RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.
Foreword

I am proud of the way our students, parents, staff, and community members have responded to the COVID-19 crisis. This RSU 63 Guide for Returning to School represents our best thinking to date on how we intend to open our RSU 63 schools and provide instruction and support for students this fall. Our plan is based on the requirements and guidance provided by the Maine Department of Education (DOE) and the Maine Center for Disease Control and Prevention (CDC). It incorporates creative, solution-oriented ideas from our staff as well as input and feedback from our community. This plan provides quality At-School and Remote Instruction while taking steps to protect the health of our students, staff, and community. While the number of COVID-19 cases in Maine is low, our vulnerability is high.

We know our students receive vital services through our schools. We also know many students and parents struggled with Remote Instruction and are concerned about childcare. These reinforce our desire to return to At-School Instruction and have as many students as possible come to school for instruction and other activities as quickly as we safely can. **In order to do this, RSU 63 will begin the 2020-2021 School Year with a Hybrid Yellow Model of Remote and At-School Instruction. We will also provide an all Remote Option for parents who do not feel comfortable sending their child(ren) to school.** We need time with all staff and small groups of students to teach, implement, and refine new protocols and procedures. However, shortly after we start school, we plan to increase the number of days per week of At-School Instruction for many students. When necessary, we will also back off At-School Instruction and increase Remote Instruction.

This plan was informed by multiple viewpoints. In May and June, we asked our staff and parents to provide feedback regarding distance learning and ideas about how they felt school should look in the fall. We formed several subcommittees to work on plans for School Safety (physical health and safety considerations), Transportation, Screening (of our Pre-Kindergarten and Kindergarten Students), Food Service, Technology, Teaching and Learning Expectations, Human Resources/Employment, Social and Emotional Well-Being, and Childcare. We took lessons from other systems in Maine as they worked on ideas and models to restart school safely. We learned from other systems around the United States, and those around the world that had already reopened school.

We released a draft outline to the community in July with an accompanying survey and invited all staff members to participate in a series of meetings focused on health and physical safety, social and emotional well-being, academics and student learning, and adult/teaching expectations. We expanded our Pandemic Management Team that first met in March to include representation from additional stakeholder groups. This group met as our “Collaborative Planning Team” to get broader input from those who provide support and services to residents of our communities. This guide is based on those survey responses, input from our committees, and guidance from the Maine DOE, the Maine CDC, and Northern Light Health.

While this guide presents our best thinking to date, we also recognize (and have experienced) that much can change when it comes to managing our response to this virus. We expect to receive even more feedback from our staff and community as well additional guidance and requirements from the DOE and CDC as we work to set up classrooms, train staff and students, and implement the protocols and procedures necessary to lessen health concerns. No single action or set of actions will completely eliminate the risk of the transmission of COVID-19. However, I believe our careful implementation of several coordinated interventions can greatly reduce that risk. We will emphasize cleaning, disinfecting,
ventilation, hygiene, and physical distancing. We should expect changes in, and better understanding of, the way the virus is affecting our community, state, nation, and world. We will need to be flexible and adaptable, shifting our approach as conditions change.

I understand there is no plan or model that will make everyone happy. Opinions and perspectives on if and how school should open vary greatly. By starting with Hybrid Instruction and implementing this Guide for Returning to School, we will provide quality At-School and Remote Instruction in ways that reduce health risks while maximizing the potential educational and social-emotional benefits for our students.

Thank you very much for your continued support and patience as we work together to provide safe learning environments for our students, staff, and community during this pandemic. COVID-19 makes things hard for everyone. However, we are excited about seeing our kids again!

Sincerely,
Susan M. Smith
RSU 63 Superintendent of Schools

An important note to RSU 63 families and students:

Please take the time to read through our Guide for Returning to School. If you are a current or incoming RSU 63 family with students in Prek through Grade 8, please complete the Family and Student Action Items below after reading the Summary and reviewing the full document.

To support our planning process, we need to know your plans for the 2020-2021 school year and understand your needs for transportation.

**Family & Student Action Items**

**FOR FAMILIES:** After reviewing the guide, please complete this form for each student enrolled at the Eddington, Holden, or Holbrook School during the 2020-21 school year.

This form includes:
- Family/student choice for Hybrid Instruction or the Remote Option
- Transportation needs
- Childcare needs (for those who did not have a chance to respond to this item on our survey in July)

**FOR STUDENTS Grades 5-8:** Please complete this Student Input Survey to provide your feedback. We are interested in learning what you think about returning to school.
Introduction

The purpose of our Guide for Returning to School is to share how RSU 63 will maximize At-School Instruction to the greatest extent possible, while also taking steps to keep our students, staff, and community safe by adhering to public health guidelines during the COVID-19 pandemic. We understand some families may prefer an online environment, so a remote option is available upon request. However, remote support during At-School days will not be the same as Remote Instruction when we are all at the Red All-Remote Level.

Our planning priorities included:

- Keeping the health and safety of students, staff, and community the primary consideration,
- Providing At-School Instruction for as many students as possible as quickly (and safely) as possible, and
- Building in flexibility to address many scenarios while maintaining consistency whenever feasible.

We want to thank our parents and staff who provided feedback in various ways including through our June and July 2020 surveys and serving on our Collaborative Planning Team and subcommittees. We greatly appreciate your feedback. It supported our efforts to improve our educational plans and help maintain a healthy RSU 63 community. After reviewing survey responses and listening to feedback and concerns, each section of the guide includes information about the revisions made to that section.

This Guide for Returning to School is based on available public health information and feedback from staff, students, and the community at the time of its creation. The guide may be adjusted based on newly available data and guidance from public health officials as well as our experiences as we bring students back into our buildings.

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Summary

HEALTH & SAFETY

The health and safety of students, staff, and the community are our first priority. The safety, health, and hygiene protocols outlined throughout our Guide for Returning to School require:

• symptom screening before boarding a bus or entering a school,
• face masks/coverings,
• physical distancing,
• frequent hand hygiene, and
• additional cleaning and disinfecting.

By participating in At-School Instruction, students, families, and staff agree to follow all school safety, health, and hygiene practices.

Face coverings are required for all staff and all students in Kindergarten through Grade 8. All students must properly wear a face covering when on an RSU 63 bus or in an RSU 63 van. Face coverings are recommended but not required for students in our Pre-Kindergarten/4-Year-Old program.

Family members and visitors will not be permitted in school facilities unless they need to attend a previously scheduled, in-person meeting.

All staff and students must check their health before boarding a bus or entering a school building. If students or staff are ill, they must stay home!

Any student or staff member who has a cough, shortness of breath, or a temperature over 100.4 degrees Fahrenheit will be sent home. If a student or staff member presents these COVID-19 symptoms while at school, they will be relocated to an established isolation/resting room until they can safely leave the building.

