



SMART START REOPENING PLAN August 2020

**Approved by:
CCSD#2 Board of Trustees on 07/23/2020
Wyoming Department of Education on _____**

Developed by: Superintendent Dr. Jim Copeland, Curriculum Director Noel Manning, Special Education Director Robin Brown, School Psychologist Drew Leach, Encampment Principal Mike Erickson, HEM Principal Steven Priest, Saratoga Elem Principal Darrin Jennings, SMHS Principal JD Johnson, Hanna/EMES/MBES Principal Laura Niswender, District Nurse Nikki Thorn, Assistant Nurse Melissa Copeland, Carbon County Public Health Rep Amanda Brown - with input from CCSD#2 Teachers, the Wyoming Department of Education, Business Manager Sally Wells, Network Manager Andi Ward, Instructional Facilitator for Technology Nanette Marchetti, and CCSD#2 Parents.

Preface: This plan is designed with the intention of providing direction related to how CCSD2 schools will operate given any set of health circumstances which may exist. It is composed of varying tiers and varying types of educational, operational, and health and safety factors within each tier. District administration will work closely with Carbon County Public Health Officials (CCPH) in determining which tier is most appropriate at any given time based on health circumstances in our district or in varying communities within our district.

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Dear Wyoming,

Our efforts to adapt to the COVID-19 environment have been immense over the last three months. Educators and parents have delivered education and student services in ways - and to a degree - never done before. In mid-March the health and safety of Wyomingites was placed above all else as we quickly learned about and adapted to our “new normal.” School doors closed but education stayed open for business - thanks to you. Despite the challenges we found innovative ways to connect as a community of students, families, service providers, and teachers to ensure learning continued. Today, as we look to open schools in the fall, I am confident that we will be successful and also transform our school system for the better.

The Smart Start framework lays out requirements, recommendations, and considerations that will help ensure that schools not only open for the 2020-2021 school year, but that quality education continues throughout the school year. Smart Start was developed by a working group of expert stakeholders in Wyoming education and health. It highlights four key areas that are critical to the opening of schools - Communications, Safety and Wellness, School Operations, and Instruction and Technology. The working group placed the bulk of decision-making in the hands of communities - health officials, school boards, educators, parents, and even students. Communities know best how to address their unique challenges. Wyoming schools should be prepared to quickly and efficiently adapt school operations in response to their challenges. The framework consists of three tiers:

- Tier I is where we are right now - schools are open to students with some new health precautions such as social distancing or the use of masks.
- Tier II is a combination of in-person instruction with possible intermittent closures and quarantining of students and staff.
- Tier III is the full closure of school buildings to students at the county or state level, like what occurred at the end of last school year.

So what is your role? First, expect change. During the 2019-2020 school year, precious instructional time was lost and all of us faltered as we adapted to learning packets and remote instruction. We know better now. Technology will be an integral part of every school's “tiered” approach to school operations and educational delivery. Using technology to meet the needs of learners and “pivot” to a different tier takes time and training for students, educators, parents and students. Second, take responsibility. New health and safety protocols will be in place for a long time, maybe forever. We can help slow the spread of COVID-19 and other diseases by following the same guidance that Governor Gordon has encouraged: stay home when sick, wash hands, social distance or wear a mask. Some of these protocols are required, all are encouraged.

I want to personally thank the members of the working group for their leadership and effort. I, along with my staff at the Wyoming Department of Education, look forward to supporting you and your community as we plan for the opening of schools this fall.

Sincerely,

Jillian Balow State Superintendent of Public Instruction

Dear Carbon County School District #2 Parents, Staff, and Students:

By developing and using our Smart Start Reopening Plan, we are able to once again open our campuses and offer in-classroom, in-person education. The State of Wyoming required that each Wyoming public school district develop a reopening plan that was approved by their County Health Department, School Board, and the Wyoming Department of Education in a fairly short period of time. I want to sincerely thank all of those who helped develop our plan, including those who had input through surveys, etc. I also want to thank Amanda Brown from Carbon County Public Health who worked with us to provide flexibility and medical expertise.

While we may not all agree with all aspects of this plan, I think *most of us* agree that in-class instruction is vital for *most* students and are willing to do what it takes to accomplish in-person education. This plan also allows for those students who for underlying health conditions - or simply do not feel safe to return to school at this time - to continue their education through Classroom-based virtual education while remaining a Carbon 2 student and have Carbon 2 Teachers for their education.

I continue to be amazed at the resolve, tenacity, and independence of the Carbon 2 Community and I am confident that we will persevere through these challenging times. I appreciate your support - if not for every required piece of our plan - for the general support you give the Carbon 2 Staff. Let's all hope that we get past Covid 19 very quickly.

Stay Safe,

Dr. Jim Copeland
Superintendent

Wyoming Department of Education definitions

TIER DEFINITIONS

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 not open to students.

Carbon County School District #2 will work closely with Carbon County Public Health and under their guidance will move between Tier levels as they deem appropriate based on the current situation in Carbon County and/or our Communities.

