



# Lincoln County School District #2- Cokeville Elementary

# Smart Start Plan

July 30, 2020

# table of contents

---

## Expectations

---

Smart Start Plan Assurances

## Definitions

---

Tier Definitions

Instructional Definitions for Homebound Instruction, Remote and Virtual Education

Smart Start Legal Framework

## Communications

---

Do First

Immediately Prior to Opening

Do When Schools Are Open and Operating

## Safety and Wellness

---

Safety and Wellness Guidance

Student Arrival to Building and Through The Day

Transitions

Dismissal

## School Operations

---

Transportation

Nutrition Services

Facilities

Activities

## Instruction and Technology

---

Preparations for School Year

First Weeks of School

Ongoing Learning

## Appendix

---

Daily Screening to be Conducted by Parents - Sample

Essential Questions for Communications

Contributors

# expectations

## SMART START PLAN ASSURANCES-District Plan ONLY

---

District superintendents will check yes or no to the assurances below and submit a plan which addresses these assurances.

- YES**  NO The district has developed a plan for school reopening and continued operation considering these potential scenarios:
- 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.

### COMMUNICATIONS

**YES**  NO District leaders have read the communications requirements in the Wyoming Department of Education Smart Start Working Document and have incorporated these requirements into the district plan for reopening schools.

### SAFETY AND WELLNESS

**YES**  NO District leaders have read the safety and wellness requirements in the Wyoming Department of Education Smart Start Working Document and have incorporated these requirements into the district plan for reopening schools.

### SCHOOL OPERATIONS

**YES**  NO District leaders have read the school operations requirements in the Wyoming Department of Education Smart Start Working Document and have incorporated these requirements into the district plan for reopening schools.

### INSTRUCTION AND TECHNOLOGY

**YES**  NO District leaders have read the instruction and technology requirements in the Wyoming Department of Education Smart Start Working Document and have incorporated these requirements into the district plan for reopening schools.

Please submit Smart Start Plan to Laurel Ballard at [laurel.ballard@wyo.gov](mailto:laurel.ballard@wyo.gov).

**SMART START PLAN DUE: AUGUST 3, 2020**

# definitions

## TIER DEFINITIONS

---

### TIER 1 - 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. Buildings open to all students. Social distancing and face coverings to the greatest extent possible.

In order to promote effective instructional practices and quality educational activities face coverings and social distancing practices will be utilized. Lincoln County School District #2 staff will be expected to wear face coverings when interacting with staff or students within 6 feet. Face coverings will be worn to the greatest extent possible, by students, in instructional settings, cafeterias, and common areas where social distancing cannot be maintained.

Coaches, advisors, and students participating in extra-curricular will be expected to maintain social distancing guidelines and face covering expectations specific to their individual activity.

### TIER 2 - Hybrid

Combination of in-person and adapted learning is required due to local or state health directives.

Social distancing and face coverings as outlined in Tier II to the greatest extent possible for those attending in person.

Buildings open to some students. Schools will provide tier II - Hybrid instruction specific to their grade level and school. Student attendance schedules and hybrid instruction will be developed by each school.

### 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.

\*\*\* Make changes to current Adaptive Learning Plan\*\*\*

## INSTRUCTIONAL DEFINITIONS

---

**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)

**Virtual education** means school district programs and classes approved by the agency pursuant to W.S. 21-2-202(a)(xxxi), 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.

## DAILY PRACTICES DEFINITIONS

### **Social distancing**

Staying a certain distance from other people in indoor and outdoor settings to lower one's chances of spreading or receiving virus-laden respiratory droplets — the CDC suggests six feet. Widespread social distancing has been credited with reducing virus transmission in multiple countries. Also referred to as "physical distancing."

### **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.

### **CDC Current Guidance for Face Coverings: [Link](#)**

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control.

The cloth face coverings recommended are not surgical masks or N-95 respirators.

Washington Department of Health describes a face cloth as: [Link](#)

A cloth face covering is fabric that covers your nose and mouth. It can be:

- A sewn mask with ties or straps that go around the head or behind the ears
- Several layers of fabric tied around a person's head
- Made from a variety of materials like cotton, fleece, or linen
- Factory-made or home-made



# legal framework

## SMART START LEGAL FRAMEWORK

---

*Underlying assumption* : There are no or limited statewide or local health orders in place. Schools are open to in-person instruction to start the year, subject to general social distancing and hygiene requirements.

### **Situations:**

1. A student or staff member tests positive for COVID-19 in a school/building:

- A student or staff members testing positive for COVID-19 and isolated at home for a period of time, based on current recommendations.

-Other students and staff members who came into close contact with the positive case will be quarantined for 14 days, or as otherwise directed.