In these cases, as well as with a confirmed case of COVID-19, our RSU 63 School Nurse (Dawna Bickford) will coordinate with CDC, health officials, and RSU 63 administrators to determine the correct course of action for individuals and our schools on a case-by-case basis. This may include ceasing At-School Instruction for a period of time with a return to all Remote Instruction until areas have been cleaned and disinfected and the contagious period has passed.

SOCIAL AND EMOTIONAL WELL-BEING

RSU 63 recognizes how difficult the spring 2020 closure of our school buildings and remote learning was on the social and emotional well-being of our students. In consultation with mental health staff, counselors, social workers, and educators, RSU 63 has developed plans and procedures to continue supporting the social and emotional well-being of our students and
ACADEMICS

Students will receive instruction in all content areas in order to achieve the priorities outlined in the RSU 63 Grade Level Brochures. We recognize academic slide/regression is likely to have occurred since mid-March. Teachers will assess students’ academic needs and work diligently to help all students make good academic progress using a variety of at-school instructional strategies and remote instruction tools. These will include the use of digital learning software (e.g. IXL) and learning management systems (e.g. Google Classroom and Seesaw).

RETURN TO HYBRID REMOTE & AT-SCHOOL INSTRUCTION

RSU 63 will open the Eddington, Holden, and Holbrook Schools on Wednesday, August 26th for Hybrid Remote and At-School Instruction. Students will attend school one to four days per week with remote instruction on the other school days. Most students will attend school and participate in At-School Instruction on Monday and Wednesday (Pod A) or Tuesday and Thursday (Pod B). Students will participate in Remote Instruction the other three days of the week.

Students and families who wish to choose All-Remote Instruction have that option. However, while At-School Instruction is available, the support teachers will be able to provide families who choose all remote instruction will not be the same as when health conditions require us to be All Remote.

Starting with Hybrid Instruction allows RSU 63 staff the opportunity to prepare, train, and implement the new procedures needed to educate students in a safe and healthy learning environment. Students need the opportunity to learn and practice these new procedures in small groups. We need time to evaluate the effectiveness of our practices and make adjustments before increasing the number students on buses, and in classrooms. However, shortly after we start school, we hope to be able to increase the number of days per week for At-School Instruction for many students.

While we provide Hybrid and At-School Instruction, mandatory safety and hygiene protocols aligned with guidance from Maine CDC and DOE will contribute to a different school experience for everyone.

RSU 63 will evaluate our Hybrid Remote and At-School Instructional model, our capacity, and COVID-19 conditions regularly to determine when shifts to more At-School Instruction is possible or if more Remote Instruction is necessary.
WEEKLY SCHEDULE AND AT-SCHOOL INSTRUCTION

Our schools are developing new practices and models of structuring the school day. Individual school schedules will be developed under specific guidelines with the goal to group students in a way that minimizes co-mingling of students and staff. Student cohort groupings will be consistent and limited to the same classmates to the greatest extent possible. School schedules have been constructed under the following guidelines:

To start the year, most students will be participating in At-School Instruction two days per week (Monday/Wednesday or Tuesday/Thursday) and Remote Instruction the other three days per week. Children in the same household will be scheduled to attend RSU 63 schools on the same days.

Students in Kindergarten through Grade 8 have been placed in three homerooms. Each homeroom is being divided into two “Pods.”

- Initially, Pod A will participate in At-School Instruction on Mondays and Wednesdays, with Remote Instruction on Tuesdays, Thursdays, and Fridays.
- Pod B will participate in At-School Instruction on Tuesdays and Thursdays, with Remote Instruction on Mondays, Wednesdays, and Fridays.
- Students in Pre-Kindergarten have been placed in four groups (Mondays, Tuesdays, Wednesdays, or Thursdays). Initially, our Pre-K students will participate in At-School Instruction one day per week.

At-School Instruction Structure for Pre-Kindergarten through Grade 5:
- Students will remain with the same cohort group and staff the entire day. These cohort groups will learn, play, and eat together.

At-School Instruction Structure for Grades 6 through 8:
- Students will remain in their pods (or homerooms). Educators will be assigned to one grade level (6, 7, or 8). Math, Science, Social Studies, and English Language Arts teachers will rotate between the three classrooms at their grade level.

ATTENDANCE

Attendance will be taken during Morning Meetings for students At-School and for students who are participating Remotely. Teachers will provide parents and students with a typical schedule for each day of the week, including the time of the “Morning Meeting.”

STUDENT SERVICES

RSU 63 will continue to work hard to meet the unique needs of all students in our schools; including students needing Special Education, Gifted and Talented, Counselling Services, Homeless Support, Health and/or 504 Plans. We will work diligently to consider and plan to
serve the diverse needs of all our students. Our administrators and staff are committed to working with families to answer questions, resolve concerns, and problem-solve barriers to a student’s success. Additional resources, such as social stories for students with disabilities, guidance for parents, and technology tips will be developed and shared.

TECHNOLOGY and COMMUNICATION

A tablet or computer and internet access will be available for every student.

- Samsung Tablet option for Pre-K
- Samsung Tablets for Kindergarten and Grade 1
- Chromebooks for Grades 2 through 6
- MacBooks for Grades 7 and 8

Students will have in-person or video interactions with teacher(s) every day. Google’s “Meet” software will be used for video conferencing. Every Sunday, teachers will send all assignments for each Remote day to students and parents. All students and staff members will have an @rsu63.org email address.

We will continue to use the phone call feature of SchoolMessenger to quickly share important, time-sensitive information. Bulk emails containing important information will also be sent through SchoolMessenger. We will strive to keep our rsu63.org website and “RSU 63: Eddington, Holden, and Holbrook Schools” Facebook page useful and up-to-date.

TRANSPORTATION

In accordance with the CDC guidelines, bus capacity will be extremely limited. Please consider transporting your child(ren) to school.

Our traffic flow patterns, drop off, pick up, and building entry points will be different from what we have used in the past. PLEASE USE CAUTION.

Students can be dropped off at the Eddington and Holden Schools from 8:00am until 8:40am. Prior to 8:00am, students will need to wait in the vehicle with their parents.

Students can be dropped off at the Holbrook School from 8:10am until 8:40am. Prior to 8:10am, students will need to wait in the vehicle with their parents.

Parents can pick up students from the Eddington and Holden Schools from 2:30pm until 3:00pm. Parents will need to wait in the parking lot for their child(ren) to be brought out of the building.

Parents can pick up students from the Holbrook School from 3:00pm until 3:30pm. Parents will need to wait in the parking lot for their child(ren) to be brought out of the building.
Students are required to use hand sanitizer when getting on the bus, keep their facemask on, and use hand sanitizer when exiting the bus. Students must remain in the seat assigned to them by the driver.

FOOD & NUTRITION SERVICES

RSU 63 Schools will continue to provide meal service to students during both At-School Instruction and Remote Instruction. The meal service program will be a combination of At-School serving, “grab and go”/take home program similar to last year’s backpack program, and a “pick-up” program similar to the one implemented in the summer of 2020.

