



Lincoln County School District #2- Cokeville High School

Smart Start Plan

July 22, 2020



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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. CHS staff will be expected to wear face coverings when interacting with staff or students within 6 feet. Face coverings will be worn, 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 I 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.

Definitions

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 student via W.S. 21-13-330.
 - (ii) District can deliver homebound instruction to student via W.S. 21-4-402.
 - (iii) Student may enroll in 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) Student may enroll in full time virtual education program.
 - (ii) WDE exploring flexibility on participation requirements for resident district delivering virtual education.
 - (iii) Remote education is possible but need 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

CHS communications will communicate following LCSD2 communication plans:

- District Website: www.lcsd2.org
- Local Newspaper
- District and School Social Media Outlets
- Infinite Campus Messaging

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:

- Cokeville Schools - August 24

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

- Communication
- Safety and Wellness
- School Operations
- Instruction and Technology

CHS will coordinate weekly with LCSD2 District Office and Public Health to determine changes in disease levels and 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)

Communications

IMMEDIATELY PRIOR TO OPENING

CHS will continue to provide detailed communication plans using websites, social media, press release, emails, and Infinite Campus messaging system.

Parents may contact the school with any questions or concerns.

- Utilize communication to share information in a clear, consistent, simple way using multiple channels (letters, social media, web, media, apps, text messaging, and mail).
- Communicate clear expectations regarding adherence to new policies and procedures for all staff and students.
- Reach out to agencies and other groups including Department of Family Services, pediatricians, and youth serving organizations to communicate expectations.
- Establish ongoing communication stressing the importance of complying with appropriate behaviors.
- 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.
- 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.
- Develop return to school road map concept based on multiple scenarios including a hybrid model.

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.

- Webpage, social media, letters, MLS blasts will help with notifications and updates to all stakeholders.
- Update the board once per month.
- Provide public comment opportunities in board meetings.
- Continual analysis of communication methods to determine their effectiveness.
- 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.
- Communicate all screening procedures that will be conducted for all staff and students entering the facility.
- Ensure that students' privacy is protected in the case that he or she has tested positive related to HIPAA and/or FERPA.
- 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.
- Engage Preferred Provider Organizations/Parent Teacher Organizations to assist and support teachers and provide a bridge between school and families.
- 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).

Safety and Wellness Guidance

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 I

Plan for student arrival to building:

- CHS requests parents/guardians to perform screening at home.
 - CHS establishes and communicates to parents and the community the screening protocol to follow prior to having the student get on the bus, and/or being dropped off at school.
 - CHS (at this time) is not screening “at the door” –Possible random testing.

Entrance:

- CHS requests parent / guardian to perform screening at home.
 - See Screening Criteria Below.
 - Bus students at main entrance – by big rock.
 - Parent drop off, student drivers, walkers and bike riders – West Auditorium Entrance.

Student Arrival:

- Bussing-regular drop off at main entrance doors...by big rock.
- Parent drop off, student drivers, walkers and bike riders – West Auditorium Entrance.
- Students will practice social distancing entering the school building, as well while within the building.
- Upon arrival students will be expected to make a locker stop, if needed. Then report to their first hour class.
- Student Pick Up-
 - Parent Pick up same area as drop off.
 - Regular bus pick-up – By big rock.
 - Students will continue to practice social distancing as they leave the building.
- To begin school year, release times will run on regular schedule at 3:55 release bell. Staff will evaluate the need for potential staggered release times for drop off and pick up within the first week.
- Onsite random testing for temperature may occur.
- Students will hand wash-mist upon arrival and throughout the day.

Screening

- LCSD2 provides the screening guidance that parents are asked to follow prior to sending students to school.
- **Screening Criteria (Suggested Guidelines for 2020-21)**

Temperature	If 100.4 or higher not permitted to be present at facility
Temperature	If 99-100.4 + additional symptom not permitted in facility
Symptom Questions	<ol style="list-style-type: none">1. Any shortness of breath?2. Any cough?3. Any lack of smell/taste?4. Any unusual tiredness?5. Known exposure? (age appropriate)
If showing symptoms	Staff, student, participant not allowed to participate or be present at facility

Random onsite school screening upon arrival.

