/Superintendent
Kim Spaulding, Administrative Assistant/Registrar/Student Assistance
Marcella Shamberger, Accounting/Business Manager
Janet Steinert, Data Clerk

REOPENING TASK FORCE

Lisa Lavoie, Principal/Superintendent
Marcella Shamberger, Accounting/Business Manager
Kim Spaulding, Administrative Assistant/Registrar/Student Assistance
Janet Steinert, Data Clerk
Melanie Robbins, WMCC and Board of Trustees Chairperson

ADDITIONAL SUPPORT AND RESOURCES

Thanks to Marion Anastasia, Superintendent WMRSD, SAU #36 and to Kevin Richard, Superintendent SAU #9, for their support and for providing information on the development of their reopening plans.

FACTORS IN DECISION-MAKING

Because of the constantly changing environments in our students' communities of residence and the wide geographical areas of our students' place of residence, decisions about our school community must be fluid and flexible. Although the rate of community spread/transmission of COVID-19 should be taken into consideration, a more accurate factor is the rate within our school community at the Lancaster and Littleton sites.

To help in decision-making and choosing when a change to a more or less restrictive environment should occur, the following matrix will be used. This matrix was based upon one that is used by the CDC where:

Minimal transmission is defined as fewer than 50 cases per 100,000 population

Moderate transmission is defined as 50-100 cases per 100,000 population

Substantial transmission is defined as greater than 100 cases per 100,000 population

Based on the actions that were taken in the 2020-2021 school year, this matrix was developed. For the 2020-2021, decisions were sometimes site-specific as transmission in one facility did not occur in the other facility. This year, decisions will remain site-specific, using the matrix below.

TYPE OF TRANSMISSION	NUMBER OF CASES	ACTION
Minimal	0	No change in protocols
Moderate	1	Determine exposure to other students and conduct contact tracing. If warranted, quarantine students who were exposed.
Substantial	2 or more	Change to a more restrictive environment and change in protocols

We will also utilize the interactive case map for the State of New Hampshire on the [nh.gov](https://www.nh.gov) website.

Finally, we will always consider recommendations made by the NH Department of Health and Human Services (DHHS), the CDC and the NH DOE. While our intent is to continue with face-to-face instruction, we will follow any mandate given by an executive order of the Governor of NH or the NH DOE.

TIMELINE AND PLANNING PROCESS

This plan will be continually reviewed and updated, if necessary, at monthly staff meetings. All feedback from our community members and stakeholders will be considered.

DATE	ACTIVITY
June 22	All-staff meeting was held to evaluate the 2020-2021 Re-Entry Plan. Initiated planning for 2021-2022 based on feedback from staff
August 11	Task Force meeting
August 26, 27, 30	Teacher Orientation In-Service
August 31	AM: Parent/Student review of protocols/Intake interviews PM: Teacher Training
September 1 & 2	Parent/Student review of protocols/Intake interviews

PROTOCOLS IN DOMAINS OF SCHOOL COMMUNITY

The North Country Charter Academy will continue with the following health and safety protocols delineated in the 2020-2021 NCCA Education Re-Entry Plan:

Domain	Protocol
Facility	1. Lexon barriers for student and teacher desk
	2. Air purifiers in all classrooms
	3. Air exchange systems
	4. Masks and hand sanitizer will be available for student use, staff and guests
	5. Students will be provided with individual school bags to hold personal items
Staff and Student health and safety	1. Social distancing of students and staff
	2. Computer station cleaning protocols by students at end of day
	3. Use of disinfectant wipes or spray by students on all areas touched by individual students in classroom bathrooms
	4. Masks will be worn upon entry to the classroom, while moving about the classroom and while working in groups or receiving teacher assistance <ul style="list-style-type: none"> a. Students may remove masks at work stations
	5. Temperature-taking will occur at Center Director's discretion <ul style="list-style-type: none"> a. If a student has a temperature of 100.4 or higher, student will be sent home
Bus Transportation	1. Masks will be worn on buses (Federally mandated)
	2. Students will follow all rules established by bus providers
	3. If a student is ill, that student may not ride the bus

In the event of the issuance of an Executive Order by the New Hampshire State Governor to return to remote or hybrid learning, the following plan will be implemented:

1. Students, parents and guardians will be notified through the One-Call system.
2. At a designated time (to be announced), Chromebooks will be picked up by students at their school site, and a contract for the use of the Chromebook will be signed.
3. NCCA will then follow the Student-Parent Handbook attachment titled, "School Operations in Three Learning Environments."