Guidance regarding close contact will be provided by the Wyoming Department of Health or the local health department.

-School or building could also be closed by state or local public health directive or order for a 2-5 day period (or longer if conditions warrant) to sanitize the facility and to conduct an investigation.

### Solutions:

(i) For the time period the school or building is closed due to a local or state public health directive or order, use W.S. 21-13-307 to hold the district harmless from ADM reduction. Will be expected to deliver education through the Smart Start plan.

(ii) For the time period not covered by (i), the district should deliver homebound instruction to students isolated/quarantined via W.S. 21-4-402.

2. A student is at risk for more severe illness or lives with someone who is, and cannot come back to school in the fall.

### Solutions:

(i) District can deliver remote education to students via W.S. 21-13-330.

(ii) District can deliver homebound instruction to students via W.S. 21-4-402.

(iii) Students may enroll in a full time virtual education program.

(iv) District may work within Chapter 41 for synchronous or asynchronous virtual education.

3. A student is not at risk for more severe illness and does not live with someone who is, but has concerns about returning and will not return to school in the fall.

Adapted learning plans and homebound instruction not applicable.

### Solutions:

(i) Students may enroll in a full time virtual education program.

(ii) WDE exploring flexibility on participation requirements for resident district delivering virtual education.

(iii) Remote education is possible but needs to track participation.

4. Schools are closed locally or statewide through public health orders due to pandemic.

### Solutions:

- (i) Districts are held harmless via W.S. 21-13-307 for periods of closure with an approved Smart Start plan. Expected to deliver education via Smart Start plan during period of closure.



# communications

COMMUNICATE HIGH EXPECTATIONS AND DISTRICT VISION ETC.

Lincoln County School District #2 is currently planning to reopen schools for the 2020-2021 school year. At this time, LCSD2 intends to start school on the approved calendar dates:

**Star Valley Schools August 25<sup>th</sup>**

**Cokeville Schools August 24<sup>th</sup>**

The Lincoln County School District #2 Smart Start Plan includes specific information for the four areas.

1. *Communication*
2. *Safety and Wellness*
3. *School≠ Operations*
4. *Instruction and Technology*

Stakeholders can locate information specific to the (academic) reopening of schools at [LCSD2.org](https://www.lcsd2.org) through local newspaper and media, Infinite Campus Messaging, and the District's social media outlets.

LCSD2 will coordinate weekly with Public Health to determine disease levels, any changes to health orders, and/or recommendations for students and staff in LCSD2. Public Health officials and LCSD2 administration will determine the current instruction tier for LCSD2. Any changes to the operating tier will be announced through communication options mentioned above.

Parents and stakeholders can provide feedback weekly through a survey located on the district website. Survey information will be regularly monitored by the district COVID19 team.

The District office will be the centralized communication source for issues related to COVID19. However, schools will be encouraged to regularly communicate school specific information through Infinite Campus Messaging and social media sources.

Decisions regarding changing conditions will be made using the CDC Guidance for K-12 schools.

New Cases and exposure will be communicated to staff and stakeholders through previously mentioned communication pathways. Personal or identifiable information will not be shared.

District office admin team will be responsible for coordinating among school and district staff COVID-19 concerns, monitoring, and responsive action. (Policy JHCC)

Glossary of terms can be found at [LCSD2.org](https://www.lcsd2.org)



# communications

## IMMEDIATELY PRIOR TO OPENING

---

**LCSD2 will continue to provide detailed communication plans using websites, social media, press releases, and Infinite Campus messaging systems.**

**LCSD2 will utilize communication methods preferred by our target audiences and share information in a clear, consistent, simple way using multiple channels (letters, social media, web, media, apps, text messaging, and mail).**

- ❑ District and school administrators communicate clear expectations regarding adherence to new policies and procedures for all staff and students.
- ❑ LCSD2 will reach out to agencies and other groups including the Department of Family Services, pediatricians, and youth serving organizations to communicate expectations.
- ❑ LCSD2 will establish ongoing communication stressing the importance of complying with appropriate behaviors.
- ❑ Continue communication with local and state authorities to determine current disease levels and control measures in your community.
- ❑ Engage Parent Teacher Organizations/Preferred Provider Organizations to assist and support teachers and provide a bridge between school and families.
- ❑ **CES will utilize phone calls, emails, our school website, [www.ces.lcsd2.org](http://www.ces.lcsd2.org), and our Facebook page to communicate with families. Please contact the school if you are not signed up to our Facebook page and would like to be.**

**In conjunction with our state and county public health agencies, LCSD2 admin and staff will regularly discuss 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.**



