

Ledyard Charter School  
39 Hanover Street, P.O. Box 327  
Lebanon, NH 03766  
(603) 727-4772  
[www.ledyardcharterschool.org](http://www.ledyardcharterschool.org)

July 31, 2020

Re: School Re-Opening Plan

Hello All,

I hope you have a safe and relaxing summer so far and had a chance to enjoy this wonderful weather. We have been working hard over the summer advancing our Summer School Program and working with all faculty and staff on an appropriate reopening strategy. We have established an Education Committee, comprised of LCS Board members, faculty and staff. This committee meets weekly at 11 a.m. on Zoom calls. We are asking any parent or student that would like to engage in this committee to contact Lisa or John to gain links to the weekly meetings. We feel it is extremely important to have all voices heard as we develop a safe reopening strategy.

Outlined below you will find three (3) key categories that we as a committee have been focused on. We have had collaborative conversations establishing new protocols and developing several different plans of action to accommodate instruction during a pandemic.

**1. Establish District and School Management and Communication Plans**

- A. Establish a district leadership team to develop a school management plan for returning to school.
  - i. Committee meets Mondays at 11:00 until school begins.
  - ii. Trainings to staff, faculty and families during Summer Institute in the month of August.
  - iii. Parent letter being mailed week of July 27<sup>th</sup> inviting parents to join committee, along with personal invites.
  - iv. Create a student panel for feedback and help implementing the protocols (students will be nominated by teachers at Summer Institute).
- B. Develop and implement a family and community communication plan.
  - i. Continue to support communication through dedicated school webpage, Facebook page, and other social media.
  - ii. Opening Day letter, Host a Zoom Open House explaining Action Plan, publish Action Plan in the Student/Parent Handbook with clear Point of Contact information.
  - iii. Share updates and guidelines from the CDC - web posts, updated weekly.
- C. Formulate a communication plan to respond to a real or suspected COVID-19 cases.
  - i. Formed a Subcommittee to address all health and human service responsibilities. Subcommittee members: John Higgins, Wendy Kozak and Lisa Swett.
  - ii. Create a communication protocol for all administration, faculty, staff and Board -

Executive Board Members

Dr. Michael Harris, Chair • Justin Campbell, Vice Chair • Liz Bailey, Secretary  
Jonathan D. Masland, Treasurer • Frank Gould • Beth Solomon

- ii. Semester Two - planning on full in school instruction if CDC and DHHS agree to full in-person instruction.
- iii. Consider the impact remote/ hybrid instruction will have on other policies.

As you can see, the Ledyard team has been hard at work ensuring that we have the appropriate strategy to open school safely and reach our academic responsibility to your children. We recognize that the above plan may adjust during this everchanging time. Once again, I ask for your voice in this process. Please feel free to reach out to me if you have any questions or concerns. I have also enclosed with this letter a document outlining the teachers' class assignments. This is an overview of the courses being offered and the number of students per class, both in total and in hybrid capacity for Semester One. We are currently working on student schedules and we hope to have those to you shortly, along with the new school calendar. In the meantime, please feel free to view the calendar as it is posted on our website. Thank you.

Sincerely,



John Higgins

Executive Director

[jhiggins.lcs@gmail.com](mailto:jhiggins.lcs@gmail.com)

JH/lms

**Fall 2020 Teacher Class Assignments**

	1	2	3	4	5	6
<b>P</b>	<b>Economics (9)</b> Max live students: 7	<b>Prep</b>	<b>Science Writing (9)</b> Max live students: 5 Credits: ELA, Science	<b>Communications (10)</b> Max live students: 6 Credit: ELA	<b>Anthropology (11)</b> Max live students: 6 Credits: ELA, Global	<b>US History (7)</b> Max live students: 5
<b>M</b>	<b>Human Nature (9)</b> Max live students: 5 Credit: ELA	<b>Health (11)</b> Max live students: 6	<b>Current Events (10)</b> Max live students: 6 Credits: ELA, Civics	<b>Prep</b>	<b>Creative Writing (10)</b> Max live students: 5 Credit: ELA	<b>Global Lit (10)</b> Max live students: 8 Credits: ELA, Global
<b>J</b>	<b>Pre-Algebra (6)</b> Max live students: 4 Credit: Math	<b>Practical Math (9)</b> Max live students: 6 Credit: Math	<b>Prep</b>	<b>Geometry (9)</b> Max live students: 5 Credit: Math	<b>Algebra 1 (8)</b> Max live students: 6	<b>STEM (9)</b> Max live students: 6 Credits: Math, Science
<b>A</b>	<b>Debate (9)</b> Max live students: 5 Credit: ELA	<b>Ancient Civilizations (11)</b> Max live students: 7 Credits: ELA, Global	<b>Science Through History (10)</b> Max live students: 5 Credits: Sci, Global	<b>Biology (10)</b> Max live students: 6	<b>Prep</b>	<b>Engineering (10)</b> Max live students: 6 Credits: Math, Science

## **LCS Protocol for Complying with COVID-19 Direct Instruction**

### **Building open: Monday - Friday, 9:00 a.m. - 3:00 p.m.**

Executive Director, Monday-Friday; Admin. Asst, Mondays & Wednesdays; Social Studies/English, Tuesdays; English/Arts, Wednesdays; Math/Science, Thursday; Paraprofessional, Mondays, 9:00-12:00; Fridays, 12:00-3:00

### **COVID-19 Compliance Practices**

**Please stay home if you are sick.**

**Building Protocol: Anyone entering 39 Hanover Street, must follow these guidelines:**

1. Temperature is taken upon entry to the building.
2. All visitors will undergo screening questions for COVID-19.
3. All people coming into the building will need to sign in and out of building, include arrival and departure times.
4. Before roaming the building, personal protective gear must be worn (face masks and gloves). These are provided at the front door.

**While in the building, we will follow the Community Mitigation Strategies laid out the by the CDC, which include:**

- **Personal protective measures:** frequent handwashing, use of alcohol-based hand sanitizer, avoid touching your face, practice good cough etiquette (cough or sneeze into a tissue or your elbow).
- **Wear a face covering and disposable gloves** (dispose of these immediately after exiting the building).
- **Social distancing** (maintain a distance of at least 6 feet from all other persons in the building).
- **Environmental surface cleaning** – wipe down your work area surfaces prior to leaving (copier keyboard, light switch, doorknobs). When using the communal bathroom, please wipe down any surfaces you touched prior to exiting.