Tier 1 - In-person learning environment for most students- Classroom-based Virtual Instruction for some students*

CCSD#2 Safety and Wellness

Tier 1 - Open

Required:

1. CCSD#2 will work with CCPH on any attestation or other health screening requirements for staff and students
 - a. At the present time (July 2020), temperature checks are not required/recommended
 - b. Staff and student and/or parent self attestations will be expected to make sure no sick individuals come to work or school
2. CCSD#2 will comply with any CCPH requirements related to staff and student use of PPE in the school environment
 - a. At the present time (July 2020):
 - i. Masks/face covering will be required when students are not able to be appropriately distanced from other students (6ft. recommended) - typically this will mean students will need masks:
 1. On buses
 2. During passing periods/transitions (hallway travel)
 3. During close one-on-one instruction
 4. Other times when students are within 6 feet of others for an extended period of time (10+ minutes)
 5. **Masks will not be required during P.E. activities.**
 - ii. CCSD#2 will adhere to the State and local Health Departments requirements regarding hand-washing, masks, water fountains, and restrooms.
 - b. If a staff member has a documented underlying medical health condition, discuss with principal enhanced PPE options.
3. Individual buildings will designate a limited number of entrances for students and staff to utilize when entering and exiting the building (detailed written plans for entry and exit will be completed by each Principal prior to school reopening)
4. CCSD#2 custodial staff will clean buildings daily such that federal or state protocols are met or exceeded. Principals, Head Custodian, and campus staff will collaborate to develop schedules at each campus. All cleaning and sanitation protocols will meet or exceed USDA, state health department, and federal food service guidelines. *(Facilities)*
5. CCSD#2 will have a crisis intervention team in place to provide emotional supports as appropriate and necessary for students and staff

6. CCSD#2 will work with CCPH and State Health Officials about protocols should a staff member or student test positive and/or are exposed to Covid-19
 - a. This could lead to a student or staff member being self-isolated or quarantined for a period of time before being allowed back to school or work
 - b. This could also result in a building or classroom being shut down for a short period of time
7. CCSD#2 will provide separate areas for healthy students and for sick students - personal protective equipment (PPE) will be provided
8. CCSD#2 will provide guidance related to “unstructured time” (passing periods, recess, lunch, before/after school, etc...) in consultation with CCPH
 - a. This could look slightly different from school to school depending on physical facilities and other factors
9. CCSD#2 encourages all students and staff to remain home when not feeling well
10. If a student or staff member self reports to the office/their supervisor respectively that they are not feeling well they will be sent home
 - a. If a student or staff member is not feeling well they will be instructed to immediately put on their mask as they are leaving campus or until a parent picks them up
 - i. If the student or staff member needs a mask, one will be provided
11. Outside patrons (parents, community members, etc...) will have very limited access to the building depending upon current CCPH recommendations
 - a. The general rule will be for non-school personnel to not enter the building although some limited exceptions will be necessary
12. CCSD#2 will work with CCPH on placing signage and markings on the floor or lunch tables etc... to help facilitate as safe an environment as possible (and to facilitate safe transitions).
13. CCSD#2 will provide signage that will point parents, students, and community members to the locations of the District Smart Start Reopening Plan and also each Campus Plan.
14. CCSD#2 will provide multiple hand sanitation stations
 - a. Students and staff will be expected to use these as they enter the building, as they enter or leave classrooms, as they leave the restroom, as well as before and after lunch
15. Daily Screening to be Conducted by Parents - Sample (form in appendix)
 - a. Parents should check daily for signs of illness before sending children to school. Students with any illness must stay home. The following can be used as a guide: [Please note, the recognized symptoms of COVID-19 will likely continue to be refined over time. This list should be updated as necessary.]

- i. Does your student have any of the following symptoms:
- ii. A cough
- iii. Shortness of breath or difficulty breathing
- iv. A fever of 100.0°F or higher or a sense of having a fever
- v. A sore throat
- vi. Chills
- vii. New loss of taste or smell
- viii. Muscle or body aches
- ix. Nausea/vomiting/diarrhea
- x. Congestion/running nose – not related to seasonal allergies
- xi. Unusual fatigue
- xii. Does anyone in your household have any of the above symptoms?
- xiii. Has your student been in close contact with anyone with suspected or confirmed COVID-19?

The student must be excluded from school if the answer to any of the above questions is “yes.”

16. Recommend:

- 1. Cleaning of student use items (computers, manipulatives, etc...) between uses if practicable

Human Resources

Preface: CCSD#2 realizes that operating during a pandemic is a new situation and that new personnel issues may arise connected to the pandemic. The CCSD#2 Superintendent and Board will address personnel issues as they arise on a case by case basis (with legal input).

Require:

- 1. CCSD2 will follow applicable State and Federal statutes as well as follow CCPH recommendations related to:
 - a. Allowable time off due to Covid-19 and how that may impact an employee’s sick leave
 - b. Working with employees who may have underlying health conditions which place them in a more at-risk situation
- 2. CCSD2 will refer high-risk employees, sick employees, and employees who are known or suspected to have come in contact with a confirmed positive COVID-19 case to their local health provider or CCPH to determine their risk level and ability to work on site
- 3. CCSD2 staff will be expected to fulfill job responsibilities on site unless individual health or supervisor assignment dictates otherwise based on medical documentation and on a case by case basis.
 - a. District and Covid-19 policies and statutes respectively will still apply should an employee be excluded by their health care provider

Communication Plan

Glossary of Terms:

- *Homebound instruction* means offering instruction to a student that is at home or hospitalized for more than one week due to injury or illness.
- 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 instructions 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.
- Link to the Wyoming Department of Health (for more Covid 19 information - including terminology)
 - <https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/>
- Link to the Center For Disease Control (CDC) for Covid 19 Information (including terminology):
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