COMMUNICATION

We at NCCA are committed to providing open communication, transparency and accessibility to all students, their families, members of our communities, and stakeholders. If you have any questions or concerns, you may contact us at the following locations. Additionally, we encourage you to visit our website at www.northcountrycharteracademy.com for a look into our school operations, pictures of students and teachers in action, school calendar and more.

Main Office: North Country Charter Academy
260 Cottage Street, Suite A
Littleton, NH 03561
(603) 444-1535
Fax: (603) 444-9843

Lisa Lavoie, Principal/Superintendent
Kimberlee Spaulding, Administrative Assistant
Marcella Shamberger, Accounting/Business Manager

Littleton Site: Timothy Carignan, Center Director
Richard Larcom, Teacher
Classroom number: (603) 444-1671

Lancaster Site: Kate Soroachak, Center Director
Gary Melanson, Teacher
Classroom number: (603) 788-2805

REFERENCES

CDC Guidance for COVID-19 Prevention in K-12 Schools (updated August 5, 2021)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

New Hampshire Grades K-12 Back-to School Guidance;
<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nh-k-12-january-2021-back-to-school-guidance-3-17-2021.pdf>

SAU #9 Return to School; Planning for Fall 2021, July 29, 2021

SAU #36 Return to School Plan DRAFT

<https://www.covid19.nh.gov>

ATTACHMENTS

RESPONSIBILITIES OF OUR SCHOOL COMMUNITY

Parent/Guardians	<ul style="list-style-type: none">• Practice hygiene and sanitization in preparation for school attendance• Prepare and properly instruct your child on how to effectively wear a mask• Monitor and screen health concerns, including temperature checks, testing• Keep your child at home if s/he has a temp of 100.4 or above• Contact the school if your child has been exposed to someone with COVID-19• Reinforce physical distancing
Student & Staff Responsibilities	<ul style="list-style-type: none">• Practice hygiene and sanitation protocols• Wear face masks as required• Adhere to physical distancing guidelines• Monitor health symptoms• Stay home when sick• Come to school ready to learn

Revised from SAU 9 Return to School plan

School Operations in Three Learning Environments

*These expectations will be used only if schools are placed on Remote or Hybrid Learning by an Executive Order by the Governor of NH

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
School Calendar	Students will follow NCCA calendar, not the calendar from their sending schools	Students will follow NCCA calendar, not the calendar from their sending schools	Students will follow NCCA calendar, not the calendar from their sending schools
Student Schedules	Students must follow the schedule established by the teacher.	Students must follow the schedule established by the teacher. Students are required to attend onsite on Monday, Wednesday and Friday. Students will transition to remote learning on Tuesday and Thursday.	Students will attend a morning or afternoon session for all five days.
Daily Attendance	Remote check-ins: Student must check in daily as required by Teacher	<i>In building</i> , see next box. <i>Remote check-ins</i> : Student must check in daily as required by Teacher	Students enter classroom while wearing masks and social distancing. At end of day, students will disinfect computers and sitting area.
Attendance --Present	Students must check in with teacher at assigned time and present acceptable online verification of work completed as required by teacher.	<i>In building</i> : Student will be marked Present when present in building. If student is too ill to come in on building days, student must work remotely. <i>If remote</i> : Student must check in and present acceptable online verification of work completed as required by teacher.	See Attendance/Tuancy Policy in Student-Parent Handbook
--Unexcused Absence	1. Lack of satisfactorily completed verification of work OR 2. No check-in OR 3. No acceptable documentation listed in handbook	1. Lack of satisfactorily completed verification of work OR 2. No check-in OR 3. No acceptable documentation listed in handbook	See Attendance/Tuancy Policy in Student-Parent Handbook
--Excused Absence	If student is unable to work remotely, student must submit required documentation within two days of absence. (See Excused absenteeism in Student Handbook)	1. <i>In building</i> : Refer to "Excused absenteeism" in Handbook. 2. If student is too ill to come in on building days, student must call in and work remotely. 3. When working remotely but too sick to do required work, student must present required documentation as listed in handbook within two days of absence.	See Attendance/Tuancy Policy in Student-Parent Handbook
Google Classroom	Delivery of Instruction of Edmentum - Core Curriculum Instruction	Delivery of Instruction of Edmentum - Core Curriculum Instruction	Delivery of Instruction of Edmentum - Core Curriculum Instruction