All our Food and Nutrition Services employees will follow cleaning and disinfecting protocols aligned with CDC guidance and will wear face coverings during food preparation and service.

INFORMATION FOR RSU 63 EMPLOYEES

All RSU 63 staff members are expected to physically report to work/school for the 2020-2021 School Year on the days and times they are scheduled to work.

- Thursday, August 20th and Friday, August 21st – Teacher Days (last work days from the 2019-2020 contract)
- Monday, August 24th and Tuesday, August 25th – ALL Staff Days (first days of the 2020-2021 School Year)
- Wednesday, August 26th - Instruction for the 2020-2021 School Year is scheduled to begin

It is important for staff members with underlying health conditions to notify Kelly Theriault and provide documentation. This will allow us to review your circumstances and to understand what, if any, accommodations can be made. For those of you who must be out for medical reasons and there is no work available for your qualifications, there are options to use leave provided through your collective bargaining agreement, our staff handbook, the Families First Coronavirus Response Act (FFCRA [https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave]) and the Family and Medical Leave Act (FMLA [https://www.dol.gov/agencies/whd/fmla]). These are separate sets of benefits, each with their own set of guidelines.

- All requests will be confidentially reviewed, including a review of appropriate medical documentation.
- Individuals may receive a designation of “Consider for Remote.” RSU 63 Administrators will use this information when making schedules and assignments.
- Health and safety protocols will be followed in all instances, and all staff will have multiple protective measures available to ensure safety.
COMMUNITY AND STAFF ENGAGEMENT

Additional work will continue connected to specific planning, logistics, school schedule development, staffing, and other details for each school. We will implement various engagement activities to support students, families, and staff through the transition process of returning to school. These will include staff briefings and trainings, virtual community meetings with families and students, and additional communications. RSU 63 wants to ensure the community and all stakeholders are well informed and have the opportunity to ask questions and clarify information.

**Tuesday, August 11th at 6:30pm:** Public Forum – RSU 63’s Plans for Returning to School
Join with Google Meet  meet.google.com/ade-dcnh-mjt
Join by phone +1 502-791-5546 PIN: 742 377 457#

**Wednesday, August 12th at 6:30pm:** Public Forum – RSU 63’s Plans for Returning to School
Join with Google Meet  meet.google.com/mzv-vaip-ecg
Join by phone +1 470-735-3403 PIN: 793 506 854#

**Thursday, August 13th at 6:30pm:** Panel Discussion – Physical and Emotional Health Considerations for Returning to School
Join with Google Meet  meet.google.com/qih-ihtn-jid
Join by phone +1 541-362-4669 PIN: 313 552 347#

**Monday, August 24th and Tuesday, August 25th:**
Video “Open House” sessions will be held for each grade level. Times and links will be posted.

**Wednesday, August 26th:** Instruction Begins!
RSU 63 Health and Safety Guidelines
Requirements for At-School Instruction

Symptom Screening

Families and caregivers can help reduce the transmission of COVID-19 by keeping their children home from school if they are sick or have had close contact with a person diagnosed or suspected of having COVID-19. Checking for symptoms each morning by families and caregivers is critical and will serve as the primary screening mechanism for COVID-19 symptoms.

1. Parents/guardians **MUST** screen their children for illness before sending them to school and should not send their children to school if they are ill. Staff **MUST** also screen their health before coming to work.

2. The following questions are to be used for screening:
   a. Within the past 24 hours have you had a fever (100.4 and above) or used any fever reducing medicine?
   b. Do you feel sick with a cough, shortness of breath, or difficulty breathing?
   c. Have you been in close contact with a person diagnosed or suspected of having COVID-19?
   d. Have you traveled outside of Maine in the past 14 days?

   **If the answer to any of these questions is “Yes,” stay home! Contact your health care provider and**

   **Parents** – Contact the school secretary and let her know why your child will not be coming to school.
   - **Eddington** (PreK, K, and Grade 1): Tina Ferrill  tferrill@rsu63.org  843-6010
   - **Holden** (Grades 2, 3, and 4): Heather Kiley  hkiley@rsu63.org  843-7828
   - **Holbrook** (Grades 5, 6, 7, & 8): Karen Everhart  keverhart@rsu63.org  843-7769

   **RSU 63 Staff** – Contact your school principal or Jake Morgan (drivers and custodians) and let them know why you will not be coming to work.
COVID-19
Pre-Screening Tool for School Attendance

Within the past 24 hours have you had a fever (100.4 and above*) or used any fever reducing medicine?

YES = ❌

Do you feel sick with any of the most common symptoms? (see symptom list to the right)

YES = ❌

Have you been in close contact with a person who has COVID-19?

YES = ❌

Have you traveled outside of the state in the past 14 days?

YES = Call Contact Your School

Stay home with any YES response to the questions above OR with two or more of the “other” or “less common” symptoms listed to the right.

Attend school when all answers are NO. Call or see your school nurse or other designated person at school if you have questions.

Most Common Symptoms of Covid 19:
- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or greater)*

Other Symptoms
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Less Common Symptoms:
- Nausea or Vomiting
- Stomach pain
- Diarrhea
- Fatigue
- Headache
- Rash
- Swelling or redness of hands/feet
- Red eyes/eye drainage
- Congestion/ runny nose

*Fever is 100.4 regardless of measurement location (oral, temporal).

Updated 7.16.20
3. If a student or staff member says they are not feeling well or looks unwell, their temperature will be taken.

4. Universal temperature checks of students upon entry to school premises will not be conducted due to the high likelihood of potential false positive results, false negative results, and difficulty maintaining physical distancing when entering school vehicles or school buildings. Current CDC and DOE guidance requires symptom screening to occur at home before students or staff come to school.

5. Any student or staff member with a fever of 100.4 degrees or greater, symptoms of possible COVID-19 virus infection, or use of any fever reducing medicine in the past 24 hours must not be at school.

6. School staff, including bus drivers, will observe students throughout the day and refer students who may be symptomatic to the school nurse or secretary. Temperature will be taken for any student or staff who feel unwell.

7. Each school has a medical isolation/resting room for students and/or staff who exhibit COVID-19 symptoms.

8. Testing for symptomatic individuals is important and must be conducted with the individual’s health care provider. Anyone with symptoms must contact their personal health care provider.

9. The Maine CDC and DOE will monitor testing protocols and will advise school districts accordingly.

10. Students and staff who travel outside of Maine during the school year must follow the Governor’s Executive Orders related to travel.

When You Can be Around Others After You Had or Likely Had COVID-19?

RSU 63 students and staff must have written permission from their health care provider in order to return to school/work after displaying symptoms of COVID-19.

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

When you can be around others (end home isolation) depends on different factors for different situations. Please see Appendix A for CDC’s recommendations.

Masks/Face Coverings

The primary route of transmission for COVID-19 is respiratory. Masks/face coverings are among the most critical components of risk reduction. Face coverings help prevent respiratory droplets from traveling into the air and onto other people or surfaces when the person wearing the face covering coughs, sneezes, talks, or raises their voice.
Face coverings must cover your nose and mouth, and fit snuggly against the sides of your face. Cloth face coverings should have multiple layers of cloth.