# communications

## WHEN SCHOOLS ARE OPEN AND OPERATING

---

**LCSD2 will continue to provide detailed communication plans using websites, social media, press releases, and Infinite Campus messaging systems.**

- ❑ LCSD2 will continue to share information in a clear, consistent, simple way using multiple channels (letters, social media, web, media, apps, text messaging and mail) to build the school/family partnership
- ❑ LCSD2 will communicate all screening procedures that will be conducted for all staff and students entering the facility
- ❑ Train all staff and provide 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.
- ❑ **CES will utilize phone calls, emails, [www.ces.lcsd2.org](http://www.ces.lcsd2.org), and our Facebook page to communicate with families. Please contact the school if you are not signed up to our Facebook page and would like to be.**

**The superintendent will update the board once per month**

**LCSD2 administrators will analyze communication methods to determine their effectiveness.**

- ❑ Engage Preferred Provider Organizations/Parent Teacher Organizations to assist and support teachers and provide a bridge between school and families.

**LCSD2 employees will ensure that students' privacy is protected in the case that he or she has tested positive related to HIPAA and/or FERPA.**

**LCSD2 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.**

- ❑ Continue communication with local and state authorities to determine current disease levels and control measures in your community.



# safety and wellness guidance

The Safety and Wellness guidance focuses on components within a school day, beginning with the arrival and transitions, and finally dismissal. The format of the guidance provides information on requirements, recommendations and consideration regarding the safety, health, and wellness of students and staff during the COVID-19 pandemic.

## STUDENT ARRIVAL TO BUILDING AND THROUGH THE DAY

### TIER 1

1. Parents of CES students will screen their children daily for symptoms of COVID-19 before sending them to school.
  - ❑ Parents will check the temperature of their children and look for symptoms before sending their children to school. Please refer to the following criteria of what to screen for:
  - ❑ **Screening Criteria**

<b>Temperature</b>	If 100.4 or higher not permitted to be present at facility (stay home)
<b>Temperature + Symptom(s)</b>	If 99-100.4 + additional symptom not permitted in facility (stay home)
<b>Symptom(s)</b>	<p>Symptom Questions</p> <ol style="list-style-type: none"> <li>1. Any shortness of breath?</li> <li>2. Any cough?</li> <li>3. Any lack of smell/taste?</li> <li>4. Any unusual tiredness?</li> <li>5. Known exposure?</li> </ol> <p>If showing symptoms, (stay home)</p>
<b>Other general illness: New Link will be added to <a href="https://www.lcsd2.org">LCSD2.org</a> in August</b>	

2. Each school will develop a plan for entrance to building whether limiting the number of entrances open or requiring specific groups to use specific entrances.

- ❑ There will be two entrances open to enter the building: South Doors/East Doors
- ❑ Parent Drop off will be at the south KG Doors
- ❑ Bus Drop off will be at the east Main Doors
- ❑ Students will exit the school bus and enter the building in an orderly fashion. Students walking to school or getting dropped off by parents will be encouraged to social distance while entering the building.
- ❑ Upon entering the school, students will be expected to report to their classrooms

## **STUDENT ARRIVAL TO BUILDING AND THROUGH THE DAY (continued)**

3. Emphasize the importance of staying home when ill.

- ❑ “When Symptoms are known, stay at home.”
- ❑ At CES, our goal is to stay in Tier 1 throughout the entire year. We want students to be at school in a safe, healthy environment. Please screen daily for symptoms and stay home when you feel ill.

4. Any student reporting an illness will be sent home. Symptomatic students who are awaiting pickup by a parent or guardian will wear a mask even if separation from healthy students is feasible.

CES will maintain a sick room and a separate sick room for students displaying specific symptoms of COVID-19. Students will wear a face covering while waiting to be picked up by his/her parents.

5. Staff are instructed to remain home if any symptoms are present. Staff who might develop symptoms at work should have access to masks as they leave the building.

- ❑ All CES Staff must follow the daily “screening guidance” before making a decision to come to school.
- ❑ Administration, staff, school nurse and local health officers will work to make a plan in the event of any of the following situations:
  - ❑ Staff doesn’t pass screening
  - ❑ Staff is confirmed “positive for COVID19”
  - ❑ Staff is under quarantine for expected exposure
  - ❑ Staff are suspected by supervisor of being “ill”
- ❑ What if I think I was exposed:

<https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/>

6. Schools will establish the following:

- ❑ Nurses Offices / Areas are separated into areas for healthy and ill students.
- ❑ Hand-washing upon entrance to the building, if feasible.
- ❑ Hand sanitizer available at all building entrances and in classrooms.



