



**MAST WAY ELEMENTARY SCHOOL**  
Oyster River Cooperative School District  
23 Mast Road  
Lee, New Hampshire 03861  
*'Working Together to Engage Every Learner'*



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## **Assessments**

Acadience is our reading and math assessment for grades K-2. STAR by Renaissance is our reading and math assessment for grades 2-4. We also use Fontes & Pinnel Benchmark assessments for grades K-4.

## **Attendance/Absences**

State law requires that student attendance be taken and recorded during each school day. Attendance will be taken daily for all students (hybrid and remote). Even in remote learning attendance means presence, active in live Teams classes, and completing assigned activities. Consistent class attendance is essential to the integrity of our student's educational experience.

If your hybrid or remote student will be absent for the day, please contact the office. We ask that parents call the school as soon as possible to report a child's absence – 603-659-3001. Students will be marked tardy if they arrive after:

- Hybrid AM – 8:55 am
- Hybrid PM – 12:40 pm
- Remote: 10 minutes after the scheduled start of the first synchronous Teams meeting of the day

Please keep your child in school for the full day. Early dismissal is possible if necessary.

## **Before Coming to School**

Before coming to school all students and staff are asked to complete the [Pre-Screening Questionnaire](#).

## **Cleaning and Disinfecting**

In addition to our already rigorous cleaning practices we have added an additional custodian to help clean/sanitize. In between AM and PM hybrid sessions all door handles, bathrooms and other "hot spots" are sanitized and prepped for the incoming students.

At this time, all water fountains are closed. However, our water bottle refilling stations are open. Please send your child to school with a reusable water bottle.

## **Clubs and Afterschool Activities**

Clubs and Afterschool activities will occur virtually. Information will be sent directly regarding clubs and activities that will be running.

## **Communication**

Students will be using Schoology, Outlook, Microsoft Teams, and the Mast Way website ([mw.orcsd.org](http://mw.orcsd.org)) as their primary forms of communication.

Parents, we will be using our current communication procedures which is mainly with School Messenger. Schoology and PowerSchool are also used as methods of communication. If you are not receiving communication with School Messenger through emails please email Cindy Seaman at [cseaman@orcsd.org](mailto:cseaman@orcsd.org).

## **Curriculum**

Teachers will be covering grade level expectations and the Common Core. Teachers are working with our curriculum, literacy, and math experts to prioritize standards that fit our model and ensure that every student gets the best education possible. Our teachers are working together for a unified curriculum so that hybrid students will be ready to pivot to remote, if needed, and vice versa.

Open Circle is the program we use to meet our social emotional curriculum. Eureka is our math program. Foundations is used for grades K-2 to meet pre-reading skills. Reader's Workshop model is used.

## **Fieldtrips**

We will not be participating in any fieldtrips at this time. This decision may be revisited in the spring.

## **Food Service**

**Breakfast:** All students in the AM hybrid model have access to breakfast at school. Breakfast must be pre-ordered through the district website. <https://family.titank12.com/>.

Upon arrival at school students will be invited to sit, socially distanced, in the cafeteria where nutrition staff will deliver their meals. When finished students will leave their items on the table and proceed to their classrooms. Nutrition staff will remove items after the cafeteria is closed.

Students in PM hybrid model will receive a breakfast package from their classroom teacher to go home with them for the following morning. Breakfast must be pre-ordered through the district website. <https://family.titank12.com/>.

**Lunch:**

Students who are attending the AM hybrid model will receive their lunch from their classroom teacher before leaving for the day. <https://family.titank12.com/>

Students who are in the PM hybrid model and have pre-ordered their lunch may come right into the cafeteria upon arrival to school. Students will be invited to sit, socially distanced, in the cafeteria where nutrition staff will deliver their meals. When finished students will leave their items on the table and proceed to their classrooms. Nutrition staff will remove items after the cafeteria is closed.

## Remote Learners

Pre-ordered meals will be picked up by the family at the high school in the back bus loop between 11:30 am and 12:30 pm, daily.

## Library Services

This year students will need to make book requests **online through their Destiny accounts in Classlink.**

K may check out 1 book

Gr. 1 may check out 2 books

Gr.2 may check out 3 books

Gr. 3 may check out 4 books

Gr. 4 may check out 5 books.

**Students may only begin checking out books once they have returned their books from the spring.**

When students find a book, they wish to check out, they simply put a “hold” on the book. I will pull the book from the shelf and then check it out to them and prepare for delivery.

Books will be delivered to classrooms for hybrid students.

For remote students, parents may do a curbside pick-up of their child’s library books on Wednesday after 9 am. Remote requests need to be made by **Tuesdays at noon** to give me enough time to process all the orders. PLEASE WAIT to get an email from Ms. Tomaszewski or Mr. Corson indicating your books are ready to be picked up. Please do not assume just because you put a hold on your books that they will automatically be ready for Wednesday.

There will be two bins outside in front of Mast Way where parents of remote students can pick up and return library books.

Please note that students will get a message (unavoidable at this point) saying “Come pick up this book by...” **PLEASE IGNORE, as books will be delivered to classrooms or packed up for curbside pick-up on Wednesdays after 9 am.**

All students will have access to Sora, our source for eBooks. Sora will be coming to Classlink in late fall.

Once books are returned to the library, they will be placed in quarantine for three days before they are checked in and become ready for the next patron. All blue Mast Way Library bags will be sprayed with disinfectant and are also quarantined for three days as well.

## Playground

The playground is closed to the public during school hours. Students do have access to the playground during the school day in cohorted, scheduled groups with their classroom teachers.

## Remote Learning

One third of our families have chosen the fully remote learning option. Our remote teachers are:

Kindergarten=Mrs. Kennedy

First Grade = Mrs. Burke

Second Grade = Mrs. Zimar

Third Grade = Mrs. Biggwither and Mrs. Laliberte

Fourth Grade = Mrs. Stacy

Our hybrid and remote teachers are collaborating to ensure curriculum alignment between hybrid and remote students. This will allow less disruption if we pivot to fully remote or transition to an in person model.

### **School Hours**

Our school hours are 8:45am -3:15pm

Our AM Hybrid session is 8:45am-11:30am

Our PM hybrid session is 12:30pm-3:15pm

### **Special Education**

Individual decisions for our students with IEPs will be determined in collaboration with families, the IEP team, and the Assistant Director of Special Education. Meetings will be held remotely. Necessary special education evaluations will be completed in-person with PPE required for student/staff use.

If you have specific questions regarding special education services, please contact your child's case manager. Brian Ryan is the Assistant Director of Student Services – [bryan@orcscsd.org](mailto:bryan@orcscsd.org)

### **Targeted Learners**

Targeted learners may include students who have an IEP (Individualized Education Plan) or a Section 504 plan, students identified through our MTSS (Multi-Tiered Systems of Support) process for supports in academics and or social & emotional learning which may also include students who struggled with remote learning or had poor attendance, students who have experienced or are experiencing social and emotional difficulties.

### **Technology**

Students who need hardware (computer, hotspot, etc.), who need help logging in to their computer, email, or Schoology are to contact their classroom teacher.

Students who need general technology support are to utilize the Student and Parent Help Desk Group on Schoology. Refer to the Technology Help Flowchart in the Help Desk if you are unsure how to proceed.

**Visitors**

No visitors will be allowed into the building without a previously scheduled appointment. All meetings will be held virtually if possible.

**Wednesdays**

Wednesdays are considered a regular school day. Classroom teachers will be assigning work to students but will be unavailable for live sessions because they will be participating in ongoing professional development and other required meetings.