1. Adults and students (age 5 and above) **must** wear a mask/face covering that covers their nose and mouth.
2. Face shields may be an alternative for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings.
   a. Face shields worn in place of a face covering must extend below the chin and back to the ears.
3. Face shields will be allowed for those who cannot wear face masks/coverings due to medical conditions, disability impact, or other health or safety factors.
4. Mask breaks will occur throughout the day.
   a. Breaks will occur in settings where students can be at least six feet apart and preferably outside.
   b. If inside, mask breaks must occur where staff and students are at least 6 feet apart, the windows are open, and the fan is on.
5. We will teach and direct students to cough or sneeze into their elbow or alternatively, cough or sneeze into a tissue, discard the tissue into trash container, and then perform hand hygiene.
6. Masks/face coverings should be provided by the student/family, but extra masks will be made available by the school for students who need them. Families experiencing financial hardship and unable to afford masks/face coverings should contact the school.
7. Reusable masks/face coverings provided by families should be washed by families daily.
8. Masks/face coverings should be replaced when soiled or wet. If the mask/face covering becomes soiled, remove and safely discard disposable masks, or store reusable face coverings in a sealed plastic bag for laundering. Perform hand hygiene after changing a soiled mask/face covering.
9. Masks/face coverings—or face shields for those who need them as described above—are required to be worn by everyone on the bus during school bus transportation.
10. We will teach staff and students the proper use, removal, and washing of face coverings. Information will be shared with parents and guardians.
11. **Adults and students (age 5 and above) are required to wear face masks (shields when necessary) in order to be in our RSU 63 facilities and vehicles.**

**Physical Distancing**

Physical distancing is another important practice that helps reduce transmission of the virus. We aim for six feet of distance between individuals where feasible. At the same time, a minimum physical distance of three feet between students is adequate when combined with the other measures outlined in this document, including screening, the use of masks/face coverings, hand hygiene, and stable cohorts.
1. We aim for a physical distance of six feet when feasible. Three feet is the minimum distance allowed between students.
2. When eating, students must be at least six feet apart.
3. Parents/guardians will not be allowed into RSU 63 facilities without a scheduled appointment.
4. To the extent possible, desks will be spaced six feet apart (but no fewer than three feet apart) and facing the same direction.
5. Physical distancing will occur when students are entering and exiting the facilities and moving throughout the school.
6. We will hold classes and activities outside when practical.
7. Adults should attempt to maintain a distance of six feet from other persons as much as possible, particularly around other adults. Strategies to increase adult-adult physical distancing include:
   a. Conducting large meetings and parent/teacher conferences virtually.
   b. Discouraging congregation in shared spaces, such as staff lounge areas, in the copy room, when checking mailboxes, etc.
   c. Using physical barriers, such as plexiglass, in reception areas.
   d. Limiting activities that require staff to be within six feet of another person.
8. Additional safety precautions will be provided for the school nurse and any staff supporting students with disabilities and young students (Pre-K, Kindergarten, Grade 1). These precautions include eye protection (e.g., face shield or goggles)

**Hand Hygiene**

Frequent hand hygiene reduces the risk of transmission of COVID-19 by removing pathogens from the surface of the hands.

1. All students and staff will receive initial training on good hand hygiene practices and methods and receive frequent and ongoing reminders through verbal prompts, signage, and other means.
2. All students and staff will use hand hygiene (handwashing or hand sanitizer) upon entering and exiting the bus, when arriving at school, before and after eating, after using the restroom, before and after using playground equipment, and before dismissal.
3. Handwashing is the best option. When handwashing is not practicable, use a hand sanitizer with at least 60% alcohol.
4. Hand sanitizer is placed in all classrooms and at key locations.
5. Students will be reminded to avoid touching their face coverings.
6. Students will be taught and reminded to cough or sneeze into their elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into trash container, and then perform hand hygiene.
Personal Protective Equipment

1. Schools will have standard healthcare supplies (e.g., masks and gloves). Use of supplies may be optional based on type of tasks performed (e.g., teachers do not need to wear gloves while teaching but may need to during necessary contact with students, such as when providing physical support to young students or students with disabilities).
2. The school nurse and secretaries will have access to appropriate medical PPE to use in clinic and isolation/resting rooms. This PPE includes N95 masks, surgical masks, gloves, disposable gowns, and face shields or other eye protection.
3. School staff working with students who are unable to wear a cloth face covering and who must be in close proximity to them will wear a mask in combination with a face shield (or goggles or glasses). Face shields or other forms of eye protection (e.g. goggles or glasses) will also be used when working with students unable to manage secretions.

Cleaning and Disinfecting of RSU 63 Facilities

1. Frequently touched surfaces and bathrooms within the school (e.g., door handles, sink handles, water-fill stations, light switches) will be cleaned and disinfected at least three times a day, more often as needed.
2. Facilities will be thoroughly cleaned and disinfected daily.
3. Products used will meet EPA disinfection criteria. We will continue to follow safe and correct usage and storage practices for cleaning and disinfection products, including storing products securely away from children.
4. Cleaning products will not be used near children. Staff will ensure that there is adequate ventilation when using these products to prevent inhaling toxic fumes.
5. Students will not participate in disinfecting activities.
6. Outdoor play equipment and other natural play areas with high-touch surfaces such as railings and handles will be cleaned and disinfected regularly. Hand hygiene will also be emphasized before and after use of these spaces.

Using RSU 63 Facilities

1. Drinking fountains will only be used as water-fill stations. Staff and students should bring water bottles, and cups will be provided for drinking fountain use for those who do not have a water bottle. Drinking fountains will be cleaned and disinfected and have signs for proper use.
2. Lines will be eliminated to the greatest extent practicable. Where lines are unavoidable (e.g. near doors, sinks, bathrooms, or other places where students may line up), three to six feet of distance between individuals will be maintained.
3. Building traffic flow will be modified to maximize physical distance between individuals. Hallways will be marked and floor decals used to show travel patterns.
4. Signs are at entrances and throughout buildings (particularly high traffic areas), alerting staff and students to physical distancing requirements, face covering policies, and hand hygiene protocols.
5. Vehicle traffic flow, drop-off, and pick-up logistics will be shared with parents and staff.
6. Only RSU 63 students, staff, and required contractors for deliveries and repairs will be permitted to enter our facilities and grounds.
7. Parents/guardians will not be allowed into RSU 63 facilities without a scheduled appointment.

**Faculty Rooms**

Staff often forget to take precautions with co-workers, especially during social interactions such as breaks or lunch time, in the copy room, when checking mailboxes, etc.