General Information regarding School Operations

- Tier Changing:
 - Any tier change will immediately be communicated to staff, students and parents in the following manner:
 - The district website will be updated to showcase the current tier level on the district website front page
 - An eNote message will be sent out
 - Individual schools must ensure that all parents have access to the eNote system
 - Schoology group messages will be sent out

Immediately Prior to Opening:

- Staff members will receive information/training regarding new policies and procedures prior to students returning (presently scheduled Aug. 17th)
- Parents and students will receive documents regarding screening and operating procedures for each tiered approach for school operation
- Plan will be shared out to agencies and other groups including Department of Family Services, pediatricians, youth serving organizations such as early childcare, etc. to

communicate new policies and procedures

- Translate Smart Start Opening document to the district Reopening Plan Chart for ease of access and understanding:
https://docs.google.com/document/d/1RMQOGfGbeTlaDawvpClggnAJLEFJIB_eeT75J6Fo5w/edit?ts=5f066818

While Open and Operating:

- Parents and students will receive documents regarding screening and operating procedures for each tiered approach for school operation. These documents will be resent whenever the tier must change for school operation
- Weekly updates regarding student progress and performance by teachers
- ELL and Special Education student progress will be monitored and communicated by the appropriate staff
- Quarterly instruction feedback survey for parents

Methods of Communication:

- eNotes (principals and district level--ensure all parents are a part of the system?)
- Schoology (teachers and principals)
- District website (Dr. Copeland or Noel Manning)
- Local media (Dr. Copeland)
- Staff Phone tree (principals and teachers)
- Parental surveys (including the CCSD2 2020-2021 School Year Survey for reopening for the school year & quarterly instructional feedback) (Noel Manning)
- Social media communication? (secretaries)
- Carbon County Public Health county health office (CCPH staff member Amanda Brown) (Dr. Copeland)

Targets of Communication:

- Students/parents/families
- Staff members
- Community members
- Local pre-schools/early childcare centers (Robin Brown & Drew Leach)
- Local media (Saratoga Sun, Bigfoot 98.9)

Tier Level Communication Message Template:

- 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.
- Daily Screening Procedures required (parents at home) - See above Section Safety and Wellness for complete sample form - also located in Appendix A

Student Procedures for Arriving to School:

- See School Operations and Cleaning Steps (written plans for entry and exit will be completed by each Principal prior to school reopening)
- Safety Actions and Prevention Practices for Home:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Each student under the care of CCSD2 is entitled to the protections granted by HIPAA and FERPA. All special education and 504 students will be served as determined by their IEP teams as legally required, based on the current tier and circumstances of school operations. During any of the tier 1-3 status of school operations, all students/staff must abide by district safety procedures in order to participate in any school or related events for the safety and well-being of others.

Operations

Tier 1 - Open

Nutrition

Require:

1. CCSD2 will feed students on site
2. CCSD2 will work with Carbon County CCPH in determining any necessary restrictions regarding feeding students in large groups or in smaller group situations
 - a. This may look slightly different from building to building due to differences in physical facilities and the nature of instructional groupings at various different grade levels
 - b. This will eliminate self-serve items from building menus
3. CCSD2 will comply with all USDA guidance related to feeding students during a pandemic
4. Staff will be required to wear masks while serving food to students
5. CCSD#2 will adhere to State/local requirements which maximize the use of social distancing, face coverings, and other appropriate or required hygiene measures.
6. **All cleaning and sanitation guidelines will meet or exceed USDA, state health department, and federal food service guidelines.**

Transportation

Require:

1. CCSD2 will clean/sanitize buses between uses in compliance with guidance from Federal, State and/or local agencies.
2. Parents will be encouraged, to the extent possible, to transport their student/s to and from school
3. Students and staff will be required to wear masks on the bus unless appropriate distancing can be enforced or unless medical situations dictate otherwise
4. Students and staff will use hand sanitizer as they board the bus

5. Students will sit in assigned seats based on:
 - a. Family groupings
 - b. Classroom groupings
 - c. Appropriate distancing if possible

Recommend:

1. CCSD2 will encourage other employees to obtain their CDL in order to increase the number of potential backup drivers should they be needed
2. Very limited out of district travel outside of any athletic/activity travel

Athletics/Activities

Require:

1. CCSD2 will work with CCPH in determining the degree to which teams may be allowed to practice and/or compete
 - a. Different sports and activities have varying degrees of risk so decisions will be made on a sport by sport or activity by activity basis
 - b. CCSD2 will consider guidance from the WHSAA provided it is not in conflict with guidance from CCPH
 - c. CCSD2 will work with CCPH regarding whether fans can attend events and, if so, implementing any necessary restrictions or safeguards
2. Athletes will be screened prior to participation in allowable sanctioned activities.
3. Participants will be asked to self report any illness or exposure to a known Covid-19 positive individual each day before practicing or competing
4. The Activity Coordinators will work with CCPH and coaches/sponsors to implement any reasonable and necessary cleaning and sanitation measures related to each sport/activity
5. Athletic/Activity groups/teams will be able to meet via “Zoom” if they are unable to meet in-person
6. Activity teams may compete via “Zoom” or some other platform if in-person is not available and an adapted option is feasible
7. Outside agency facility usage will be very limited
8. Adult staff and non-participating students (managers, etc..) will wear masks for indoor sports/activities
9. All individuals attending permitted games, events, etc. – including fans, guests, staff, and students will be required to use the State and Local Health Department guidelines regarding social distancing – and if social distancing is not possible, will use face coverings or other requirements issued by State and Local entities – including current Governor’s Executive Health Orders.