Student Progress & Accountability	All students have a baseline expectation of earning 1.25 credits per quarter or 2.5 credits per semester. If students do not show adequate progress, the Center Director will use the process outlined in the Student-Parent Handbook under "Academics/ Program Components." Conferences will be conducted through Zoom meetings or other form of technology where all members are present.	All students have a baseline expectation of earning 1.25 credits per quarter or 2.5 credits per semester. If students do not show adequate progress, the Center Director will use the process outlined in the Student-Parent Handbook under "Academics/ Program Components." If necessary, conferences will be conducted through Zoom meetings or other form of technology where all members are present.	All students have a baseline expectation of earning 1.25 credits per quarter or 2.5 credits per semester. If students do not show adequate progress, the Center Director will use the process outlined in the Student-Parent Handbook under "Academics/ Program Components."
Student Progress & Accountability--Weekly check-ins/Goal setting	Teachers and students will meet at the same day and time each week to review progress of past week and to set goals of academic completion/progress for the next week. Conferences will be conducted through Zoom meetings or other form of technology and are required ..	Teachers and students will meet at the same day and time each week to review progress of past week and to set goals of academic completion/progress for the next week. If necessary, conferences will be conducted through Zoom meetings or other form of technology and are required	Teachers and students will meet at the same day and time each week to review progress of past week and to set goals of academic completion/progress for the next week and are required
Student Progress & Accountability--Incentives and Futures Planning	Students who meet weekly goals may access an incentive from a menu of possibilities (ie: coupon from Subway, Dunkin' Donuts, McD's) Students who earn 15 credits total will be able to meet with the registrar to build a futures plan for college and/or career.	Students who meet weekly goals may access an incentive from a menu of possibilities (ie: coupon from Subway, Dunkin' Donuts, McD's) Students who earn 15 credits total will be able to meet with the registrar to build a futures plan for college and/or career.	Students who meet weekly goals may access an incentive from a menu of possibilities (ie: coupon from Subway, Dunkin' Donuts, McD's) Students who earn 15 credits total will be able to meet with the registrar to build a futures plan for college and/or career.
Extended Learning Opportunities	Students will be expected to select at least one ELO. See "Extended Learning Electives" in addendum.	Students will be expected to select at least one ELO. See "Extended Learning Electives" in addendum.	Students will be expected to select at least one ELO. See "Extended Learning Electives" in addendum.
Pre-screening for Symptoms At Home		Parents will screen their child each morning using the procedures outlined in the "Daily Home Screening Agreement" signed during the intake interview	

Student Computer Use	Each child that needs a laptop will be loaned a Chrome Book upon availability. Students must abide by conditions for computer use as outlined in the handbook.	Each child that needs a laptop will be loaned a Chrome Book. Students must abide by conditions for computer use as outlined in the handbook.	Refer to expectations outlined under "Student Computer Use" in the Student-Parent Handbook. If a student must be quarantined due to COVID, a Chrome Book will be loaned.
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Facilities

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Cleaning Schedules		Before leaving for the day, students will wipe down their computers and computer station.	Before leaving for the day, students will wipe down their computers and computer station.