1. Maximum occupancy for staff rooms will be based on 6-foot distancing.
2. Signs will remind staff to stay 6 feet apart, keep their facemasks on unless eating, wash their hands before and after eating, and disinfect their area after using it.
3. Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

**YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE:** We provided additional visual information regarding screening. We added clearer information about and the requirement of a written notice from a health care professional for returning to school after exhibiting COVID-19 symptoms. We updated information regarding Pre-K students and facemasks.
RSU 63 SOCIAL AND EMOTIONAL WELL-BEING

We recognize how difficult the spring 2020 closure of our school buildings and remote learning was on the social and emotional well-being of our students and staff. In consultation with mental health staff, counselors, social workers, and educators, RSU 63 has developed the following plans and procedures to continue supporting the social and emotional well-being of our students and staff.

Prior to the opening of the 2020-2021 School Year,

- All our students were invited to virtual “step up” days to meet their teachers for the 2020-2021 School Year
- Welcome videos were posted on each school’s web site
- Each student was contacted by a teacher during the week of July 13th
- Parents were surveyed during the week of July 13th to share ideas and determine concerns
- Individual students were identified and provided counseling during the summer
- Staff members were invited to participate in conversations facilitated by a social worker from Community Care
- A panel discussion and virtual open houses in which families and students can ask questions have been scheduled for August 13th, 24th, and 25th

During the 2020-2021 School Year, ongoing support will be available to:

Parents and Community

1. A list of resources to support children and adults experiencing distress will be made widely available through our website, newsletters, Facebook Page, and other communication tools
2. Resources and opportunities for parents, community members, and staff, will be provided through our partnerships with Community Care and the University of Maine’s Peer Relations Lab (the BIRCH Project and FRIENDS)

Staff

1. Weekly reminders encouraging mindfulness, the use of employee assistance plans, sharing resources for adults, etc. will be provided through email, video conferences, and/or in-person
2. Monthly check-ins facilitated by a mental health provider will be available to all employees
3. Refresher, resources, and new training will be provided to continue
   a. raising awareness about the signs of anxiety and depression and teaching students with anxiety and depression
   b. normalizing conversations around mental health and asking for help
   c. school-wide trauma informed practices

RSU 63 2020-2021 Guide for Returning to School
d. increasing cultural competencies so all our employees can help all our students feel included, listened to, and a sense of belonging

**Students**

A multi-tiered system will be used to support the social and emotional needs of our students to help them succeed academically and thrive in life. This system will be in place throughout the year for all students regardless of the level of instruction (Remote, Hybrid, and At-School).

We acknowledge students have had inconsistent behavior and academic expectations for the previous several months. Expectations, new procedures, and appropriate behavior will be clearly and regularly taught and retaught. In RSU 63, our staff will:

1. Focus on positive and effective discipline practices.
2. View behaviors through a trauma-informed lens and as potential symptoms.
3. Implement culturally responsive, restorative practices.
4. Avoid punitive discipline such as suspension or expulsion that forces students to leave the school environment (except for the most severe cases that put other students or staff in danger).
5. Anticipate student defiance or resistance as a method of establishing control. Many students may feel abandoned or resentful. Others will have lost trust and faith in our ability to care for and protect them. Adults working with these students will take extra time to build relationships, develop ways to empower students, and provide positive support to build trust.
6. Provide recess, play, and outdoor mask breaks to help students adjust.

**Tier I: Universal Supports for All Students Pre-Kindergarten - Grade 8**

1. Social and Emotional Check-ins at least twice a week.
2. District-Wide Social/Emotional Screening and follow-up at least twice during the year.
3. Social, Emotional, and Academic Needs Assessments conducted by school counselors at least once a trimester.
4. Access to school counselors, resources, and other caring adults throughout the year.
5. Weekly Social/Emotional Learning (SEL) lessons taught by school counsellors throughout the year. Many of these lessons will be based on the FRIENDS curriculum.

**What is FRIENDS?**

FRIENDS is the world’s leading program for building youth resilience; endorsed by the World Health Organization. Throughout the program, students learn skills to promote self-esteem, problem-solving, emotion regulation, self-expression, and positive relationships with peers and adults.

*RSU 63 2020-2021 Guide for Returning to School*
What happens during a FRIENDS lesson?
Students are guided by our school counselors (Mrs. Nichols and Mrs. Walters) through a series of lessons designed to teach students how to deal with challenging situations by being prepared, devising self-help strategies, rewarding themselves, and seeking support. Information will be provided to parents that explains these concepts along with ideas for home-based activities to try.

Tier II: Targeted Support
1. Small group support based on teacher recommendation, data from screening, and parent input. During face to face instruction with limited movement in the school or hybrid Instruction, the groups will be scheduled to take place remotely.
2. Individual and group meetings to reinforce classroom Social and Emotional Learning lessons.

If you are concerned about your child’s social and emotional well-being, please contact our school counselors.
  Eddington and Holden Schools (PK - Grade 4): Mrs. Nichols jnichols@rsu63.org
  Holbrook School (Grades 5 – 8): Mrs. Walters jwalters@rsu63.org

Tier III: Intensive Support
1. Individual counseling support for students in crisis.
2. Individual check-ins based upon screenings and needs assessments (remotely or in person).
3. Referral to wrap-around programming including but not limited to Community Care Mental Health Clinic and/or Case Management.
4. Clinical therapy will be offered (through Telehealth, at home, or at school).

If you or your child is in crisis, call 9-1-1 or call the National Crisis Hotline (800) 273-8255.
You can also text the National Crisis Text Line: 741741.
RSU 63 and Community Care collaborate to provide the opportunity for students to receive mental health counseling through telehealth and on-site at our Eddington, Holden, and Holbrook Schools. Community Care can also extend their services to the home when home-based service is of interest to families. Examples of how Community Care can help include:

- Lowering social anxiety and school anxiety
- Increasing self esteem
- Improving focus and concentration
- Learning how to make and keep friends
- Developing calming skills
- Managing difficult emotions

If you feel your child needs these services, please email Mrs. Nichols (PK - Grade 4) at jnichols@rsu63.org or Mrs. Walters (Grades 5 – 8) at jwalters@rsu63.org. You can also call Community Care directly at (207) 945-4240 or 1-800-236-2273.

YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE: We added language about FRIENDS and our Tier I support for all students. We added information about our collaboration with Community Care. We include additional contact information, including the National Crisis Hotline and Text Line.
RSU 63 ACADEMIC INSTRUCTION

Our priorities include providing At-School Instruction for as many students as possible as quickly (and safely) as possible while keeping the health and safety of students, staff, and community our primary consideration. We have built flexibility into our instructional plans to address many possible scenarios while maintaining consistency whenever feasible.

No matter what limitations may be imposed by COVID-19, RSU 63 will continue to provide instruction to our students during the 2020-21 school year. Our educators will provide At-School Instruction when possible and support Remote Instruction when necessary. RSU 63 continues to focus on building strong relationships with and providing high-quality instruction for all our students.

Stable Cohorts

RSU 63 will be implementing the DOE guidance, keeping students and staff in stable cohort groups to minimize the number of students who would potentially be exposed in the case of a COVID-19 event.