- ❑ Any student with reported symptoms will follow CDC and state or local health department guidelines for return to school/work.
- ❑ Currently the CDC guidelines state that if you think or know you had symptoms the You can be with others after:
  - ❑
    - \* At least 10 days since symptoms first appeared and
    - \* At least 24 hours with no fever without fever-reducing medication and
    - \* Symptoms have improved
- ❑ Each school will plan for consistent seating arrangements and/or plans to limit the number of close contacts per student.
- ❑ Student desks will be placed 6 feet apart where possible and face coverings will be worn by staff and students when 6 feet of separation is not possible.
- ❑ PPE will be provided to school nurses and school staff working with potentially ill students.
- ❑ To the greatest extent possible, schools will plan barrier devices in the front office and the cafeteria.
- ❑ Schools monitor PPE supplies and order as needed or in coordination with District Office

## **STUDENT ARRIVAL TO BUILDING AND THROUGH THE DAY (continued)**

### **TIER 2**

**See Tier I Items**

**AND:**

- ❑ If school/district moves into Tier 2, then consider separation recommendations that could range from partitions, separate rooms, to the greatest extent possible.

### **TIER 3**

- ❑ LCSD2 will comply with any public health recommendations regarding cleaning of facilities.
- ❑ Staff in the building provided PPE as requested, and as possible.



# safety and wellness guidance

## TRANSITIONS

---

### TIER 1

1. LCSD2 will work with the local health department to develop a plan for incremental transitions in hallways.
  - ❑ Students will be encouraged to walk to the right when walking in the hallway.
    - ❑ Recess and dismissal times will be staggered to minimize students in the hallway
    - ❑ Students will be expected to line up 6 feet apart in 2 separate lines before entering the lunchroom
    - ❑ Teachers will allow only one or two students at a time to be in the restroom
2. District and schools will adhere to local health department requirements regarding hand washing, masks, water fountains, and restrooms.
  - ❑ CES will post the specific guidelines, from the [CDC](#), [Wyoming of Department Health](#), and/or [Lincoln County Public health](#) on proper handwashing/hand sanitizer, cleansing equipment and social distancing throughout the school building and at key locations like entrances, classrooms, bathrooms, and other relevant locations in the building where clear guidance would be needed.
  - ❑ Hand sanitizer will be stocked in each classroom, and in the office. Schools will create a plan to ensure that students can access hand washing and restroom use throughout the day.
  - ❑ Automatic dispensers will be put in each building as soon as possible
3. Following current recommendations, water fountains, generally, will be closed to access in all district buildings
  - ❑ Water fountains will be turned off and students will fill up their water bottles in the classroom by their teacher. Each classroom at CES has a sink to accommodate this. Students will provide their own water bottles.
4. As part of individual building plans, and during good weather, schools should consider opportunities to use outside space, if possible.
  - ❑ Examples:
    - ❑ P.E. classes will be encouraged to be outside.
    - ❑ Teachers will look for opportunities to be outside when it is possible.
    - ❑ Note: [CDC](#) has guidance on Youth Sports that could help identifying low-risk from high-risk activities
5. Adhere to state and local health department recommendations regarding recess and outdoor activities.
  - \*Recess time will be staggered to avoid congestion in the hallway and outside. Students will maintain a 6 foot distance while lining up to come into the school and to the greatest extent possible while playing outside. K-3 and 4-6 will have separate recesses in the morning and at lunch. We will

encourage the students to play non-contact sports. At the conclusion of recess, they will wait in line outside the school until a teacher admits them into the building in an orderly manner.

6. Schools will create a plan for any student shared use [equipment to be cleaned](#) after each use.
  - \*Computers will be sanitized by students before each use
  - \*Tablets will be sanitized before each use
  - \*PE and playground equipment will be sanitized daily
7. Question: What considerations should be made regarding music, music type classes?
  - \*Music classes can be held in the gymnasium to practice social distancing when it's not possible in the music room.

## TRANSITIONS (continued)

---

### TIER 2

See Tier I Items

and

**During the TIER 2 Setting....**

1. Each building revisits their Tier 1 plans and considers ways to limit student movements relative to the conditions placing the school/district in Tier 2

### TIER 3

1. LCSD2 Staff and employees in buildings will adhere to current health department guidelines in regard to social distancing and PPE.
  - a. Refer to Wyoming Department of Health, current orders
  - b. Refer to any current variances by Lincoln County Public Health



