

# Park County School District Re-Opening Plan

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11-15 - 2022

Jay R, Curtis Superintendent  
PCSD1 | 160 NORTH EVARTS, POWELL, WY 82435

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## **PURPOSE**

Per State Health Official and Governor Gordon’s orders, and in coordination with local public health departments, Park County School District #1 working with authority of the local school board has begun preparations for the reopening of schools. The information provided will be in effect for the 2021-22 school year.

As we approach the opening of our buildings and welcoming students back, the schools will be required to take safety precautions to ensure the health of their students, staff, and Powell community.

Plans for the re-entry of students this Fall will be outlined in detail and align with the Wyoming Department of Education Smart Start Guidance, current CDC guidelines, and most importantly, State and Local Health orders. The plan will provide safety measures which will help prevent a re-emergence of COVID-19.

## **TASK FORCE MEMBERS**

Jay Curtis	Superintendent
Jason Sleep	Assistant Superintendent
Ginger Sleep	Special Services Coordinator
Robbi Welch	Administrative Assistant
Steve Janes	Transportation Coordinator
Nick Fulton	HS Teacher
Amber Beaudry	Administrative Assistant
Necole Hanks	MS Teacher
Steve Lensegrav	SLC Principal/ HS Assistant Principal
Kyle Rohrer	Middle School Principal
Jill Queen	Food Services Director
Scott Schiller	Elementary Principal
Diana Whitney	Counselor
Michael Reed	Technology Coordinator
Rob McCray	Support Services Coordinator
Paula Opps	Nurse
Kelly Rowton	Special Education Teacher
Dr Aaron Billin	Public Health Officer

## **DEFINITIONS**

The following definitions will be used for the purposes of providing common vernacular when discussing school reopening and various types of instruction within the plan, which have been provided by the 2020 Smart Start Guidance provided by the Wyoming Department of Education.

**Tier I- Open--** In-person classes and activities, as appropriate. Minimal adapted learning on a limited, as-needed basis. Most students in school at the same time under the provisions of current health orders. Social distancing and face coverings to the greatest extent possible. Buildings open to all students.

**Tier II- Hybrid--** Combination of in-person and adapted learning is required due to local or state health directives. Social distancing and face coverings to the greatest extent possible for those attending in person. Buildings open to some students.

**Tier III- Closed --** School buildings closed to students due to local or state health directives or orders. School districts will follow provisions in the approved adapted learning plan. Buildings are not open to students.

**Homebound instruction --** means offering instruction to a student that is at home or hospitalized for more than one week due to injury or illness. W.S. 21-4-402.

**Remote education--** means classes delivered by a teacher located in a physical classroom with students present while also providing simultaneous remote instruction. Remote education instruction is delivered through interactive, synchronous technology which allows the student receiving the remote education to ask questions, make comments, and interact in real-time with the teacher, classroom students, and other remote students. W.S.21-13-330(m)(n).

**Classroom-based Virtual Education --** Classroom-based virtual education means classes intended for classroom instruction that may also be instructed through technology outside the physical classroom. The virtual education instruction may be synchronous or asynchronous and delivery must be available to any student eligible to be enrolled in the class including those who may not have Internet access and those who may only attend through virtual education. Classroom-based virtual education may only be delivered to students who reside in the district and have primary enrollment in the school providing the instruction.

**Virtual education --** means school district programs and classes approved by the agency pursuant to W.S. 21-2-202(a)(xxxii), 21-13-330(f-k), and the Chapter 41 Virtual Education Rules for delivery when the teacher and student are in separate locations. Virtual education instruction is primarily delivered through technology and can be asynchronous or synchronous.

## **COMMUNICATIONS**

The following communications plan details the communications that will occur both prior to school start, and once school is back in session.

### **3 Weeks Prior to the First Day of School**

**Web Copy & FAQs** -- Park 1 will update the reopening web content and FAQs based on any changes to the district's reopening plan and any questions the district has received from families, staff, and community members.

The page will feature clear information on busing and transportation, PPE policies, cleaning protocols, meal services, and how schools will handle students who experience an illness during the school day.

**Email to Families**—The superintendent will write and send an email to all district families to provide an update on the district's reopening plans and any other relevant information that has not yet been widely shared. Include an update on fall sports, many of which may begin prior to the first day of school.

**Email to Staff**—The superintendent will send an email to all district staff to provide an update on the district's reopening plans.

**All-Staff Q&A Session**—The administration will hold an all-staff virtual meeting via Zoom to provide a brief introduction to the district's reopening plans and allow staff members to ask questions and provide feedback.

**Signage**—The district will create signage that briefly outlines rules and procedures to protect safety within school buildings, and will post the signage at all school doors, in hallways, and in classrooms.

**Video Update**—The superintendent will regularly record brief videos to update the community on the district's reopening plans. Post the video to social media and the district's reopening webpage.

**Social Media**—The district will post weekly social media updates providing information to the community about the district's plans to reopen schools.

### **Other Communication Actions and Considerations**

- The district will continue established communication protocols with local and state authorities to determine disease levels and control measures in Powell and the surrounding communities.
- The district will make every attempt to effectively communicate with all stakeholders through a variety of established means of communications, which include, but are not limited to letters, social media, web, media, Infinite Campus, text messages and email.
- The district will make reasonable efforts to collect feedback from students, parents and staff members about what is working, what is not, and will adjust accordingly.