1. We have divided students and staff into small groups that remain with each other throughout each day.
   a. Students in Kindergarten through Grade 8 have been placed in three homerooms. Each homeroom has been divided into Pod A and Pod B.
   b. Students in Pre-Kindergarten have been divided into four groups (Mondays, Tuesday, Wednesdays, and Thursdays).
2. We will keep our students and staff from Pre-Kindergarten through Grade 5 in the same pod and homeroom group to the extent possible.
3. Our students in Grades 6 through 8 will remain in the same pod and homeroom group to the extent feasible. Students and staff will not mix across grade levels. Teachers will rotate among a grade level.
4. We will isolate cohorts of students and prevent inter-group contact as much as possible.
5. We will adhere to the physical distancing requirements.
6. When in classrooms, all students will have assigned seating. Each student will also be provided a cushions or seat that can be used outside or in another location.
7. RSU 63 will provide students with individual storage space and individual tool kits with the needed school supplies and materials needed. PLEASE send your child to school with a water bottle and a mask. Due to limited space and potential contamination, PLEASE do not send in school supplies with your child.
8. Parents are asked to provide basic school supplies for use at home. PLEASE let us know if you need basic school supplies for your home. RSU 63 will provide specialized supplies and materials for home use (for example a flute-a-phone or art supplies).
Levels of Instruction: Red, Yellow, & Green

Based on specific health markers, the Maine CDC and Department of Health and Human Services will categorize each county as Red, Yellow, or Green every two weeks beginning Friday, July 31st.

“Categorization as ‘red’ suggests that the county has a high risk of COVID-19 spread and that in-person instruction is not advisable.”

“Categorization as ‘yellow’ suggests that the county has an elevated risk of COVID-19 spread and that schools may consider hybrid instructional models as a way to reduce the number of people in schools and classrooms at any one time.”

“Categorization as ‘green’ suggests that the county has a relatively low risk of COVID-19 spread and that schools may consider in-person instruction, as long as they are able to implement the required health and safety measures. Schools in a ‘green’ county may need to use hybrid instruction models if there is insufficient capacity or other factors (facilities, staffing, geography/transportation, etc.) that may prevent full implementation of the health and safety requirements.”

Local conditions and safety factors may require RSU 63 schools to be at a different level than the county designation. For example, if we have a positive COVID-19 case in one of our schools, that school would need to be closed, and All Remote (Red) Instruction would begin.

RSU 63 will activate our plan for RED – All Remote Instruction whenever required by local health conditions and whenever recommended by the Maine CDC and DOE.

On July 31st all counties in Maine were categorized as “Green” by the Maine CDC and DOE. While Maine is in a very good place, especially compared to other parts of the country, RSU 63 needs to be cautious. We need to keep everyone physically safe and provide time for our staff, students, and parents to learn and implement our new routines and procedures.

We plan to begin the 2020-2021 school year by following our Yellow plan for instruction, bringing in small groups of students for At-School Instruction.

Red Instruction in RSU 63
Remote Instruction for all students, 5 days per week

Yellow Instruction in RSU 63
At-School Instruction 2 days per week & Remote Instruction 3 days per week for most students
At-School Mondays and Wednesdays for students in Pod A (approximately 50% of the students)
At-School Instruction Tuesdays and Thursdays students in Pod B (the other 50% of the students)
Pre-Kindergarten students will attend school one full day per week at the Yellow Level. Parents who wish to pick up their Pre-Kindergarten student before the end of the full day may do so.

**Green Instruction in RSU 63**
For most students, At-School Instruction will take place 4 days per week (Mondays through Thursdays) and Remote Instruction on Fridays.

Pre-Kindergarten students will attend school two full days per week (when safe and feasible) at the Green Level. Parents who wish to pick up their Pre-Kindergarten student before the end of the full day may do so.

Green does not mean “back to normal.” In order to provide At-School Instruction, Maine CDC and DOE requirements must be followed. These include:
- symptom screening before boarding a bus or entering a school,
- physical distancing,
- face masks/coverings,
- frequent hand hygiene,
- additional cleaning and disinfecting.

**Remote Option**
For Parents who do not want their child(ren) to participate in At-School Instruction, RSU 63 is offering a Remote Option. Because our teachers will also be working with students At-School, the Remote Option will not provide the same instruction as when we are Red – All Remote. Families who select this option will need to come to the school(s) to obtain instructional materials and return written work. RSU 63 teachers will provide some direct instruction, assignments, resources, and “office hours” via video conferencing. If needed, on-line support will be available to students who “get stuck” and need to connect to a teacher or tutor. Students will be required to attend meetings remotely every morning and complete assignments daily.

**All Levels of Instruction**
During all Levels of Instruction (Red, Yellow, Green, and the Remote Option)
- Students from the same household will be assigned to the same Pod.
- Students will participate in At-School or live video conferencing with their teacher(s) every day. Teachers will provide parents and students with the daily schedules.
- Topics that are being taught for the week and assignments for Remote days will be emailed to parents and students every Sunday evening. **Parents - PLEASE be sure we have a current email address for you. If your email address has changed, please notify the school secretary.** All students will have an @rsu63.org email address.
• Fridays will be Remote for students. Staff will spend Fridays preparing remote lesson materials, provide students feedback, prepare at-school lessons, connect with parents, and work together with other teachers and administrators to refine and improve our systems.
• Social-emotional and food support will be provided.

Attendance
• Teachers will provide parents and students with a typical schedule for each day of the week, including the time of the “Morning Meeting.”
• Attendance will be taken during Morning Meetings for students At-School and for students who are participating Remotely.
• If your child is not able to come for an At-School day or is unable to remotely participate in the Morning Meeting on a Remote day, please notify the school secretary by 9:00am.
  o Eddington (PreK, K, and Grade 1): Tina Ferrill tferrill@rsu63.org 843-6010
  o Holden (Grades 2, 3, and 4): Heather Kiley hkiley@rsu63.org 843-7828
  o Holbrook (Grades 5, 6, 7, and 8): Karen Everhart keverhart@rsu63.org 843-7769

Special Considerations
• Accommodations will be made for students who have IEP plans, 504 plans, and other learning risks.
• RSU 63 will provide Remote Instruction and other accommodations to students who are determined to be medically fragile and not able to participate in At-School Instruction.
• During Yellow and Green Levels of Instruction, we will also offer a Remote Only option upon request. However, remote support during At-School days will not be the same as All Remote Instruction when we are all at the Red Level.
• Increased At-School days ahead of other students will be considered for students without internet who live in locations where hot spots do not work.

Art, Music (including Chorus and Band), Physical Education, Spanish, and Library

Health and safety requirements, including physical distancing and keeping cohort of students (pods, homerooms, and grade levels) together, require us to assign all our teachers and educational technicians to remain with specific groups of students throughout the school day. Therefore, Art, Music, Physical Education, Spanish, and Library/Informational Literacy will be provided through Remote instruction with assignments in these content areas due on Fridays.