Referrals/Enrollments - Registrar's Office

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Intake Interviews	All interviews will take place onsite in an area that has been set up with barriers and meets the CDC recommendations.	All interviews will take place onsite in an area that has been set up with barriers and meets the CDC recommendations.	All interviews will take place onsite in an area that has been set up with barriers and meets the CDC recommendations.
Referrals	Process remains the same. Students will be referred by their sending school.	Process remains the same. Students will be referred by their sending school.	Process remains the same. Students will be referred by their sending school.
Acceptance	Process remains the same. Students will attend an intake interview to determine whether they will be accepted or not accepted. Students must agree to the expectations and requirements of NCCA as outlined in the Student-Parent Handbook	Process remains the same. Students will attend an intake interview to determine whether they will be accepted or not accepted. Students must agree to the expectations and requirements of NCCA as outlined in the Student-Parent Handbook	Process remains the same. Students will attend an intake interview to determine whether they will be accepted or not accepted. Students must agree to the expectations and requirements of NCCA as outlined in the Student-Parent Handbook
Dismissal	Upon dismissal, student will be expected to re-enroll in his/her sending school.	Upon dismissal, student will be expected to re-enroll in his/her sending school.	Upon dismissal, student will be expected to re-enroll in his/her sending school.

Communication with Sending Schools	All communication protocols will remain the same. Sending districts will regularly receive enrollment reports, progress reports, and any relevant information regarding their students, including concerns.	All communication protocols will remain the same. Sending districts will regularly receive enrollment reports, progress reports, and any relevant information regarding their students, including concerns.	All communication protocols will remain the same. Sending districts will regularly receive enrollment reports, progress reports, and any relevant information regarding their students, including concerns.
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Classroom Procedures - Students

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Temperature Taking		All students will maintain social distancing while waiting to be admitted to classroom. Before entering, students will have their temperature taken. If a student's temperature is 100.4 degrees or higher, the student will be sent home, and the student will be expected to participate remotely.	All students will maintain social distancing while waiting to be admitted to classroom. As of 8/12/21, the task force decided that temperature-taking will be at the discretion of the Center Director. If a student comes to school sick, the student's temperature will be taken. If a student's temperature is 100.4 degrees or higher, the student will be sent home.
Personal Items		Individual School Bags to hold everything	Individual School Bags to hold everything
Social Distancing		Computer Stations will all have shields as barriers	Computer Stations will all have shields as barriers
Computer Station Cleaning		Assigned computer to students, hand sanitizer at each station	Assigned computer to students, hand sanitizer at each station
Student Cleaning Protocols		Upon leaving, students will use a disinfecting wipe to clean chair, desk, keyboard, computer screen. Use an AMMONIA-FREE wipe to clean the Lexon screen.	Upon leaving, Students will use a disinfecting wipe to clean chair, desk, keyboard, computer screen. Use an AMMONIA-FREE wipe to clean the Lexon screen.
Masks/Shields		Students will be required to wear a mask while waiting to enter the classroom, upon entering the classroom, and during any movement within the classroom. Face shields will be provided upon request.	Students will be required to wear a mask while waiting to enter the classroom, upon entering the classroom, and during any movement within the classroom. Face shields will be provided upon request.

Isolation Plan for student who exhibits symptoms/ fever in school		At the intake interview, parents must provide the names of reliable individuals who can pick up their child if their child becomes ill in school.	At the intake interview, parents must provide the names of reliable individuals who can pick up their child if their child becomes ill in school.
		Any student who becomes ill while in attendance onsite will be removed to an isolated area until pickup.	Any student who becomes ill while in attendance onsite will be removed to an isolated area until pickup.
All students must follow these requirements as a condition of using bus transportation	Transportation		
Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Seating		Students will sit in the same assigned seat with the same person each day. Two students per seat.	Students will sit in the same assigned seat with the same person each day. Two students per seat.
Masks		All students will be required to wear a mask upon entering the bus, while riding the bus and upon entering the school building	All students will be required to wear a mask upon entering the bus, while riding the bus and upon entering the school building
Hand Sanitation		All students will use hand sanitizer upon entering and exiting the bus	All students will use hand sanitizer upon entering and exiting the bus
Student becomes ill with COVID-19 symptoms while in the classroom		Student will NOT be allowed to use bus for return transportation. Parents will be called and will be responsible for arranging pick up from school	Student will NOT be allowed to use bus for return transportation. Parents will be called and will be responsible for arranging pick up from school

*See next page

***In the event of the issuance of an Executive Order by the NH State Governor to return to remote or hybrid learning, the following plan will be implemented immediately:**

- 1. Students, parents/guardians will be notified through the One-Call system.**
- 2. At a designated time (to be announced), Chromebooks will be picked up by students at their school site, and a contract for the use of the Chromebook will be signed.**