Emphasize the importance of staying home when ill.

- When symptoms are known.... stay home!
- When in doubt, sit it out!
- When temperature 100.4, close the door!

CHS Campaign message to parents for self-screening

- Website
- Video Campaign
- Letters Home
- Social media post
- Student officer presentations:
 - When to stay home – Screening guidance
 - Transition protocol – Stay to the right
 - Lunch protocol – Spread out – Good weather eat outside
 - Safe social distancing – 6 feet or face coverings

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.

- CHS will have a sick room for general school medical situations and a COVID-19 room for students with COVID-19 symptoms. Students will be expected to wear a mask till picked up by the parent.
- Should also follow the daily at home “screening guidance” before making a decision to come to school?
- Administration will work with the school nurse, district office and local health department for decision making.
 - If a student doesn’t pass screening, what are their next steps? – [Follow CDC/District Guidelines.](#)
 - If a student is confirmed “positive for COVID19” – [Follow CDC/District Guidelines.](#)
 - If a student is under quarantine for expected exposure. – [Follow CDC/District Guidelines..](#)
 - If a student suspected of being “ill”. – [Follow CDC/District Guidelines.](#)

Resources: What happens if there is a positive case that was in our building?

Staff or student Wyoming Department of Health: [“What to do if you think you were exposed.”](#)

Staff will be 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.

- Staff should also follow the daily “screening guidance” before making a decision to come to school?
- Admin will work with school nurse, district office and local health department for decision making for the following examples:
 - Staff doesn’t pass screening. [Follow CDC/District Guidelines.](#)
 - Staff is confirmed “positive for COVID19”. [Follow CDC/District Guidelines.](#)
 - Staff is under quarantine for expected exposure. [Follow CDC/District Guidelines.](#)
 - Staff are suspected by supervisor of being “ill. [Follow CDC/District Guidelines.](#)

Schools will establish the following to the greatest extent possible:

- Nurses Offices/Areas are separated into areas for healthy and ill students.
- Hand-washing upon entrance to the building and classrooms, 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.
 - Current return recommendations: (Review current updated orders for latest recommendations)
- In rooms where possible. Students will be placed 6 feet apart. Masks shall be worn when not possible.
- PPE will be provided, as possible, 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

Resources: What happens if there is a positive case that was in our building?

Staff or student will follow Wyoming Department of Health Guidelines:
[“What to do if you think you were exposed.”](#)

Tier II

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 III

- 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 I

CHS will work with the local health department to develop a plan for incremental transitions in hallways.

- CHS will begin transitions in the hallway by practicing the 6 feet between each other, or wearing a face covering where 6 feet separation cannot be maintained. Students will move throughout the hallway on the right side. If this approach isn't working to meeting the public health requirement for safe transition, CHS will move to minimize the number of bodies in the hallway by using an alternative bell schedule for class release and hallway protocol. Example: 7-9th first, then 10th-12th and/or different locker configurations) Face Coverings shall be worn when social distancing cannot be achieved.
- CHS students upon arrival to school will first make a locker stop, if needed. Then report to their first hour classroom.
- Student Council presentations of appropriate transition and safe social distancing.

CHS will adhere to local health department requirements regarding hand washing, masks, water fountains, and restrooms.

- CDC guidelines will be posted outlining appropriate handwashing and hygiene practices.
- Automatic hand sanitizer stations will be throughout the school.

CHS will follow current recommendations, water fountains, generally, will be closed to access in all district buildings

- CHS has two water bottle stations that are automatic. These two stations will remain open, all other water fountains will be out of service.

As part of individual building plans, and during good weather, schools should consider opportunities to use outside space, if possible.

- P.E. and other 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 identify low-risk from high-risk activities.

CHS will try to adhere to state and local health department recommendations regarding recess and outdoor activities.

- All outdoor activities will continue to practice social distancing or wear a face covering if maintaining 6-foot distance isn't possible.

CHS plan for any student shared equipment to follow the [equipment to be cleaned](#) after each use guidelines.

- Computers, desks and other shared equipment will be sanitized by students before each use.
- Tablets/iPads/Computers will be sanitized before each use.
- PE equipment will be sanitized daily.