Facilities: See Safety & Wellness section - Tier 1)

Instruction and Technology

Tier I - Open

Require:

1. CCSD#2 will review previous year's assessments to calibrate individualized learning.
2. CCSD 2 instructors will use "Schoology" as the Learning Management System (LMS)
 - a. CCSD 2 will provide information and support in how to access and use "Schoology" to students, parents, and staff (7 hours of PD for teaching staff responsible for classroom-based virtual education per WDE requirements by summer of 2021)
3. CCSD 2 will utilize "Zoom" as the video conferencing platform
4. CCSD 2 will provide time management guidance for students
5. CCSD#2 will use the same grading scale as is used for in-person education.
6. CCSD 2 staff will work with parents to determine the best ways to make any necessary and appropriate adjustments to provide services in accordance with a student's IEP or 504 plan
7. CCSD 2 staff will continue to utilize the PLC process to best focus instructional and assessment practices
8. CCSD 2 will work with WWCC to facilitate dual and concurrent enrollment courses
9. CCSD 2 will survey parents regarding their need or desire for off-site virtual education and, depending upon results, will offer "**Classroom-based Virtual Education**" option to families who desire to not have their child/ren attend school in person even if those students have no medical reason for not attending (see below section "Classroom-based Virtual Education". Teachers will be Wyoming PTSB certified.
 - a. Student participation may be either synchronous or asynchronous or a combination of both.

Recommend:

1. Develop a transition plan to seamlessly transition from Tier 1 to Tier 2

Requirements:

- On-site student learning should occur in accordance with state or local public health directives or orders.
- Provide high quality standards-based instruction for all students.
- Provide all "specially designed instruction" and related services as indicated on the student's IEP.
- Notify parents of all changes to specially designed instruction or related service delivery

Classroom-Based Virtual Education

Definition:

Classroom-based virtual education means classes intended for classroom instruction that may also be instructed through technology outside the physical classroom. The virtual education instructions 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.

Distinguishing Features:

In-person, classroom instruction is used in conjunction with virtual education instruction for a portion of students off-site or school days when all students are off-site. Both types of instructions must be available for the full scope and sequence of the course throughout the school year and in-person instruction, virtual education instruction, or both are delivered depending on need.

Delivery Options

- Synchronous or asynchronous virtual education delivery of classroom-based courses when a student is off-site in conjunction with in-person, classroom instruction for classmates who are in school.
- Synchronous or asynchronous virtual education delivery of classroom-based courses when all students are off-site.
- Synchronous or asynchronous virtual education delivery of classroom-based courses when there are students in the classroom but the teacher is off-site for situation such as quarantine.

School Closure Status

School may be open, partially closed, or entirely closed with or without a state or public health closure order.

Examples of Use

- Course delivery to students who do not want to enter campus when school is open, but do not meet homebound instruction requirements pursuant to W.S. 21-4-402.
- Continued instructional delivery when students, teachers, and/or full classrooms, grade levels, etc. need to stay home on quarantine
- Continued instructional delivery to students off-site during an alternating schedule of students on-and-off campus including half or full instructional days when the school is closed for cleaning, or other reasoning not related to a closure order.

Technology and Course Materials

- Internet access for students off-campus and a plan to provide downloadable materials and telephonic interaction with the teacher when internet access is not possible.
- A device with the software needed for each student off-campus to participate in the class through whatever medium is being used for virtual education instruction including video

and audio technology for any synchronous interaction that may be provided.

- Digital materials for students off-campus to complete and submit electronically.
- Printed materials for students off-campus may be provided when appropriate or when internet access isn't available.

WDE Requirements for Classroom-based Virtual Education

- Authority: W.S.21-2-202(a)(xxxii), W.S.21-13-330(f-k), and Emergency Chapter 41 Virtual Education Rules.
- Teacher Location: The teachers can be in their physical classrooms within the district instructing students in the classroom at the same time they are synchronously or asynchronously instructing students off-site for virtual education depending on need, school-alternating schedule, school closures, etc.
- Student Location: Students may be on-site for in-person instruction and off-site for virtual education depending on need, alternating schedule, school closure, etc.
- Teacher employment: Teachers must be employed by the district and assigned to the classroom-based virtual education course(s).
- Program Approval: All school districts accredited by the State board pursuant to W.S.21-2-304(a)(ii) will be approved to deliver a classroom-based virtual education program upon submission of a completed Classroom-based Virtual Education Program Application and Statement of Assurance located on the Virtual 307 Policy page. The application includes general information such as the program's administrative contacts and the proposed delivery of virtual education in conjunction with in-person instruction.
- Course approval: Classroom-based virtual education courses have been approved through the state accreditation process.
- Teacher Professional Development: Teachers who instruct classroom-based virtual instruction are required to complete one, seven-hour Wyoming Professional Teaching Standards Board (PTSB) approved workshop focused primarily on using virtual education methods to instruct students. Teachers may complete the workshop between August 1, 2020 and July 31, 2021.