- The district may utilize an already established decision tree that summarizes steps to be taken as conditions change (see appendix).
- New cases, exposure and related implications will be communicated to all applicable parties, through appropriate channels, while providing for the confidentiality of students and staff who are afflicted.
- The superintendent will act as a liaison(s) responsible for coordinating among school and district staff COVID-19 concerns, monitoring, and responsive action.
- The district will coordinate with all local childcare and youth serving organizations and engage with them to align instructional programs to accelerate learning using Kindergarten ready skills.

## **2 Weeks Prior to the First Day of School**

**Web Copy & FAQs--** Update the reopening web content and FAQs based on any changes to the district's reopening plan and any questions the district has received from families, staff, and community members.

**All-Staff Q&A Session--** Hold an additional all-staff virtual meeting via Zoom to provide a brief introduction to the district's reopening plans and allow staff members to ask questions and provide feedback.

**Email Update to Families--** Write and send an email to individual families with all the information they need to know regarding when students should attend school, especially if the district is using an A/B or staggered schedule. Include instructions on how students should engage in virtual learning, if applicable.

**Fact Sheets--** Update and publish the reopening fact sheets based on new information, as needed.

**Video Update--** Record a brief video to update the community on the district's reopening plans. Post the video to social media and the district's reopening webpage.

**Social Media--** Create and post two social media updates providing information to the community about the district's plans to reopen schools.

## **1 Week Prior to the First Day of School**

**Web Copy & FAQs—**The district will update reopening web content and FAQs based on any changes to the district's reopening plan and any questions the district has received from families, staff, and community members.

**Email Update to Families—**The building principals will send school specific information via Messenger to all families to provide an update on the district's reopening plans and any specific data related to their specific schools. This will include information on the instructional model that will be used and an update on athletics and extracurricular programs.

**Email Update to Staff**—Administrators will send an email to all district level and school level staff to provide a final update on everything staff need to know prior to the first day of school.

**Video Update**—The superintendent will record a brief video using the district Facebook page to update the community as the district prepares to welcome students back to school in the coming days. A link will also be provided on the district’s reopening webpage.

### **Other Communication Actions and Considerations**

- The district will continue to make every attempt to effectively communicate with all stakeholders through a variety of established means of communications, which include, but are not limited to letters, social media, web, media, Infinite Campus, text messages and email. Communicate clear expectations regarding adherence to new policies and procedures for all staff and students.
- The district will reach out to agencies and other groups including Department of Family Services, pediatricians, and youth serving organizations to communicate expectations.
- In all communications, the district will provide ongoing emphasis stressing the importance of complying with appropriate behaviors.
- The district will continually discuss the implications of COVID-19 on school operations and provide clear guidance on steps the school is taking, including protocols for screening, self-isolation and/or quarantine to create a safe environment.
- The district will continue communication with local and state authorities to determine current disease levels and control measures in our community.
- School principals will engage Parent Teacher Organizations/Preferred Provider Organizations to assist and support teachers and provide a bridge between school and families.

### **School in Session**

**Email Updates**—The superintendent and principals will send a brief email to all district families and all staff on the afternoon of the first day of school to provide an update on how the day went and any changes that may need to take place moving forward.

**Video Update**—At the beginning of the second week of the school year, the superintendent will record a brief video to update the community that will focus on how the reopening plan is being implemented and any changes that may need to be made. An effort to record at least weekly video updates will be made moving forward. All videos will be posted to social media and the district’s reopening webpage.

**Social Media**—District staff publish a social media posts on the morning and afternoon of the first day of school welcoming students and staff back to school, providing updates on how the day went, and sharing any changes that may need to take place moving forward. The district will continue to publish weekly social media updates at least once per week moving forward.

**Email Updates**-- Once per week, for at least the first month of school, the district will send an email to all district families providing updates on key elements of the district’s reopening plan and any changes that

may need to be made. These messages will focus on specific topics, such as mental health services, state testing protocols, cleaning procedures, and what children should do if they start to feel ill while at school.

**Web Copy & FAQs**-- Update the reopening web content and FAQs based on any changes to the district's reopening plan and any questions the district has received from families, staff, and community members.

### **Other Communication Actions and Considerations**

- The district will continue to share information in a clear, consistent, simple ways using multiple channels as previously described to build the school/family partnership
- The district will continue to communicate all screening procedures that will be conducted for all staff and students entering the facility.
- The district will ensure that students' and staff privacy is protected in the case that he or she has tested positive for COVID-19, as per HIPAA and/or FERPA rules and regulations.
- The district will regularly discuss implications of COVID-19 on school operations and provide clear guidance on steps the school is taking, including protocols for self-isolation and/or quarantine.
- The district will continue communication with local and state authorities to determine current disease levels and control measures in your community.
- Principals will continue to engage Preferred Provider Organizations/Parent Teacher Organizations to assist and support teachers and provide a bridge between school and families.
- The district and/or individual schools will provide staff and families educational materials to families regarding safety actions (enhanced sanitation practices, physical distancing guidelines and their importance, use of face coverings, screening practices and COVID-19 specific symptom identification).

## **SAFETY AND WELLNESS**

### ***Health and Safety Measures***

In anticipation of having students and staff back in our school buildings, the district will implement a variety of health and safety measures. These include, but not limited to the following:

#### **Home Screening- Tiers I and II (Student and Staff)**

- It will be communicated to students, and staff and their families that they (staff) or their children (families) should not come to school, and they should notify school officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Parents and or guardians will be asked to ensure their son/daughter does not have any COVID-19 symptoms every morning before sending the child to school. If the following symptoms are present, the student will not be able to attend school:
  - Cough
  - Shortness of breath or difficulty breathing



- Fever (parents will need to ensure the students temperature is under 100 without the use of fever reducing medicine such as Tylenol or Ibuprofen, as per district policy JLC)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

A letter will be sent home to parents detailing their screening responsibilities at home before sending students to school.