1. Group singing will be avoided in all our classrooms. At-School chorus and wind instruments (band) will be suspended. These activities are higher risk for COVID-19 transmission due to the larger numbers of respiratory droplets produced. RSU 63 will work to provide instruments to students for Remote Instruction and use at home.
2. Art and Physical Education will be limited to activities that do not involve close contact with other students or shared equipment/supplies. RSU 63 will provide any needed supplies or equipment to students for Remote Instruction and use at home.
Sports, After School Activities, and Field Trips

1. Sports, after school activities, and field trips are suspended at this time. Virtual activities and events will be held instead of field trips, student assemblies, and special performances.
2. As conditions and guidance change, the decision regarding sports and after school activities will be reevaluated. Co- and extra-curricular activities will be phased in as health conditions and our capacity allows.

YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE: We added a Remote Option based on the results of our parent survey. We added new information about the CDC and DOE county designations of red, yellow, and green. We added information about attendance and assessments. We included information about Art, Music, P.E., Spanish, Sports, After School Activities, and Fieldtrips. We ordered stadium seats and cushions to provide students with additional options for seating.
RSU 63 STUDENT SERVICES

RSU 63 will continue to work hard to meet the unique needs of all students in our schools; including students needing Special Education, Gifted and Talented, Counselling Services, Homeless Support, Health and/or 504 Plans. We will work diligently to consider and plan to serve the diverse needs of all our students. Our administrators and staff are committed to working with families to answer questions, resolve concerns, and problem-solve barriers to a student’s success. Additional resources, such as social stories for students with disabilities, guidance for parents, and technology tips will be developed and shared.

If you are concerned about your child’s academic progress please reach out to

- Your child’s teacher(s) via email or by calling the school
  - Eddington (PreK, K, and Grade 1): 843-6010
  - Holden (Grades 2, 3, and 4): 843-7828
  - Holbrook (Grades 5, 6, 7, and 8): 843-7769

- Our Principals
  - Eddington: Don Spencer dspencer@rsu63.org or 843-6010
  - Holden: Don Spencer dspencer@rsu63.org or 843-7828
  - Holbrook: Ashley Allen aallen@rsu63.org or 843-7769

- Our Special Services Director
  - Jesse Gauthier jgauthier@rsu63.org or 843-0702

- Our 504 Coordinators
  - Eddington: Janet Nichols jnichols@rsu63.org or 843-6010
  - Holden: Janet Nichols jnichols@rsu63.org or 843-7828
  - Holbrook: Joy Walters jwalters@rsu63.org or 843-7769

- Our School Nurse (for Health Plans or Medically Related 504 Plans)
  - Dawna Bickford dbickford@rsu63.org

- Our Superintendent/Director of Curriculum and Instruction (for questions about our Gifted and Talented program or any other concerns you may have)
  - Susan Smith ssmith@rsu63.org or 843-7851 ext. 2

Pre-Kindergarten/Kindergarten Academic Screening

During the first six weeks of school, Pre-Kindergarten and Kindergarten students new to our district will be checked to see if they could possibly have a developmental delay or learning disability. Our teachers will assess their students using the Developmental Indicators for the...
Assessment of Learning, Fourth Edition (DIAL-4). The DIAL-4 is a tool for assessing Motor, Concepts, Language, Self-Help, and Social Development skills. Audra Leland, our Pre-K Teacher, will complete screenings during the school day for all Pre-Kindergarten students (who do not have a current 504 Plan or IEP). Our Kindergarten Teachers will also complete screenings during the school day for their Kindergarten students (without a current 504 or IEP) who were not screened last year.

A letter will be sent to families of Pre-Kindergarten and Kindergarten students who are new to our district and have chosen the Remote option. These families will be given the option to schedule individual screening at the Eddington School (following Maine CDC guidance) or allow the parents to delay screening until a later date.

YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE: We added contact information.
RSU 63 COMMUNICATION and TECHNOLOGY

Tools and systems will be in place to communicate with and support students, parents, teachers, and staff across RSU 63. Technology links, tips, and guides will be posted on our website and available to support students and parents as they navigate our online, digital tools.

General Communication

RSU 63 will continue to use the phone call feature of SchoolMessenger to quickly share important, time-sensitive information. Bulk emails containing important information will also be sent through SchoolMessenger. We will strive to keep our rsu63.org website and “RSU 63: Eddington, Holden, and Holbrook Schools” Facebook page useful and up-to-date.

Devices

RSU 63 will provide teachers and educational technicians computers to use for communication and instruction.

A tablet or computer and internet access will be available for every student.

- Samsung Tablet option for Pre-K
- Samsung Tablets for Kindergarten and Grade 1
- Chromebooks for Grades 2 through 6
- MacBooks for Grades 7 and 8

Weekly Assignment Notices

All students and staff members will have an @rsu63.org email address. On Fridays, teachers will work collaboratively to determine assignments and details for the next week. Every Sunday evening, one message will be sent to students and parents. This message will include the Remote assignments for the week and the days those assignments are to be worked on/completed.

Software

Learning Management Systems: Teachers will use learning management systems to support the delivery of instruction. These tools will help to ensure a more seamless transition between At-School and Remote Instruction. RSU 63 will be using:

- Seesaw for Pre-Kindergarten and Kindergarten,
- Dojo in Grades 1 through 4, and
- Google Classroom and Google Calendar with Grades 5 through 8.

Tyler 360 will be used to track attendance and for grading and reporting for all grades (Pre-K through Grade 8).
**Video Conferencing:** Google’s “Meet” software will be used for video conferencing. Students will have in-person or video interactions with teacher(s) every day. Attendance will be taken during Morning Meetings for students At-School and for students who are participating Remotely. Teachers will provide parents and students with a typical schedule for each day of the week, including the time of the “Morning Meeting” and other video conferences.

**Software for Remote Instruction/Practice:** In addition to the learning management systems and video conferencing mentioned above, students will be logging into and using a limited set of programs to practice their skills when not at school.

- Kindergarten: Happy Numbers
- Grades 1: IXL for Reading and Math
- Grades 2 through 8: IXL for Reading, Math, Science, and Social Studies

**Software for Direct Instruction:** Teachers and educational technicians will have access to other software/programs. They will use these programs in the classroom and/or when video conferencing with students. Examples include Fountas and Pinnell’s Leveled Literacy Instruction and Guided Reading, Lexia, Xtra Math, V Math, STEMScopes, Math in Focus, Big Ideas Math, Accelerated Reader, Epic Books, Khan Academy.

**Software for Assessment:** Teachers will be using Northwest Evaluation Association’s (NWEA’s) Measures of Academic Progress (MAP) and Primary MAP to diagnosis and address student learning needs. We have been using NWEA’s MAP assessments in Grades 2 through 8 for several years. This year, we are adding Primary MAP for use in Kindergarten and Grade 1. This tool will help teachers measure what students know, regardless of their grade level. Teachers will be able to use the information from each child’s MAP assessment to plan and provide instruction for that student.

**YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE:** We reduced the different types of software used for Remote Instruction and online practice. We required the posting of remote assignments for the week to parents and students every Sunday evening. We provided tablets for student use in Pre-K, Kindergarten, and Grade 1. We added NWEA Primary MAP and Fountas and Pinnell Guided Reading resources for teachers. We reduced the number of video conferencing platforms we will be using to Google Meet.
**BUSING and TRANSPORTATION**

COVID-19 presents many unique challenges regarding the busing and transportation of students. **In accordance with the CDC guidelines, bus capacity will be extremely limited. Please consider transporting your child(ren) to school.**

Our traffic flow patterns, drop off, pick up, and building entry points will be different from what we have used in the past. **PLEASE USE CAUTION.** Each grade level will enter and exit our buildings from an assigned set of doors.

**Students can be dropped off at the Eddington and Holden Schools from 8:00am until 8:40am.** Prior to 8:00am, students will need to wait in the vehicle with their parents. We will not have staff available to help point students in the right direction and help keep students physically distanced before 8:00am. Students will not be gathering in the cafeterias or on the playgrounds in the morning.

**Students can be dropped off at the Holbrook School from 8:10am until 8:40am.** Prior to 8:10am, students will need to wait in the vehicle with their parents. We will not have staff available to help point students in the right direction and help keep students physically distanced before 8:10am. Students will not be gathering in the cafeterias or on the playgrounds in the morning.

**Parents can pick up students from the Eddington and Holden Schools from 2:30pm until 3:00pm.** Parents will need to wait in the parking lot for their child(ren) to be brought out of the building.

**Parents can pick up students from the Holbrook School from 3:00pm until 3:30pm.** Parents will need to wait in the parking lot for their child(ren) to be brought out of the building.

**Riding in an RSU 63 Bus or Van**

Students are required to use hand sanitizer when getting on the bus, keep their facemask on, and use hand sanitizer when exiting the bus. Students must remain in the seat assigned to them by the driver. **Students who do not follow these rules will not be allowed to ride in an RSU 63 vehicle.**

1. RSU 63 drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face coverings).
2. Students and adults should maintain physical distancing at bus stops with multiple families present.
3. Masks/face coverings are required to be worn by all students (including those in Pre-Kindergarten) when on the bus/in an RSU 63 van.
4. Hand sanitizer is available and must be used when entering and exiting the bus.
5. To minimize contact between passengers, busses will be loaded from back to front and unloaded front to back whenever feasible.
6. Students must remain in their assigned seats. Students from the same household will sit together when practical.
7. Drivers will wear a face covering.
8. Windows will be open as weather permits.
9. School vehicles will be cleaned and disinfected between runs.
10. All other RSU 63 rules and policies regarding student transportation will be followed.

YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE: We expanded the times parents can drop off and pick up students.

FOOD and NUTRITION SERVICES

School meals play an important role in addressing food security for students. COVID-19 has not been shown to be a food-borne disease. However, eating together is a high-risk time for COVID-19 transmission because people must remove their face coverings to eat and drink. People often touch their mouths with their hands when eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if children must speak loudly to be heard. Standard food preparation guidelines will be followed, with special consideration for masking and physical distancing between food service staff in the kitchen and when in contact with students/staff.

1. Food preparation and service procedures will be adjusted to minimize shared items (i.e. serving utensils), maintain physical distance, and support compliance with health and safety protocols.
2. RSU 63 will provide breakfast and lunch. Students will eat at least 6 feet apart. This may occur in classrooms, outdoors, and in cafeterias/gymnasium.
3. We will provide school meals as needed for Remote days when students are not in the school buildings.

RSU 63 Schools will continue to provide meal service to students during both At-School Instruction and Remote Instruction. The meal service program will be a combination of At-School serving, “grab and go”/take home program similar to last year’s backpack program, and a “pick-up” program similar to the one implemented in the summer of 2020.

All our Food and Nutrition Services employees will follow cleaning and disinfecting protocols aligned with CDC guidance and will wear face coverings during food preparation and service.

Meal Prices for 2020-2021 School Year:
Student Lunch: PK-4 $2.75
Student Lunch: Grades 5-8 $2.85
Adult Lunch: $4.50

Student Breakfast $1.75
Extra Milk $0.50
To prepay for student meals on-line using a credit or debit card. Please click the MySchoolBucks link below. Payments can be made whenever it’s convenient, 24 hours a day, 7 days a week, 365 days a year.

If you have lost or need your child's student number to register for a free account, please contact your child's school.

Questions or issues creating or managing your account? Contact mySchoolBucks directly at (855)-832-5226

YOUR FEEDBACK and UPDATES WE INCORPORATED INTO THIS GUIDE: We added the option of eating outdoors. We added information about the cost of school meals and mySchoolBucks. We also added the application for free/reduced lunch as Appendix B.
Appendix A

When You Can be Around Others After You Had or Likely Had COVID-19?

RSU 63 students and staff must have written permission from their health care provider in order to return to school/work after displaying symptoms of COVID-19.

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. **If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.**

When you can be around others (end home isolation) depends on different factors for different situations.

**CDC Recommendations:**

**If you think or know you/your child had COVID-19, and had symptoms**
You/your child can be with others after
- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations **do not** apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

**If you/your child tested positive for COVID-19 but had no symptoms**
If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”
**Appendix B**

**FREE AND REDUCED PRICE SCHOOL MEAL HOUSEHOLD APPLICATION - SY 2020**

**Step 1: STUDENT INFORMATION** List all students living in the Household

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>School</th>
<th>Foster Child</th>
<th>Homeless/Migrant</th>
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</table>

**Step 2: BENEFITS** If any members of your household receive SNAP, TANF or FDPIR assistance provide the case number and name of the person receiving these benefits. You may skip step 3.

Name: ___________________________ SNAP or TANF Number: __________ Letter: ________

**Step 3: INCOME** List ALL Household Members including students listed above and total gross income (before deductions).

<table>
<thead>
<tr>
<th>Names</th>
<th>Gross Income</th>
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<tbody>
<tr>
<td></td>
<td>Earnings from Work before deductions</td>
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<td>Weekly</td>
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</tbody>
</table>

**Step 4: Required - Adult signature and last four digits of social security number**

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Signature of Adult: ___________________________ Last 4 Digits of Social Security Number: _______  __  __  __  __  I do not have a Social Security Number

Printed Name: ___________________________ Phone: ___________________________ Email: ___________________________

Address: ___________________________ Date: ___________________________

* FOR SCHOOL USE ONLY *

Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: ___________________________ Household Size: _______ Free___ Reduced___ Denied___ Categorically eligible free: ______

Determining Official’s Signature: ___________________________ Date: ___________________________

Confirming Official’s Signature: ___________________________ Date: ___________________________

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