Music type classes considerations.

- Choir and band, when the 6-foot distance can't be achieved, classes will be held in auditorium or stage areas.
- Music classes: proceed CDC social distancing guidelines.

Tier II

See Tier I Items

and

During the TIER 2 Setting....

- CHS will revisit Tier 1 plans and considers ways to limit student movements relative to the conditions placing the school/district in Tier 2

Tier III

LCSD2 Staff and employees in buildings will adhere to current health department guidelines in regard to social distancing and PPE.

- Refer to Wyoming Department of Health, current orders
- Refer to any current variances by Lincoln County Public Health

Any student 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](#)
- CHS 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.
- For students or staff to return to school, they must meet the [Wyoming Department of Health Guidelines](#).

Adhere to local health department requirements regarding health and safety protocols, regarding hand washing/hand sanitizer, cleansing equipment, social distancing, etc.

- Adhere to local health department requirements regarding hand washing, masks, water fountains (only use bottle filling stations), and restrooms.
- Students upon arrival in the classroom, will clean desks and sanitize hands.
- Hand sanitizing stations will be throughout the hallway and main commons.
- CHS plans to use the main common doors for exiting from the building.

Safety and Wellness Guidance

DISMISSAL

Tier I

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](#)

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.

- CHS 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 will hand sanitizer upon entering the building and each classroom throughout the day.

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. See arrival plan above for specific entrances and exit procedures.

Tier II- Hybrid

See Tier I Items

Tier III

CHS 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.

- CHS will operate transportation in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures.
- CHS will require transportation staff to wear face coverings when student(s) are present.
- CHS will make face coverings and hand sanitizer available on buses.

- Students riding buses will be expected to be seated by families and wear face coverings.
- CHS will sanitize all route buses prior to each route following guidelines provided by state and/or federal agencies.
- Busses will wait to unload bus till prior bus has concluded unloading.
- CHS website will be the primary source for transportation information. Signage will be placed on each bus indicating the social distancing, use of face coverings and hygiene measures that are expected on the bus. Social Media sites will be used to inform parents of transportation needs.
 - Designate an area on the bus if a student is visibly sick.
 - Provide training to bus drivers pertinent to the changes in their duties (isolating a potentially sick student, cleaning parts of or the entire bus).
 - Currently no additional bus routes are needed in the Cokeville area.

LCSD2 website will be the primary source for transportation information.

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.

- Extra tables for seating and for practicing social distancing will be spaced in the main commons area.
- Hand sanitizing stations will be available prior to eating.
- Lunch will be grab-n-go style of lunch. Students will be allowed to eat outside when weather allows.

LCSD2 Nutrition Services will follow the Center of 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 holiday and or birthday parties.

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

- Individually wrapped snacks.
- Water fountains will be restricted to automatic bottle fill stations to fill individual water bottles.
- Additional COVID-19 food safety training will be implemented for kitchen staff.
- Staggered lunch schedule. Jr. High then high school schedule.

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

CHS 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 should wear face coverings to the greatest extent possible.

- Limit access to buildings to employees and students.
- Face coverings are recommended at all times but are most important when people cannot be six feet apart or when there is mixing of classrooms.
- Develop and deploy protocols to ensure social distancing as much as possible, not only in classrooms, but in hallways, for entrance and dismissal, and during any movement of students inside the school.
- Place desks six feet apart if possible. If not possible, develop seating arrangements to maximize safety precautions.

CHS will have cleaning and sanitation protocols that meet or exceed federal and state guidance.

- Students will help clean their own areas upon the arrival of a new class.
- CHS cleaning staff will sanitize cafeteria, libraries, gyms, between groups.
- CHS will be fogged during after school hours.
- Develop protocols for cleaning and disinfecting of high-touch surfaces, any shared items, and in between groups of students.
- Provide training to custodial and maintenance staff pertinent to the changes in their duties (for example, enhanced sanitation measures, approved chemicals).

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

- Parents of CHS students will be expected to screen their children on a daily basis for symptoms of COVID-19 before sending their children to school.
- Students and staff will enter the same entrance. Front main doors.
- If CHS moves to not having all students on campus at one time (**Tier II** -- rotating, blended, hybrid models).
- CHS will limit visitors to buildings.
- Screening protocol for all visitors.