Delivery Off-site

Delivery method

Classroom Teacher instructs the students physically present and students off-site synchronously or asynchronously through virtual education methods. There may be times when all students and the teacher are off-site due to school closure, either ordered or elective, but instruction continues for all students assigned to the class through virtual delivery.

Attendance

The classroom teacher takes attendance in the student information system indicating in-person attendance and off-site attendance. Off-site attendance for classroom-based virtual education participation may be verified by the classroom teacher on a weekly basis for participation that occurred during the previous week. The district is responsible for determining the classroom-based virtual education participation requirements for each course for items such as homework submission, synchronous participation with the teacher and/or class, completion of assignments, quizzes, assessments, etc. Attendance should be recorded for each class period for middle, junior high, and high school, and twice daily in elementary school.

- Documentation considerations
 - Keep and store a record of attendance for students off-site in the district information system
 - Keep and store a record of the virtual education course participation used to verify attendance for students off-site.

Reporting

All of the data collections for classroom-based virtual education courses and programs are reported in the same manner as typical classroom courses, including the medium of instruction listed as face-to-face for the coming year.

Recommendations:

- Assess student learning gaps at the beginning of the school year.
- Establish guidelines for measuring student regression and consider recovery and compensatory services as appropriate.
- Provide for face-to-face and distance learning, which will cover all scenarios (families choosing distance learning due to covid concerns) and could benefit students absent for non covid reasons.
- Prepare to pivot from face-to-face instruction to virtual education/adapted learning on short notice.
- Heightened awareness of student social/emotional needs of students as they return to school.

Considerations:

- Dedicate staff availability times during non school hours.
- Have all instruction and coursework in a Learning Management System.
- Create plans to facilitate school teams reach out on a regular basis to foster positive relationships with individual students (Social Emotional Learning).
- Build strong relationships with students and families.

Tier 2 - Hybrid/Blended Learning Environment

Safety and Wellness

Tier 2 - Hybrid/Blended Learning Environment

Required:

1. CCSD#2 will work with CCPH on any attestation or other health screening requirements for staff and students
 - a. At the present time (July 2020), temperature checks conducted by CCSD2 staff are not required/recommended for tier 1, but this could change under tier 2 based on CCPH requirements/recommendations.

- b. Staff and student and/or parent self attestations will be expected to make sure no sick individuals come to school
- 2. CCSD#2 will comply with any CCPH requirements related to staff and student use of PPE in the school environment
 - a. At the present time (July 2020):
 - i. Masks/face coverings will be required when students are not able to be appropriately distanced from other students (6ft. recommended) - typically this will mean students will need masks/face coverings:
 - 1. On buses
 - 2. During passing periods/transitions (hallway travel)
 - 3. During close one-on-one instruction
 - 4. Other times when students are within 6 feet of others for an extended period of time (10+ minutes)
 - 5. Masks will not be required during P.E. activities.
 - ii. CCSD#2 will adhere to the State and local Health Department requirements regarding hand-washing, masks, water fountains, and restrooms.
- 3. Individual buildings will designate a limited number of entrances for students and staff to utilize when entering and exiting the building
- 4. CCSD#2 custodial staff will clean buildings daily such that federal or state protocols are met or exceeded
- 5. CCSD#2 will have a crisis intervention team in place to provide emotional supports as appropriate and necessary for students and staff
- 6. CCSD#2 will work with CCPH and State Health Officials about protocols should a staff member or student test positive and/or are exposed to Covid-19
 - a. This could lead to a student or staff member being self-isolated or quarantined for a period of time before being allowed back to school or work
 - b. This could also result in a building or classroom being shut down for a short period of time
- 7. CCSD#2 will work with CCPH and State Health Officials regarding numbers of groups, sizes of groups, and educational needs in determining which students, or groups of students, will receive in-person instruction
- 8. CCSD#2 will provide guidance related to “unstructured time” (passing periods, recess, lunch, before/after school, etc...) in consultation with CCPH
 - a. This could look slightly different from school to school depending on physical facilities and other factors
- 9. CCSD#2 will have separate areas for healthy students and for sick students - PPE gear will be provided

10. CCSD#2 encourages all students and staff to remain home when not feeling well
11. If a student or staff member self reports to the office/their supervisor respectively that they are not feeling well they will be sent home
 - a. If a student or staff member is not feeling well they will be instructed to immediately put on their mask as they are leaving campus or until a parent picks them up
 - i. If the student or staff member needs a mask, one will be provided
12. Outside patrons (parents, community members, etc...) will have very limited access to the building depending upon current CCPH recommendations
 - a. The general rule will be for non-school personnel to not enter the building although some limited exceptions will be necessary
13. CCSD#2 will work with CCPH on placing signage and markings on the floor or lunch tables etc... to help facilitate as safe an environment as possible
14. CCSD#2 will provide signage that will point parents, students, and community members to the locations of the District Smart Start Reopening Plan and also each Campus Plan.
15. CCSD#2 will provide multiple hand sanitation stations
 - a. students and staff will be expected to use these as they enter the building, as they enter or leave classrooms, as they leave the restroom, as well as before and after lunch
16. Daily Screening to be Conducted by Parents - Sample (form in appendix)

Recommend:

1. Find ways to conduct hearing and vision screenings
2. Find ways to conduct non-instructional "check-ins" with students

Consider:

1. How can CCSD#2 provide socialization activities for students and staff
2. Can CCSD#2 find a way to still provide activities such as concerts, award

Communications

Tier 2 - Hybrid/Blended Learning

- Screening Procedures (parents at home - see Appendix A):
- Student Procedures for Arriving to School: (See Tier 1)
- School Operations and Cleaning Steps (See Tier 1)
- Safety Actions and Prevention Practices for Home:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- Each student under the care of CCSD2 is entitled to the protections granted by HIPAA and FERPA. All special education and 504 students will be served as determined by their IEP teams as legally required, based on the current tier and circumstances of school operations. During any of the tier 1-3 status of school operations, all students/staff must abide by district safety procedures in order to participate in any school or related events for the safety and well-being of others.