Staff will also do self-check/screening at home to monitor for the aforementioned symptoms, and will exclude themselves if symptoms are present.

**Masks and PPE--** Although we will not require students or staff to wear masks or other personal protective equipment (PPE) full time while in school, we will be requiring all staff and students to wear a cloth gaiter throughout the day. The cloth gaiter will serve as a face covering when social distancing is not achievable. The gaiters will be provided by the district and washed daily. We are committed to fostering a respectful environment in which there are no stigmas associated with wearing masks or face coverings. Parents will have the option to supply, clean, and maintain face coverings, of their choosing, for their student. All face coverings must meet the requirements as dictated by health orders.

**Transitions Between Classes and School Release I.e. “unstructured time”**— The district will make every effort to provide for safe and orderly transitions by trying to avoid situations in which large groups of students are gathered in one place. Adjustments will be made to the way students move between classrooms and other spaces in our schools as necessary, but will likely also require the use of the cloth gaiters or other face coverings during transitions as social distancing may not be achievable. Plans and schedules will be determined at each individual school building, and communicated to staff, students, and parents. These transition adjustments were discussed and developed during a meeting with our Park County Health Officer.

Other considerations for Transitions

- P.E. classes will meet outside if possible.
- Any shared student use equipment will be cleaned after each use.
- All schools will adhere to local health department recommendations regarding recess and outdoor activities.
- Face Coverings will not be required during P.E. activities.

**Drinking Fountains--** Although drinking fountains will continue to function in our schools, Their primary use will be used to fill water bottles. We recommend that all students bring water bottles to school so that they can refill them at a drinking fountain or sink. Students should never share water bottles with others. The district is retrofitting most drinking fountains with touch-free bottle fillers.

**Restrooms--** Students will be encouraged to maintain social distancing, or wear face coverings while utilizing restrooms. It may be necessary for teachers to allow more frequent trips during the class period to limit student congregation in these rooms. These adjustments were discussed during a meeting with our Park County Health Officer.

**Entering/Exiting Schools--** To protect students' safety and provide for more orderly temperature taking, all students will enter and exit each building at designated doors. Family members should not leave their vehicles when picking up or dropping off students.

**Below are the designated entry doors at each school building:**

- Parkside
  - Parent Drop off- Main Entry NW Corner of Bldg. on Douglas St.
  - Bus Drop off- East Entrance on Cheyenne St.
- Southside
  - Parent Drop off- Main Entrance, East Side of Building.
  - Bus Drop off- Bus Loop, North Side of Building on Monroe St.
- Westside
  - Parent Drop off- Main Entry West side of Building on Grand St.
  - Bus Drop off- North Side Entrance on 6<sup>th</sup> Street.
- Middle School
  - Parent Drop off- Main Entrance South side of bldg. on 3<sup>rd</sup> St.
  - Bus Drop off- North Entrance off 4<sup>th</sup> St.
- High School
  - North Athletic Hall Entrance.
  - Main Entry Doors on 7<sup>th</sup> Street.
- SLC
  - Main Entry on Ferris St.
- Clark
  - Main Entrance on Rd. 1AB.

**KNOWN EXPOSURE:** If/when staff are directly exposed to a known COVID-19 case, they will report this immediately to their building principal and to the Central Office. Staff exposed to a known COVID-19 case must contact the Park County Health Office and if recommended by the Park County Health or a State Epidemiologist will quarantine as per their directive. They may return to school once the quarantine is lifted by Park County Health. Quarantined staff may continue to provide educational services from home.

Any student or staff member with reported symptoms will be required to follow CDC and state and local health guidelines for return to work/school.

### **Other Health and Safety Actions or Considerations**

- Nurses Offices will be separated into areas for healthy and ill students.
- Hand-washing upon entrance to building will be encouraged when feasible. Hand sanitizer will be available at all building entrances and in every classroom where sinks and soap are not available.
- Masks will be made available in classrooms for staff and students who report symptoms while transitioning to school health services.
- Any student with reported symptoms will follow CDC and state or local health department guidelines for return to school/work.
- Each teacher will utilize a consistent seating arrangements and/or plans to limit the number of close contacts per student.
- PPE will be provided , as possible, to school nurses and school staff working with potentially ill students.
- Each school will establish a plan for potential barrier devices in the front offices and cafeterias.
- If the district enters Tier III (Closed) Comply with any public health recommendations regarding cleaning of facilities.
- Staff in the building will be provided PPE beyond the standard issued gaiter, as needed and requested.
- At ALL times, staff and employees in buildings will adhere to current health department guidelines in regard to social distancing and PPE.

In the event that the district must transition to Tier III, we will operate under the provisions of the approved district adapted learning plan.

## **SCHOOL OPERATIONS**

### ***Visitors- Tier I and II***

All school buildings will limit non-essential visitors from entering the facility beyond the front office. Appropriate barriers will be in place at all front offices to ensure the safety of school staff as well as visitors. Hand sanitizer will also be available to all persons entering the front offices. A drop off location will be provided in each school vestibule for student items to limit the need for entry beyond that point.

### ***Cleaning and Disinfecting- Tiers I and II***

The district will communicate the enhanced cleaning and disinfecting protocols as outlined in the communication plan, and all buildings will have enhanced signage to remind staff and students of expectations.