# safety and wellness guidance

## DISMISSAL

### TIER 1

1. Any student/staff with reported symptoms will follow CDC and state or local health department guidelines for return to school/work.
  - ❑ Wyoming Department of Health: [General guidance](#)
  - ❑ CDC Link: [“What to do if you are sick”](#)
  - ❑ Wyoming Department of Health: [“What to do if you think you were exposed.”](#)
  - ❑ Be aware of any additional requirements by [Lincoln County Public Health](#)
2. District and schools will adhere to local health department requirements regarding health and safety protocols, regarding hand washing/hand sanitizer, cleansing equipment, social distancing, etc.
  - ❑ CES will post the specific guidelines, from the [CDC](#), [Wyoming of Department Health](#), and/or [Lincoln County Public health](#) on proper handwashing/hand sanitizer, cleansing equipment and social distancing throughout district buildings at key locations like entrances, classrooms, bathrooms, and other relevant locations in the building where clear guidance would be needed.
  - ❑ Students at CES will hand sanitize upon entering the building and each classroom throughout the day.
3. Each school will develop a plan for exiting the building whether limiting the number of exits open or requiring specific groups to use specific exits.

We will stagger the release of students at the end of the day

- a. 4th grade and 3rd grade, KG will be released at 2:55
- b. 5th grade and 1st grade will be released at 3:00
- c. 6th grade and 2nd grade will be released at 3:05
- d. Students are encouraged to make a prompt exit of the building and should stay to the right when walking down the hallway

### TIER 2

See Tier I Items

### TIER 3

1. LCSD2 will operate under the provisions of the approved district adapted learning plan.

# school operations guidance

## TRANSPORTATION

---

### Tier I

**Parents will have the responsibility to screen their children daily for symptoms of COVID-19 before boarding busses.**

**LCSD2 will encourage parents to provide transportation for their children to and from school.**

**LCSD2 will operate transportation in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures.**

- ❑ LCSD2 will require transportation staff to wear face coverings when the student(s) are present.
- ❑ LCSD2 will make face coverings and hand sanitizers available on buses.
- ❑ Students riding buses will be expected to be seated by families and wear face coverings.
- ❑ Signage will be placed on each bus indicating the social distancing, use of face coverings, and hygiene measures that are expected on the bus.
- ❑ LCSD2 will sanitize all route buses prior to each route following guidelines provided by state and/or federal agencies.
- ❑ Each bus will have multiple seats marked reserved for sick students.

**LCSD2 website will be the primary source for transportation information.**

- ❑ Link to [CDC](#)



# school operations guidance

## NUTRITION SERVICES

---

### Tier I

LCSD2 will operate District Nutrition Services in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures.

**CES students will be spaced 6 feet apart in the lunchroom around tables. Students will sanitize before eating lunch. Weather permitting, we will eat outside. We will have one class eat in the music room with appropriate social distancing and supervision.**

LCSD2 Nutrition Services will follow the Center for Disease Control and Prevention (CDC) recommendation(s) and Standard Operating Procedure (SOPs) guidelines under the US Department of Agriculture (USDA).

- All components of the meal will be served by staff.

LCSD2 is restricting parents from bringing snacks/treats for holidays and or Birthday parties.

The LCSD2 food service operating procedure will be done on a school by school basis with the following common requirements:

- Food service personnel will individually wrap all snack items served to students.
- Water fountains will be restricted and replaced by water filling stations.
- Additional COVID-19 food safety training will be implemented.

### Tier II

See Tier I

### Tier III

LCSD2 will operate under the provisions of the approved district adapted learning plan.



# school operations guidance

## FACILITIES

---

### Tier I

**LCSD2 will operate all our facilities in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures. When social distancing is not possible, staff and students shall wear face coverings.**

**CES will require students to sanitize their hands upon entering the building and/or any classroom throughout the day. Desks and tables will be placed 6 feet apart where possible. When 6 feet of distancing is not possible, face coverings will be worn. Staff and students will wear face coverings indoors and outdoors throughout the day whenever they are within 6 feet of other staff, parents, or students.**

**LCSD2 will have cleaning and sanitation protocols that meet or exceed federal and state guidelines.**

**LCSD2 will inform students and parents of requirements and protocols, and signage reminders will be displayed when and where appropriate.**

- ❑ Parents of LCSD2 students will be expected to screen their children on a daily basis for symptoms of COVID-19 before sending their children to school.

**LCSD2 will follow the Center for Disease Control protocols for cleaning and sanitizing a building if a student or staff member tests positive for COVID-19.**

- ❑ Link to [CDC](#)

# school operations guidance

## FACILITIES *(continued)*

---

### Tier II

**See Tier I Requirements plus the following:**

- ❑ In conjunction with the district Director of Maintenance, schools will develop protocols for cleaning and sanitizing a building if a student or staff member tests positive for COVID-19.
- ❑ LCSD2 will provide training to custodial and maintenance staff pertinent to the changes in their duties (for example, enhanced sanitation measures, approved chemicals) enhanced safety measures and cleaning measures).