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](#)

Tier II

See Tier I Requirements plus the following:

- In conjunction with the district Director of Maintenance, CHS will follow 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

CHS 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 to the greatest extent possible.
- 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 from Wyoming High School Activities Association)
- Field trips are being discouraged (cancelled through December 31, 2020) for the first months of the school year. Field trips will be considered on a case by case basis criteria established by district.
- CHS will follow the guidance provided by the Wyoming High School Activities Association.
- Athletes of CHS will be screened prior to participating in allowable sanctioned sports following State and county standards.
- CHS will perform enhanced sanitation and cleaning measures.
- All other requirements will be dictated by the current health department and governor's orders.

LCSD2 will perform enhanced sanitation and cleaning measures.

Tier II

See Tier I

CHS will operate under the current health, WHSAA and governor's orders.

Tier III

LCSD2 will operate under the provisions of the approved district adapted learning plan. CHS will follow current health, WHSAA and governor's orders.

Instruction and Technology

PREPARATION FOR SCHOOL YEAR

Tier I

CHS will provide on-site high-quality standards-based instruction Grades K-12

- 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.

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

- WDE approved courses
- All courses taught by LCSD2 teachers
- Attendance tracked in accordance to virtual education participation metrics
- All Courses delivered through Canvas
- Virtual School Coordinator directs and manages enrollments, attendance, and progress.
- Counselors assigned to each virtual student for guidance / social-emotional needs.

CHS administration office will provide assistance to parents in making decisions regarding home-school statutes and options.

Remote education, under limited circumstances specifically related to COVID19, will be offered for grades 7-12 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.

Tier II

CHS will provide on-site high-quality standards-based instruction Grades 7-12 following state and local public health directives/orders

- 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.
- LCSD2 will continually monitor and inventory students’ access to on-online technology and/or connectivity.

If a reliable internet connection is not accessible (either through to-the-building internet or cellular connections), paper packets will be made available.

CHS will work closely with local service providers to explore access options for families that do not have acceptable connectivity.

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

- WDE approved courses
- All courses taught by CHS teachers
- Attendance tracked in accordance to virtual education participation metrics
- All Courses delivered through Canvas
- Virtual School Coordinator directs and manages enrollments, attendance, and progress.
- Counselors assigned to each virtual student for guidance / social-emotional needs.

Remote education, under limited circumstances specifically related to COVID19, will be offered for grades 7-12 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

Professional development for blended instruction (Zoom, Canvas, Google, etc.) will be provided. 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. Students’ learning needs will be assessed at the beginning of the school year to inform instruction.

- Each classroom teacher will assess students on previous knowledge and current levels of performance.

Tier III

- LCSD2/CHS has an adapted learning plan that will go into effect when state or local public health directives or orders require schools to close.
- CHS 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.
- CHS will provide all “specially designed instruction” and related services as indicated on the student’s IEP.

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

- CHS will have a virtual education program and classes approved by WDE, through LCSD2 virtual education.
- Use only Wyoming certified teachers.
- Teachers must receive seven hours of PTSB approved PD related to virtual education instruction during the school year.
- Attendance is tracked at least once a week through virtual education participation metrics.

Instruction and Technology

FIRST WEEKS OF SCHOOL

Tier I-Open

During the 1st weeks of school and throughout the school year, teachers and administrators at CHS will greet students with excitement, focus, and create a culture of success.

- Staff will focus on strategies for successful learning during hybrid and/or on-line classrooms in preparation for a modified school schedule and 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).
- 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 – We currently have agreements with Utah State and Western Wyoming to offer concurrent enrollment courses via distance learning. Canvas is the LMS utilized. Course requirements identified by the university must be completed. The completion date of those courses corresponds 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.

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 and before use if shared.

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

- If 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.

Tier III

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

ONGOING LEARNING

Tier I

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

- CHS 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. Training also provided on Canvas and remote learning instruction.
- Teachers continually evaluate and compare student progress in classroom and home learning as described in our adapted learning plan.

Tier III

- CHS 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.”