Our custodial and other staff will significantly increase the wiping down and disinfecting of shared public spaces and high-touch surfaces across our buildings and throughout the school day. We will also provide greater access to cleaning materials for our teachers and staff so that they can clean and disinfect spaces, as needed.

Each evening, our custodial team will conduct a thorough cleaning of our spaces, again disinfecting high-touch surfaces like sinks, drinking fountains, door handles, tables, and desks. The custodial team utilizes and adheres to the ISSA-The Worldwide Cleaning Industry Association for best practices and industry standards. Additional protocol are as follows:

Expand school cleaning routines by maintenance, custodial, and school staff.

- Clean and disinfect frequently touch surfaces (e.g. equipment, door handles, sink handles, drinking fountains, phones) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g. gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- Air conditioning system filters should be cleaned and/or changed per industry recommendations.
- At the end of every day, custodial staff will prepare and inspect classrooms by wiping down surfaces with EPA List N approved disinfecting cleaners.
- Teachers will be provided with EPA approved disinfecting cleaning materials and paper towels to disinfect classrooms surfaces during class transitions at the middle and high school levels.
- Each school will identify an isolation area within the building and supply each isolation area with appropriate personal protective equipment.

- Utilize physical distancing strategies as previously outlined within the classroom, school, and during recess to decrease contact with students who may be infected but not exhibiting symptoms until school returns to normal operations.
- Support Services staff will continue to pursue sources of cleaning products and PPE to maintain adequate supplies. The district will communicate with county emergency managers, and/or the State if it is apparent that we will have issues keeping PPE stocked appropriately.

### ***In-School Cafeteria and Food Service Procedures- Tiers I and II***

Breakfast and lunch services will be available to all in school students, should they choose to participate in the district food services program. The district will make every effort to operate school nutrition programs in a manner that minimizes exposure using appropriate hygiene, staggered schedules, barriers, face coverings, social distancing, etc. Each building will be responsible for adjusting the cafeteria/meal schedules and communicating that to parents and/or guardians.

In all Tiers of operation, self-serve options will be eliminated in all buildings unless the item is considered to be prepackaged. However, a staff member may be assigned to serve foods that would typically be considered self-serve, such as fruit and vegetable choices, etc. The district food service operation will be fluid to comply with the health orders as they are updated whether they become more or less restrictive.

Students will be eating in the cafeterias and will be required to wear PPE masks/neck gaiter while in the service line unless social distancing can be maintained. Hand sanitizing stations will be available at the beginning of each service line and will be utilized by the student so that we can still operate under an Offer vs. Serve meal pattern. As students are seated at their tables, they may remove their PPE masks/neck gaiter. The district will be utilizing plexiglass table partitions to provide additional separation while students are eating. Some schools may opt to utilize additional spaces to optimize social distancing.

Cleaning and sanitation of all cafeterias will continue to meet or exceed all USDA, state health department, and federal food service guidelines.

In the event the district must transition to Tier III closure, meals will be provided through curbside pickup at Southside Elementary and operate under the SFSP guidelines. The district will ensure high levels of communication through all appropriate channels to inform parents and students how and when they can pick up the pre-packaged meals.

### **Other Food Service Actions or Considerations**

- While operating under Tiers I and II, parents will not be allowed to bring snacks for birthdays or holiday parties unless those snacks are pre-packaged items.
- Individually wrap all snack items.
- All district water fountains will be retrofitted to water bottle fillers so students have access to potable water
- Provide training to nutrition services staff pertinent to the changes in their duties (for example, enhanced safety measures and cleaning measures).

### *Tier III (closed) Food Service Protocol*

In the event that the district must transition to Tier III, meals will be provided through curbside pickup at Southside Elementary. The district will ensure high levels of communication through all appropriate channels to inform parents and students how and when they can pick up the pre-packaged meals. The district will make every effort to operate school nutrition programs in a manner that minimizes exposure using appropriate hygiene, staggered schedules, barriers, face coverings, social distancing, etc.. The district will follow the guidance from USDA as it is applicable to the food service program for non- congregate meals.

### **Technology Use and Access**

Due to the possibility that students will need to engage in remote or online learning again at some point in the school year, the district will ensure 1:1 technology is in place ready for immediate deployment to students as needed. The district will continue to refine the Learning Management System (Canvas, Google classroom) in order to best serve the needs of our students, and their families. Secondary schools will communicate all course relevant information through the Canvas LMS.

We also know that not all families have reliable internet access at home. The district is exploring options for securing Wi-Fi hotspots for some of our students to ensure they have the tools they need to learn remotely.

Training: The district will continue training staff and students on Canvas and Chromebooks, as well as move curriculums to LMS (Canvas-MS and HS, and Google classroom - k-5)

### ***Athletics & Extracurricular- Tiers I and II***

Our athletic and extracurricular programs will adhere to the guidelines established by the Wyoming High School Activities Association (WHSAA) and National Federation of State High School Associations (NFHS). They will also comply with local and state health orders. The Fall athletic season will begin on its regularly scheduled date. Competition schedules have been adjusted to meet the WHSAA guidelines.

Schedules and procedures are subject to change at any point during the season depending on the status of COVID-19 in our state and region.

All athletes will be screened on a daily basis for symptoms of COVID-19 prior to practicing, or competing.

Enhanced sanitation practices using EPA approved cleaning practices and products will be utilized on equipment and facilities to ensure the safety of all students and coaches/sponsors. In most instances coaches and athletes will be responsible for the cleaning and sanitizing equipment using district provided supplies.