### Tier III

**LCSD2 will operate under the provisions of the approved district adapted learning plan.**

## ACTIVITIES

---

### Tier I

**LCSD2 will operate student activities in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures.**

- ❑ When social distancing is not possible, staff and students will be expected to wear face coverings.
- ❑ For athletics, face coverings will be expected to be worn by coaches, staff, officials, parents, and spectators whenever six feet of separation cannot be maintained.
- ❑ Players will be expected to refrain from wearing face coverings during strenuous activity. (State-wide plan will be released this week from Wyoming High School Activities Association).
- ❑ Field trips will be considered on a case by case basis criteria established by district.
- ❑ **CES Field Trips will be cancelled through December 31, 2020**
- ❑ LCSD2 will follow the guidance provided by the Wyoming High School Activities Association.
- ❑ Athletes of LCSD2 will be screened prior to participating in allowable sanctioned sports following State and county standards.

**LCSD2 will perform enhanced sanitation and cleaning measures.**

### Tier II

See Tier I

### Tier III

**LCSD2 will operate under the provisions of the approved district adapted learning plan.**

# instruction and technology

## PREPARATION FOR SCHOOL YEAR

---

### Tier I

#### **LCSD2 will provide on-site high quality standards-based instruction Grades K-12**

- We will provide all “specially designed instruction” and related services as indicated on the student’s IEP.
- We will notify parents of all changes to specially designed instruction or related service delivery.

#### **LCSD2 will offer virtual education (limited course offerings) for Grades 9-12. These courses will be:**

- WDE approved courses
- Taught by LCSD2 teachers
- Will have attendance tracked in accordance to virtual education participation metrics
- Delivered through Canvas
- Directed and managed by our Virtual School Coordinator (enrollments, attendance, and progress)
- Connected to counselors who are assigned to each virtual student for guidance / social-emotional needs
- Provided by teachers who must receive seven hours of PTSB approved PD related to virtual education instruction during the school year.

**LCSD2 will provide an elementary and secondary homeschool liaison to assist parents in making decisions regarding home-school statutes and options.**

**CES parents should contact the school administration for additional information on home-school programs.**

**Remote education, under limited circumstances specifically related to COVID19, will be offered for grades K-12 for students who are *properly enrolled* and regularly attending daily instruction.**

- Attendance will be tracked twice daily
- Teachers will be instructing students face-to-face while simultaneously instructing remote students

# instruction and technology

## PREPARATION FOR SCHOOL YEAR *(continued)*

---

### Tier II

**LCSD2 will provide on-site high quality standards-based instruction Grades K-12 following state and local public health directives/orders and will:**

- 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
- Monitor and inventory students’ access to on-online technology and/or connectivity.
- Work closely with local service providers to explore access options for families that do not have acceptable connectivity.
  - If a reliable internet connection is not accessible (either through to-the-building internet or cellular connections), paper packets will be made available.

**LCSD2 will offer virtual education (limited course offerings) for Grades 9-12.**

**These courses will be:**

- WDE approved courses
- Taught by LCSD2 teachers
- Will have attendance tracked in accordance to virtual education participation metrics
- Delivered through Canvas
- Directed and managed by our Virtual School Coordinator (enrollments, attendance, and progress) (attendance tracked weekly)
- Connected to counselors who are assigned to each virtual student for guidance / social-emotional needs.
- Provided by teachers who must receive seven hours of PTSB approved PD related to virtual education instruction during the school year.

**Remote education, under limited circumstances specifically related to COVID19, will be offered for grades K-12 for students who are *properly enrolled* and regularly attending daily instruction.**

- Attendance will be tracked twice daily
- Teachers will be instructing students face-to-face while simultaneously instructing remote students

**LCSD2 will provide professional development for blended instruction (Zoom, Canvas, Google, etc.)**

**LCSD2 will provide professional development for course development using Universal Design Principles. (Multiple Means of Engagement, Multiple Means of Representation, and Multiple Means of Action and Expression.)**

**LCSD2 will provide a consistent learning management system for delivery of academic work, reminders, communication (Canvas)**

**Assessment data is needed now more than ever. Due to the disruption faced last spring, LCSD2 will have measures to determine where students stand academically. Beginning of year assessments – already a common practice in schools during the fall – will be given that will directly inform classroom instruction.**

**All students at CES will be assessed in Reading and Math using the AIMS WEB assessment tool during the first two weeks of the school year.**