Operations

Tier 2 - Hybrid/Blended Learning

Nutrition

(the following requirements/recommendations established by CCPH for could change per CCPH requirement due to current/ongoing situations.

Require:

1. CCSD2 will feed students either on site or by delivery of meals
 - a. Depending on the situation CCSD2 may deliver meals to all parts of the district or to those parts of the district where a higher concentration of families on free or reduced lunch status reside in accordance with USDA guidelines
 - b. CCSD#2 will adhere to State/local requirements which maximize the use of social distancing, face coverings, and other appropriate or required hygiene measures.
 - c. CCSD#2 will comply with Federal, State, and Local Health Department guidelines as pertains to food production and service.
 - d. All cleaning and sanitation guidelines will meet or exceed USDA, state health department, and federal food service guidelines.**
 - e. Students that are on campus during breakfast and/or lunch hours will be served on campus
 - i.* CCSD2 will work with Carbon County CCPH in determining any necessary restrictions regarding feeding students in large groups or in smaller group situations
 1. This may look slightly different from building to building due to differences in physical facilities and the nature of instructional groupings at various different grade levels
 2. This will eliminate self-serve items from building menus.

Recommend:

1. Develop a “backup” team of food service workers should any employees need to be self isolated for an extended period of time

Transportation

(the following requirements/recommendations established by CCPH for could change per CCPH requirement due to current/ongoing situations.

Require:

1. CCSD2 will clean/sanitize buses between uses in compliance with guidance stipulated by Federal, State and/or local agencies.
2. CCSD2 will utilize buses or other vehicles to deliver educational materials to families without devices or connectivity
3. Students and staff will use hand sanitizer as they board the bus
4. Parents will be encouraged, to the extent possible, to transport their student/s to and from school
5. Students will be asked to sit in assigned seats based on
 - a. Family groupings
 - b. Classroom groupings
 - c. Appropriate distancing if possible

Recommend:

1. CCSD2 will encourage other employees to obtain their CDL in order to increase the number of potential backup drivers should they be needed
2. Very limited out of district travel

Athletics/Activities

(the following requirements/recommendations established by CCPH for could change per CCPH requirement due to current/ongoing situations.

Require:

1. CCSD2 will work with CCPH in determining the degree to which teams may be allowed to practice and/or compete
 - a. Different sports and activities have varying degrees of risk so decisions will be made on a sport by sport or activity by activity basis
 - b. CCSD2 will follow guidance from the WHSAA provided it is not in conflict with guidance from CCPH
 - c. CCSD2 will work with CCPH regarding whether fans can attend events and, if so, implementing any restrictions or safeguards
2. Athletic/Activity groups/teams will be able to meet via "Zoom" if they are unable to meet in-person
3. Activity teams may compete via "Zoom" or some other platform if in-person is not available and an adapted option is feasible
4. Participants will be asked to self report any illness or exposure to a known Covid-19 positive individual each day before practicing or competing
5. The Athletic Coordinators will work with CCPH and coaches/sponsors to implement any reasonable and necessary cleaning and sanitation measures related to each sport/activity
6. Outside agency facility usage will be very limited

7. All individuals attending permitted games, events, etc. – including fans, guests, staff, and students will be required to use the State and Local Health Department guidelines regarding social distancing – and if social distancing is not possible, will use face coverings or other requirements issued by State and Local entities – including current Governor’s Executive Health Orders.

Facilities (See Safety and Wellness section Tier 1)
(the following requirements/recommendations established by CCPH for could change per CCPH requirement due to current/ongoing situations.

Instruction and Technology

Tier 2 - Hybrid/Blended Learning

Require:

1. If CCSD#2 opens the year in Tire 2, CCSD#2 will review previous year’s assessments to calibrate individualized learning.
2. The purpose of providing adapted education to students is to maximize student GROWTH to the greatest extent possible
 - a. CCSD 2 is not simply trying to maintain student academic status or provide “busy work”
 - b. Educational activities will be linked to content standards
 - c. High levels of expectation for student engagement and work production along with similar expectations for instructional practices and feedback to students will be adhered to
 - d. Academic expectations will not be compromised due to being in a blended (some adapted/some in-person) learning environment
3. CCSD 2 instructors will use “Schoology” as the LMS
 - a. CCSD 2 will provide information and support in how to access and use “Schoology” to students, parents, and staff (7 hours of PD for teaching staff responsible for classroom-based virtual education per WDE requirements by summer of 2021)
4. CCSD 2 will utilize “Zoom” as the video teleconferencing platform
5. CCSD 2 will provide time management guidance for students
6. Building administration will coordinate the online and in-person schedules such that the overall combined daily educational requirements for students is appropriate and reasonable
7. Building administration will coordinate with central administration in creating an adapted/in-person schedule that is reasonable for professional staff
8. Professional staff will have “office hours” to provide additional instructional support to students
9. CCSD 2 will work with families to ensure all students have appropriate devices and connectivity