When social distancing is not possible, staff and students will wear face coverings to the greatest extent possible for athletics, face coverings will be worn by coaches, staff, officials, parents, and spectators whenever six feet of separation cannot be maintained. Players will refrain from wearing face coverings during strenuous activity.

### ***Busing & Transportation- Tiers I and II***

Parents and/or guardians will be asked to pre-screen their students (as outlined previously) prior to allowing their child to board a school district vehicle for transport to school or other activities.

Ensuring students remain physically distanced on school buses is a significant challenge. To the degree possible, all students will be required to sit one to a seat unless living in the same household, OR will be assigned a daily seat partner to minimize exposure risk.

To minimize the cross contamination between buses, students will be assigned a bus that will take them to school and home without having to change buses during transport.

Due to the unreliability of skin surface temperature when standing outside for any great length of time, temperature checks will not be performed before entering the buses. However, masks or other face coverings will be required to be worn by all students being transported on buses or other district vehicles. All students will then be screened as previously described as they enter the buildings.

Parents will be asked to provide masks or face coverings for their students that are being transported in district vehicles, but will be provided by the district to anyone that does not have one. Hand sanitizer will also be available on all buses.

Parents and/or Guardians will be informed through the communication plan on requirements and protocols of utilizing district transportation (specifically buses) and appropriate signage will be utilized as necessary to provide a daily visual reminder of those requirements.

Finally, we ensure all buses are thoroughly cleaned and disinfected after each route, or twice daily. Staff will be fogging the bus with EPA List N approved disinfecting cleaners. Following the Center of Disease Control guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> and County Health recommendations.

Should the district be forced to enter Tier III instruction and close schools, student transportation will not be provided to any student, unless health orders allow designated student populations to be safely transported.

#### **Other Transportation Actions or Considerations**

- To promote social distancing and minimize student exposure, the district will encourage parents to provide transportation for children to and from school if possible.
- Each driver will designate an area on the bus to isolate a student that is visibly sick.
- The district Transportation Coordinator will develop protocols for the arrival of a bus at school if a student is sick on the bus.
- The district will provide training to bus drivers pertinent to the changes in their duties (isolating a potentially sick student, cleaning parts of or the entire bus, etc.).

### ***Tier III (closed) Transportation Action***

In the event that the district must transition to Tier III, we will operate under the provisions of the approved district adapted learning plan.

## **INSTRUCTION**

As the school begins to reopen, the district will monitor the progression through three distinct Tiers.

In all Tiers, district administration and health care professionals will monitor staff and students for any signs of COVID-19 symptoms and will stay in constant contact with the local health department for continued updates on community re-emergence indicators.

**Decision Tree.** Administrators will consistently and frequently consult the CDC School Decision Tree to ensure reopening decisions are in line with CDC Guidelines. [Decision Tree](#)

### **Medically Fragile and/or Immune Compromised:**

Staff are expected to work onsite. Staff who are medically unable to work onsite will meet with the Superintendent regarding accommodations or leave options.

Students deemed medically fragile may require additional considerations along with input from and collaborative efforts with medical doctors and school nursing staff. Decisions will be made based on what is reasonably acceptable for the student to ensure a Free and Appropriate Public Education (FAPE) is provided to the best of the school's ability – in light of the circumstances.

## **ACADEMIC PROGRAMMING**

### ***Tier I- (Open with Social Distancing):***

The district will implement the COVID-19 checklist for students and staff entering the building as previously described.

As our schools reopen under the Smart Start Re-Opening Plan, consideration will be given to those teachers and staff who fall into the at-risk (vulnerable) category because of age or other health risks. Accommodations for these individuals may include teaching classes remotely, or utilizing a larger classroom where social distancing can be maintained. Students who are high risk or who have family members who are high risk may be offered remote education or classroom-based virtual education. Each application for off-site education will be considered on a case-by-case basis.

Accommodations will be extended to students and staff who are required to quarantine due to exposure or potential exposure as per federal guidelines.

### ***Regular Classroom Instruction***

On-site student learning will resume as normal but in accordance with state and local public health directives or orders. Teachers will be providing high quality standards-based instruction for all students. All teachers at all grades will start the year with appropriate assessments to identify learning gaps that may have occurred as a result of remote learning in the Spring. Each teacher will then spend an appropriate amount of time TBD by age/grade/content re-teaching concepts that may have been missed. Assessments to determine regression will be administered in the Fall.



The district will communicate and review home-school statutes and district policies with parents who choose to home-school students. Home school students will still be allowed to enroll in classes, athletics, and activities as per district policy.

Park County School District will offer remote education or classroom-based virtual education as an option to those who qualify. Students of parents who choose to not send their child to our school buildings or who also do not qualify for homebound instruction will be contacted by their student's school to discuss their options. For remote education, the district will utilize the following protocols:

- Teachers must be in their classroom instructing face-to-face students while simultaneously instructing remote students. Requirements for this will be determined by grade level and age appropriate considerations. Parents will be responsible for ensuring their students be present on the video feed for the synchronous instruction as required.
- Attendance will be tracked twice a day (elementary) or by class period (middle/secondary).

Classroom-based Virtual Education may also be offered as an option on a case-by-case basis.