# instruction and technology

## PREPARATION FOR SCHOOL YEAR *(continued)*

---

### Tier III

**LCSD2 has an adapted learning plan that will go into effect when state or local public health directives or orders require schools to close.**

**LCSD2 will provide high quality standards-based instruction for all students with the expectation that all essential standards are taught. Priority standards are included in the adapted learning plan.**

**LCSD2 will provide all “specially designed instruction” and related services as indicated on the student’s IEP.**

**LCSD2 will notify parents of all changes to specially designed instruction or related service delivery via methods discussed in the communication section above.**

**LCSD2 will provide off-site instruction through at least one of the options listed below if a school closure is not required by a state or local public health directive or order:**

**LCSD2 will provide and will be the virtual education provider for students who do not meet homebound instruction:**

**LCSD2 will offer virtual education (limited course offerings) for Grades 9-12.**

**These courses will be:**

- WDE approved courses
- Taught by LCSD2 teachers
- Will have attendance tracked in accordance to virtual education participation metrics
- Delivered through Canvas
- Directed and managed by our Virtual School Coordinator (enrollments, attendance, and progress)
- Connected to counselors who are assigned to each virtual student for guidance / social-emotional needs
- Provided by teachers who must receive seven hours of PTSB approved PD related to virtual education instruction during the school year.

# instruction and technology

## FIRST WEEKS OF SCHOOL

---

### Tier I-Open

**With a focus on relationships, LCSD2 will continue to meet the developmental needs of all students.**

**During the 1<sup>st</sup> weeks of school and throughout the school year, teachers and administrators in each school will greet students with excitement, focus, and create a culture of success.**

- ❑ Teachers and administrators will focus on strategies for successful learning during hybrid and/or on-line/virtual and remote classrooms in preparation for a modified school schedule. Teachers will work to increase learner agency.
- ❑ Principals will utilize school teams to reach out on a regular basis to foster positive relationships with individual students (Social Emotional Learning).
- ❑ K-6 teachers will use the BASC to inventory the social emotional status of returning students.
- ❑ Teachers will practice remote learning technology on a regular basis in order to be prepared for a possible transition to Tier II.

### Tier II-Hybrid

**Concurrent Enrollment** – LCSD2 currently has agreements with Utah State University and Western Wyoming Community College to offer concurrent enrollment courses via distance learning utilizing Canvas as the Learning Management System. Course requirements identified by the university must be completed. The completion date of those courses correspond with LCSD2 semester dates at all three high schools. Alternative grading systems will only be used if offered by the partner university.

**Dual Enrollment** – These courses are covered by community college policy rather than K-12 policy. LCSD2 will communicate this information to students enrolled in dual enrollment courses, via the counseling department, and advise them to follow guidance from their community college instructor if course delivery methods change due to COVID-19 conditions.

**LCSD2 teachers will review the previous year's assessments to calibrate individualized learning.**

**Off-site learning is available for students unable to attend school in person.**

- Remote learning will include live streaming. Zoom may also be used to communicate with students.

**Students will utilize assigned devices to minimize transmitting germs between multiple users.**

- All students will be assigned their own device.
- Devices should be sanitized after each use if shared with another user.

**In order to guarantee assessments are valid, a variety of strategies will be used.**

- Where/when possible, LCSD2 students will take assessments via testing centers and/or take assessments via an online proctoring service or LCSD2 teacher.
- In addition, the Mastery Manager assessment app locks students into an online assessment.

# instruction and technology

## FIRST WEEKS OF SCHOOL *(continued)*

---

### Tier III

LCSD2 will operate under the provisions of the approved district adapted learning plan.

## ONGOING LEARNING

### Tier I

LCSD2 will regularly monitor and solicit feedback from students, staff, and stakeholders in order to make changes to our adapted learning plan.

LCSD2 will utilize school teams and counselors to reach out on a regular basis to foster positive relationships with individual students (Social Emotional Learning).

### Tier II

LCSD2 teachers will continually reach out to parents/guardians, as described in our adapted learning plan. Parent teacher conferences will be part of an ongoing communication plan.

Parents will be provided training on how to access student grades via Infinite Campus and Canvas.

Teachers continually evaluate and compare student progress in classroom and home learning as described in our adapted learning plan.

### Tier III

LCSD2 will operate under the provisions of the approved district adapted learning plan.



# appendix

## 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
  - Shortness of breath or difficulty breathing
  - A fever of 100.4°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.”