- a. Parents are encouraged to be proactive in considering acquiring their own device for their children in anticipation of being in an adapted or remote learning environment at some point during the upcoming school year
10. CCSD 2 staff will work with parents to determine the best ways to make any necessary and appropriate adjustments to still provide services in accordance with a student's IEP or 504 plan
11. CCSD 2 staff will continue to utilize the PLC framework to best focus instructional and assessment practices
12. CCSD 2 will find ways to accommodate for career/technical or other "performance based or hands on" classes in terms of students being able to have opportunity to successfully complete course requirements
13. CCSD 2 will work with WWCC to facilitate dual and concurrent enrollment courses
14. Building administration will work with central office administration and others in determining which groups of students will be prioritized to come to the building for in-person instruction and which groups of students will be prioritized for a distance platform

Recommend:

1. Develop plans to best facilitate "introducing" new students or "meeting" students at the start of the year
2. Identify and implement a system to improve the level of comfort with academic honesty measures in an adapted environment
3. Develop ways to allow various school clubs to function in an adapted environment
4. Research and develop ways to ethically and legally transmit print materials in an adapted environment
5. Develop a transition plan to seamlessly transition from tier 2 to either tier 1 or tier 3
6. Develop a district "Adapted Education" handbook

Requirements:

- During in-person learning, follow state or local public health directives or orders.
- Provide high quality standards-based instruction for all students.
- Provide all "specially designed instruction" and related services as indicated on the student's IEP.
- Notify parents of all changes to specially designed instruction or related service delivery
- Determine which students will have access to on-line technology and how instruction will be delivered when there is no technology or connectivity.
- District will provide off-site instruction through the **Classroom-based Virtual Education** as described in Tier 1 above.

Recommendations:

- Maintain continual technology accommodations for digital learning in daily classroom

settings.

- Provide in-person, or interactive video training which offers an opportunity to practice programs and strategies planned to be used.
- Professional development should be provided to teachers, as well as parents and students, to support learning outside the classroom.
- Split teaching responsibilities so that teachers may teach on-site or off-site.
- Month prior to school starting, homeroom teachers/aides/parent helpers should survey parents on connectivity, devices, number of users and tech limitations and additional needs. Priority for connectivity is Fixed Wireless >Hot Spots>Satellite Internet>Paper packets.
- Districts should provide a consistent platform for delivery of academic work, reminders, communication (Canvas, Google Classroom, Remind, etc.).
- Assess student learning gaps at the beginning of the school year.
- Establish guidelines for measuring student regression and consider recovery and compensatory services as appropriate.
- Develop course content with Universal Design Learning principles.
- Continue language instruction, including translation technology for ELL students.
- Maintain a heightened awareness of student social/emotional needs during hybrid learning.
- Train staff to understand downloadable content and how to create opportunities for students to work 'off-line' to minimize connectivity requirements.
- Develop a communication plan that clearly describes your district's hybrid and adapted learning instruction for all stakeholders.

Considerations:

- Consider options for on-line learning when needed.
- Use students and parents for maximum effect.
- Use digital curriculum that can be downloaded for students who do not have connectivity at the home.
- Consider maintaining info as a part of student file for updating each school year.
- Consider tech support for evenings and weekends.
- A survey should be distributed about previous year tech struggles, including what worked, what didn't work with on-line learning. Develop a plan if no connectivity is available at home.

Tier 3 - Closed

Safety and Wellness

Tier 3 - Closed

Required:

1. CCSD#2 has an approved Adapted Learning Plan on file with the Wyoming Department of Education from the Spring of 2020 and will continue to implement if necessary during the 2020-2021 school year

2. CCSD#2 will work with CCPH on any attestation or other health screening requirements for staff
 - a. At the present time (July 2020), temperature checks are not required/recommended
 - b. Staff self attestations will be expected to make sure no sick individuals come to work
3. CCSD#2 will comply with any CCPH requirements related to staff use of PPE in the work environment
4. Certified staff will be allowed in facilities to fulfill professional responsibilities or they may be allowed/expected to fulfill professional responsibilities remotely
5. If a staff member self reports to their supervisor that they are not feeling well, they will be sent home
6. CCSD#2 custodial staff will clean buildings daily in areas where employees have worked such that federal or state protocols are met or exceeded
7. CCSD#2 will have a crisis intervention team in place to provide emotional supports as appropriate and necessary for students and staff
8. CCSD#2 will work with CCPH and State Health Officials about protocols should a staff member test positive and/or are exposed to Covid-19
 - a. This could lead to a staff member being self-isolated or quarantined for a period of time before being allowed back to work
 - b. This could also result in a building being shut down for a short period of time
9. CCSD#2 will close all drinking fountains, however, water bottle refill stations will be open

Recommend:

1. Find ways to conduct hearing and vision screenings
2. Find ways to conduct non-instructional “check-ins” with students

Consider:

1. If CCSD#2 is in this tier for an extended period of time, consideration will be given to figuring out how to handle employee groups which may “run out” of work
2. How can CCSD#2 provide socialization activities for students and staff
3. Can CCSD#2 find a way to still provide activities such as concerts, award assemblies, P/T conferences, etc...

Communication

Tier 3 - 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 not open to students.