**At-Risk and Special Populations:**

- Resume normal at-risk protocols.
- On-site student learning will occur in accordance with state or local public health directives or orders.
- All teachers will provide high quality standards-based instruction for special populations, as well the provision of access to materials, supports, or accommodations as dictated by a student's Individualized Education Plan (IEP), Section 504 plan, English Learner (EL) plan, or Building Intervention Team (BIT) plan.
- The district will provide all "specially designed instruction" and related services as indicated on the student's IEP.
- Normal IEP/evaluation process in place with safety precautions such as masks or barriers in testing or meeting areas when necessary.
- Special Education staff will notify parents of all changes to specially designed instruction or related service delivery.
- An IEP Team Meeting may be scheduled to discuss Free Appropriate Public Education (FAPE), reasonable and appropriate accommodations, and services for individual students and/or medically fragile students.

**Tier II HYBRID: Limited Access and Capacity to allow for more stringent social distancing.**

The "Hybrid" model of instruction will occur if health orders are issued that further restrict the number of staff and students that can be in our facilities. The Hybrid model will be very fluid as dictated by health orders.

**Students Coming Onsite**

- All requirements for Tier I will be observed for screening, but groups and class sizes will be limited proportionately to conform with health orders.
- Alternative Schedules may be used such as 50% capacity.
- Small group instruction may be utilized, while most students are in remote education.
- Both synchronous and asynchronous instruction will be utilized to meet the needs of the learners. Remote Education or Classroom-based Virtual education will be offered to students depending upon the need of the students. Students needing “specially designed instruction” will be contacted by the school to discuss options.
- All Schools will prepare individual plans to

***At-Risk and Special Populations:***

- Utilize modified at-risk protocols to include remote and/or in person support.
- On-site student learning will occur in accordance with state or local public health directives or orders.
- All teachers will provide high quality standards-based instruction for special populations, as well the provision of access to materials, supports, or accommodations as dictated by a student’s Individualized Education Plan (IEP), Section 504 plan, English Learner (EL) plan, or Building Intervention Team (BIT) plan.
- IEP Teams will offer and provide Free and Appropriate Public Education (FAPE) through In-Person instruction and programming with enhanced safety measures in place (e.g. PPE, face coverings, germ shields, cleaning surfaces, etc.) The IEP Team may discuss the possibility of a hybrid or remote/distance learning options based on a student’s level of candidacy and will determine FAPE and individualized programming in Tier II.
- The district will provide “specially designed instruction” and related services as indicated on the student’s IEP or as outlined in a child’s alternate learning plan (e.g. Special Education Distance Learning Plan.)
- Student IEP and Evaluation processes in place with enhanced safety measures such as masks or barriers in testing or meeting areas as well as virtual meeting options available when necessary.
- Special Education staff will notify parents of all changes to specially designed instruction or related service delivery.
- An IEP Team Meeting may be scheduled to discuss FAPE, reasonable and appropriate accommodations, and services for individual students and/or medically fragile students. Alternate learning plans with meaningful parental participation and IEP team recommendations may be developed and are specific to each student with a disability.
- Considerations for students with Section 504 plans, identified EL students, and students with active Building Intervention Team plans may require a discussion of In-Person instruction and other options. The school team may discuss the possibility of a hybrid or remote learning option based on a student’s level of candidacy, health and safety needs, and collaboratively determine appropriate student programming supports on a case-by-case basis

***TIER III:***

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## Preparations - Accommodations for Students, Teachers, and Staff in At-Risk Groups

### Disease Prevention

- Health and Physical education provide Disease Prevention Curriculum to all students.

### Training: Canvas, Google and Chromebooks

- Continue training staff and students to move curriculums to LMS (Canvas-MS and HS, and Google Classroom - k-5)

Classroom-based Virtual Education will be the primary mode of education in Tier III. Families lacking internet will be offered a district owned Verizon Jet Pack if available.

### ***At-Risk and Special Populations:***

- All teachers will provide high quality standards-based instruction for special populations, as well the provision of access to materials, supports, or accommodations as dictated by a student's Individualized Education Plan (IEP), Section 504 plan, English Learner (EL) plan, or Building Intervention Team (BIT) plan.
- IEP Teams will offer and provide Free and Appropriate Public Education (FAPE) through In-Person instruction and programming with enhanced safety measures in place (e.g. PPE, face coverings, germ shields, cleaning surfaces, etc.) The IEP Team will discuss the possibility of a hybrid or remote/distance learning option based on a student's level of candidacy and determine FAPE and individualized programming in Tier III.
- The district will provide "specially designed instruction" and related services as indicated on the student's IEP or as outlined in a child's alternate learning plan (e.g. Special Education Distance Learning Plan.)
- Virtual IEP Team Meetings may be scheduled to discuss FAPE, reasonable and appropriate accommodations, and services for individual students and/or medically fragile students. All IEPs will be written as if students are attending school in Tier I. Alternate learning plans with meaningful parental participation and IEP team recommendations may be developed and are specific to each student with a disability.
- Initial Evaluations and Reevaluations – Teams will use existing data and/or determine if there is sufficient data to determine student eligibility. If a student evaluation requires a face-to-face assessment or observation, the evaluation process will be delayed until school reopens or proper health and safety protocols can be adhered to at the greatest degree with parental consent.
- Considerations for students with Section 504 plans, identified EL students, and students with active Building Intervention Team plans may require a discussion of In-Person instruction and other options. The school team may discuss the possibility of a hybrid or remote learning option based on a student's level of candidacy, health and safety needs, and collaboratively determine appropriate student programming supports on a case-by-case basis.