# appendix

## Essential Questions for Communications

---

### Do First

- Do you understand and are you utilizing the communication methods preferred by your target audiences?
- Have you engaged relevant stakeholders in the decisions associated with opening schools and following the opening of schools?
- How have you invited feedback from parents, students and faculty about where learning in an adapted context was successful and where it needs to be improved?
- Have you established informal and formal ways to communicate with local/regional policymakers, and other stakeholders to collaborate on decisions related to COVID-19?
- Have you reached out to early childcare and youth serving organizations to coordinate students learning?
- Have you developed a decision tree that is easily understandable to the public and clearly shows how decisions will be made as conditions change?
- Have you identified what information will be disseminated and the frequency of that information? For example, how will your District communicate new policies? How will information regarding changes in protocols be communicated? If there is a positive case within the school community (parents, students, faculty, building staff, administrative staff) will you notify the broader community?
- Have you established a consistent vocabulary with which to discuss matters? For example, do you distinguish between school closure and campus closure? How do you refer to on-line learning (online, distance, remote, virtual, etc.)?
- How will you provide all communications in formats to accommodate all ELL students, select special education/504 students, and under-served communities?
- Have you established a process to involve families in all ongoing messaging in order to amplify the schools' messages within the homes and further build the school/family partnership?
- Have you summarized the steps being taken to create a safe environment for the return to in-building education?

### Immediately Prior to Opening

- Is there a clear delineation of communication protocols within the school district to ensure continuity of messages and clarity to those who receive the messages?
- Are you prepared to provide details of the steps being taken to ensure a safe environment to each of the stakeholder groups?
- How will you communicate clear expectations regarding adherence to new policies and protocols?
- How will you communicate clear expectations regarding academic delivery plans (have you established clear expectations)?
- Have you identified an individual who will monitor and synthesize relevant news daily?
- Have you established an ongoing communications plan to stress the importance of complying with social distancing and other health related behaviors to continuously inform students, staff and visitors of appropriate behaviors?
- Will tolerance and understanding by all be embedded within communications to reduce the potential for bullying and harassment?





# appendix

## Essential Questions for Communications *(continued)*

---

### Open and Operating

- Have you identified what information will be disseminated and the frequency of dissemination of that information?
- How can you continually involve families in all ongoing messaging in order to amplify the schools' messages within the homes and further build the school/family partnership?
- Have you identified an individual who will monitor and synthesize relevant news daily?
- Are you analyzing your communication methods to determine their effectiveness?
- Are there trusted community members who can help in communicating your important messages?

### Does Our Plan:

- Specify established channels of communication with community partners?
- Assess the effectiveness of our communication channels with community partners?
- Include an assessment of the resources available in the community?
- Include a coordinated plan and point of contact overseeing community engagement?
- Include strategies to engage non-traditional education stakeholders (i.e., civil rights organizations, out of school providers, health agencies, etc.)?
- Include a process to ensure that engagement and communication strategies are inclusive of the language, dialects, and literacy needs of all families?
- Include an accessibility review process for all communication materials?
- Appear in publicly available spaces (accessible through district and school websites, email, and U.S. mail)?
- Include communication strategies to inform students and families of student progress and measures?
- Leverage multiple communication channels, strategies, and partners (email, social media, television, school and local media outlets)?
- Specify supports and instructional strategies to meet the needs of English Learners (ELs)? Include a process for measuring student progress?



# appendix

## Contributors

---

Thank you to these Smart Start Working Group Members:

Wanda Maloney – Co-Chair, *Accountability Director, WDE*  
Stephanie Pyle – Co-Chair, *Senior Administrator, Public Health Division, WDH*

Laurel Ballard, *Student Teacher Resource Team Supervisor, WDE*  
Chris Bessonette, *Level Up Teacher, Teton County School District 1*

Lachelle Brant, *Policy Advisor, Office of Governor Mark Gordon*

Jen Davis, *Policy Advisor, Office of Governor Mark Gordon*

Janet Farmer, *District School Nurse, Laramie County School District 1*

Paige Fenton-Hughes, *Superintendent, Converse County School District 1*

Mike Hamel, *Superintendent, Carbon County School District 1*

Brian Harms, *Level Up Teacher, Goshen County*

*School District 1 Shannon Harris, High School*

*Principal, Natrona County School District Lindsay*

*Huse, Public Health Nursing, WDH*

Laura Jorgensen, *School Board Member, Uinta County School District*

4 Dana Lyman, *Junior High Principal, Campbell County School District*

Stacie MacDonald, *Visionary Broadband Communications*

Max Mickelson, *School Board Member, Sweetwater County*  
*School District 1 Catherine Palmer, Accreditation Consultant,*  
*WDE Dicky Shanor, Chief of Staff, WDE*

Michelle Sullivan, *Wyoming After-School Alliance*

Nicole Weyer, *School Board Member, Hot Springs County School District*

1 Mike Wood, *Elementary Principal, Park County School District 6*