Parents should continue to screen students while home and seek professional medical advice when needed. Please continue using Daily Screening Form, found in Appendix

- School will continue to be cleaned according to the schedules developed for Tiers 1 & 2
- Safety Actions and Prevention Practices for Home:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Note: Each student under the care of CCSD2 is entitled to the protections granted by HIPAA and FERPA. All special education and 504 students will be served as determined by their IEP teams as legally required, based on the current tier and circumstances of school operations. During any of the tier 1-3 status of school operations, all students/staff must abide by district safety procedures in order to participate in any school or related events for the safety and well-being of others.

Operations

Tier 3 - Closed

Nutrition

Require:

1. CCSD2 will continue to provide meals to students.
2. CCSD#2 will adhere to State/local requirements which maximize the use of social distancing, face coverings, and other appropriate or required hygiene measures.
3. CCSD#2 will comply with Federal, State, and Local Health Department guidelines as pertains to food production and service.
4. **All cleaning and sanitation guidelines will meet or exceed USDA, state health department, and federal food service guidelines.**

Recommend:

1. Develop a “backup” team of food service workers should any employees need to be self isolated for an extended period of time

Transportation

Require:

1. CCSD2 will utilize buses as needed.

Recommend:

1. CCSD2 will encourage other employees to obtain their CDL in order to increase the number of potential backup drivers should they be needed
2. Very limited out of district travel

Athletics/Activities

Require:

1. Athletic teams will not practice or compete

2. Athletic/Activity groups/teams will be able to meet via “Zoom”
3. If possible, activity teams may compete via “Zoom” or some other platform

Instruction and Technology

Tier 3 - Closed

Require:

1. The purpose of providing adapted education to students is to maximize student GROWTH to the greatest extent possible
 - a. CCSD 2 is not simply trying to maintain student academic status or provide “busy work”
 - b. Educational activities will be linked to content standards
 - c. High levels of expectation for student engagement and work production along with similar expectations for instructional practices will be adhered to
 - d. Academic expectations will not be compromised due to being in a blended (some adapted/some in-person) learning environment
2. CCSD 2 instructors will use “Schoology” as the LMS
 - a. CCSD 2 will provide information and support in how to access and use “Schoology” to students, parents, and staff (7 hours of PD for teaching staff responsible for classroom-based virtual education per WDE requirements by summer of 2021)
3. CCSD 2 will utilize “Zoom” as the video teleconferencing platform
4. CCSD 2 will provide time management guidance for students
5. Building administration will coordinate the online schedule such that the overall daily screen time requirement for students is reasonable
6. Professional staff will have “office hours” to provide additional instructional support to students
7. CCSD 2 will work with families to ensure all students have appropriate devices and connectivity
 - a. Parents are encouraged to be proactive in considering acquiring their own device for their child/ren in anticipation of being in an adapted learning environment at some point during the upcoming school year
8. CCSD 2 staff will work with parents to determine the best ways to make any necessary and appropriate adjustments to still provide services in accordance with a student’s IEP or 504 plan
9. CCSD 2 staff will utilize the Professional Learning Community (PLC) framework to best focus instructional and assessment practices

10. CCSD 2 will find ways to accommodate for career/technical or other “performance based” classes in terms of students being able to have opportunity to successfully complete course requirements
11. CCSD 2 will work with WWCC to facilitate dual and concurrent enrollment courses

Recommend:

- Develop plans to best facilitate “introducing” new students or “meeting” students at the start of the year
- Identify and implement a system to improve the level of comfort with academic honesty measures in an adapted environment
- Develop ways to allow various school clubs to function in an adapted environment
- Research and develop ways to ethically and legally transmit print materials in an adapted environment
- Develop a transition plan to seamlessly transition from tier 1 to tier 2
- Develop a district “Adapted Education” handbook

Requirements:

- Implement adapted learning plan/virtual education plan when state or local public health directives or orders require schools to close.
- Provide high quality standards-based instruction for all students with the expectation that all essential standards are taught.
- Provide all “specially designed instruction” and related services as indicated on the student’s IEP.
- Notify parents of all changes to specially designed instruction or related service delivery
- CCSD#2 will provide the Wyoming Department of Education option of **Classroom-based Virtual Education** as defined in Tier 1 above.

Recommendations:

- Develop methodologies for assessing student learning in the adapted learning environment.
- Incorporate interactive learning sessions daily.
- Create plans to facilitate school teams reach out on a regular basis to foster positive relationships with individual students (Social Emotional Learning).
- Train staff to understand downloadable content and how to create opportunities for students to work ‘off-line’ to minimize connectivity requirements.
- Professional development should be provided to teachers, as well as parents and students, to support learning outside the classroom.
- Develop a communication plan that clearly describes your district’s adapted learning instruction for all stakeholders.

- Continue language instruction, including translation technology for ELL students.

Appendix A

Daily Screening to be Conducted by Parents - Sample

Parents should check daily for signs of illness before sending children to school. Students with any illness must stay home. The following can be used as a guide: [Please note, the recognized symptoms of COVID-19 will likely continue to be refined over time. This list should be updated as necessary.]

- Does your student have any of the following symptoms:
 - A cough or Shortness of breath or difficulty breathing
 - A fever of 100.0°F or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your student been in close contact with anyone with suspected or confirmed COVID-19?

The student must be excluded from school if the answer to any of the above questions is “yes.”