### ***Social, Emotional, and Behavioral Supports***

#### Prior to Re-Entry

- The district will provide resources for staff regarding student and staff reactions to recovering from traumatic events, stress and imposed isolation/ change.
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- Prior to the start of school mental health professionals in the district, with administration, will discuss the implementation of *universal screening* upon re-entry or soon thereafter to assess student social/emotional/behavioral needs.
- Connect with community resources to identify available support services for students and assess capacity to meet student needs.
- Post information on school district website for parents regarding social emotional and behavioral issues.
- Notify teachers, staff, students, and parents about support services available.
- Consider establishing times to check in on all staff so they feel supported and can voice concerns or seek collaborative solutions as a team.
- Encourage the importance and focus on self-care upon return to school building.

Upon Re-Entry:

*The following may be provided as needed:*

- Monitor/screen students and staff for any need for additional support services.
- Provide information/training to teachers about signs of depression, anxiety, stress, lack of motivation, and disengagement so they may identify students who need support.
- Monitor student behavioral needs and develop appropriate responses at a universal level.
- Refer students to outside agencies for additional support.
- Provide supportive counseling and consultation for teachers who are struggling with issues related to the virus, confinement, and/or student issues arising from virus related changes. Refer staff to community and system agencies when warranted.
- Mental Health professionals will be asked to visit classrooms to monitor adult behavior for signs of stress and anxiety.
- Assist as a member of a traumatic loss team to identify students who have lost a close family member or relative to COVID-19 while they were not in school. Triage for supportive services as needed.

*School-Wide Practices to Promote Learning*

- Provide threat assessments when warranted to students who present as a danger to self or others.
  - Consult with teachers, school counselors, parents, and school social workers to deliver services to students who display outward signs of traumatic response or stress.
  - Refer students to outside agencies for additional support.
  - Provide students with age appropriate information and support related to anxiety, fears, and loss.
  - Offer parent training sessions with topics such as supporting student mental health, good home study habits, stress management for families, and community connections that support family needs.
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- Meet with parents to discuss student needs and provide information to parents on how to continue to support their children during re-entry.



## **APPENDIX A—COVID-19 CDC Glossary of Terms**

**Asymptomatic**--Not showing any symptoms (signs of disease or illness). Some people without any symptoms still have and can spread the coronavirus. They're asymptomatic, but contagious. Fever, cough, and shortness of breath are the main symptoms of COVID-19. Call your healthcare provider or a UVA clinic if you have any of the symptoms.

**The Centers for Disease Control (CDC)**--The United States' federal health protection organization.

**Communicable**--Similar in meaning as "contagious." Used to describe diseases that can be spread or transmitted from one person to another.

**Community spread**--The spread of an illness within a particular location, like a neighborhood or town. During community spread, there's no clear source of contact or infection.

**Confirmed case**--Someone tested and confirmed to have COVID-19.

**Congregate settings**--Public places that can get crowded and where contact with infected people can happen. This includes places like malls, theaters, and grocery stores.

**Coronavirus**--A family of related viruses. Many of them cause respiratory illnesses. Coronaviruses cause COVID-19, SARS, MERS, and some strains of influenza, or flu. The coronavirus that causes COVID-19 is officially called SARS-CoV-2, which stands for severe acute respiratory syndrome coronavirus 2.

**COVID-19**--The name of the illness caused by the coronavirus SARS-CoV-2. COVID-19 stands for "coronavirus disease 2019."

**Epidemic**--A situation where more cases of disease than expected happen in a given area or to a group of people.

**Epidemiology**--The branch of medicine that studies how diseases happen and spread in communities of people. A person who studies epidemiology is called an epidemiologist.

**Flattening the curve**--Controlling the rate of new cases of COVID-19.

The "curve" refers to a graph showing the number of cases of COVID-19 that happen over a period of time. Many cases happening in a short period of time create a graph that looks like a tall spike. By using protective measures, we can slow down how many new cases happen. This is the "flattening" of the curve – on the graph, the flattened curve winds up looking more like a gentle hill. Too many new cases happening in a short time can create a serious problem. Hospital systems only have so many supplies, like beds and PPE. There are also only so many doctors, nurses and other healthcare workers. Too many patients at one time can overwhelm these resources. This means sick and injured people may not get needed treatment. Flattening the curve reduces the numbers of people needing healthcare at one time. This allows hospitals to treat patients throughout the pandemic.

**Immunity**--Your body's ability to resist or fight off an infection. Your immune system is a network of cells throughout your body that help you avoid getting infected and help you get better when you are infected.

**Immunocompromised**--Also called immune-compromised or immunodeficient. This describes someone who has an immune system that can't resist or fight off infections as well as most people. This can be caused by several illnesses. Some treatments for illnesses can also cause someone to be immunocompromised.

**Incubation period**--The time it takes for someone with an infection to start showing symptoms. For COVID-19, symptoms appear 2-14 days after infection.

**Outbreak**-- A sudden increase of a specific illness in a small area.

**Pandemic**-- When a new disease spreads to many countries around the world.

**PPE**-- PPE stands for personal protective equipment. This includes masks, face shields, gloves, gowns and other coverings that healthcare workers use to prevent the spread of infection to themselves and other patients.

**Person under investigation (PUI)**--When a health provider suspects a person has the coronavirus. But, no test has confirmed the infection.

**Presumptive positive case**--When a person tests positive for the coronavirus, but the CDC hasn't confirmed the case.

**Quarantine**--Sometimes called "isolation." Quarantines keep people away from each other to prevent the spread of disease. Stay-at-home orders are a type of quarantine.

Governments sometimes order quarantines to keep healthy people from exposure to infected people. They give rules to behavior and boundaries to movement.

**Screening**--This is not the same as a coronavirus test. This step helps healthcare workers to decide if you actually need a coronavirus test. It's a series of basic questions about your health condition and recent history. Screening may also include other common healthcare procedures, like taking your temperature.

**Self-isolation**--Also called self-quarantine. Separating yourself when you're sick from healthy individuals to prevent spreading illness.

**Shelter in place**--An order for people to stay where they are and not leave for their own protection. A stay-at-home order is a kind of shelter-in-place order.

**Social distancing**--Also called physical distancing. It means putting space between yourself and other people at all times. The goal is to slow down how fast an infection spreads. Stay-at-home orders are a way that the government can enforce social distancing.

The CDC recommends keeping at least six feet between you and others around you in public. Social distancing also includes avoiding crowds and groups in public.

**Symptomatic**-- When a person shows signs of illness. For COVID-19, that includes cough, fever or shortness of breath.

**Ventilator**-- A machine that supplies oxygen to a patient with severe lung issues. People with severe cases of COVID-19 can't provide enough oxygen to their body. Their lungs are too limited.

A ventilator machine requires a specialist or respiratory therapist. It is more invasive than an oxygen mask. Many hospitals don't have a supply of ventilators big enough for the COVID-19 outbreak.

**World Health Organization (WHO)**-- This United Nations organization monitors and protects public health around the world.

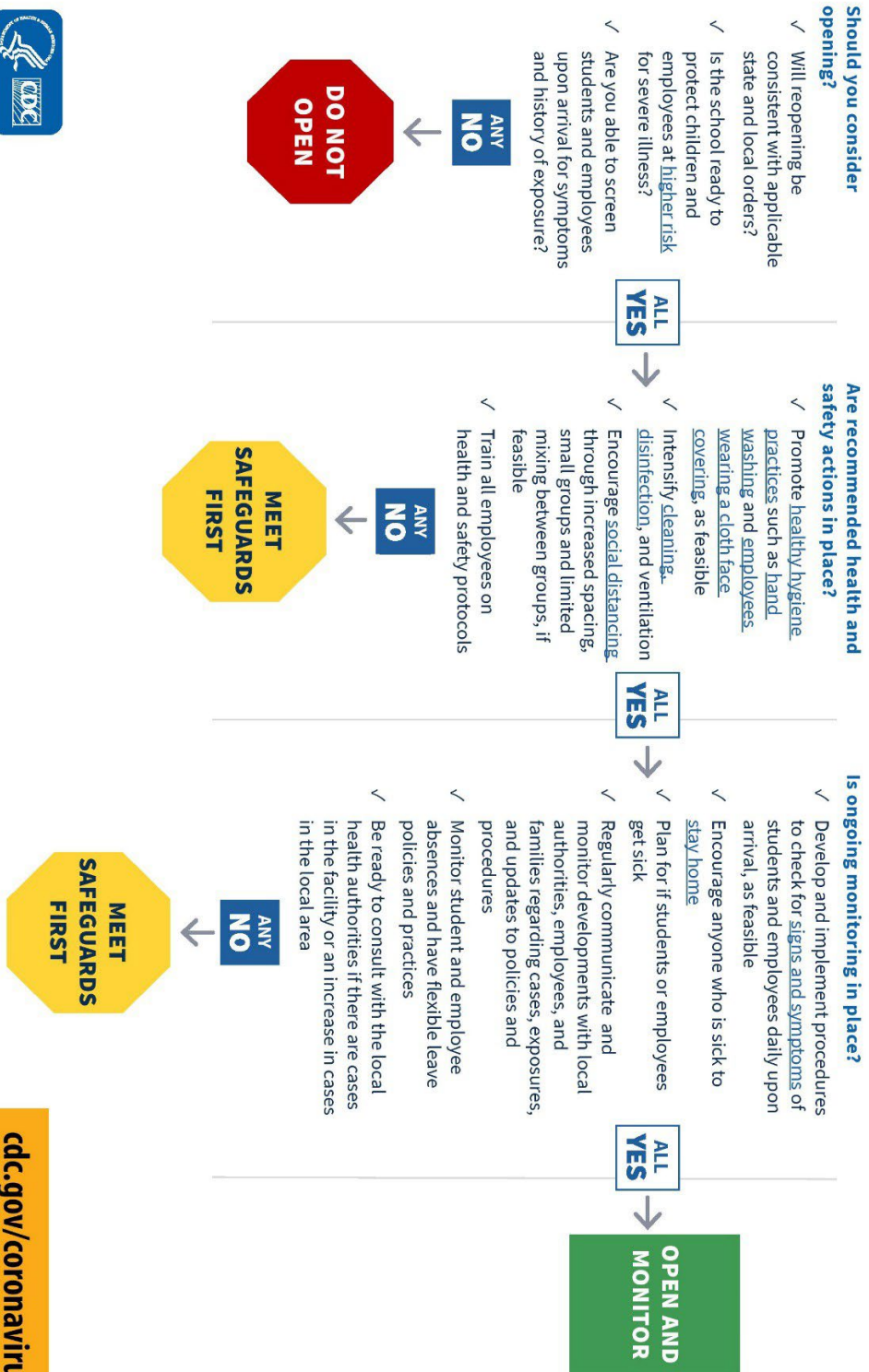
**Zoonotic**-- This means that a disease was originally detected in animal, but is now infecting people also.



# SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)