



# Lincoln County School District #2

# Smart Start Plan

July 29, 2020

# table of contents

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## 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

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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 will occur as required by current public health orders. 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 will occur as required by current public health orders 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 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. 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 as required by current public health orders, 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 II - 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 as required in current public health orders 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 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.

## INSTRUCTIONAL DEFINITIONS

### Homebound instruction

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

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

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

### Face Coverings: [CDC Link](#)

Wyoming Public Health Order 7.28.20: “‘Face Cover’ means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and month and surrounding areas of the lower face.”

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. Cloth face coverings are not personal protective equipment, such as surgical masks or respirators.

### Social distancing: [CDC Link](#)

Wyoming Public Health Order 7.28.20: 6 Feet is the distance described to meet “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, 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.

# legal framework

## SMART START LEGAL FRAMEWORK

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*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

## DO FIRST

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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 through local newspaper and media, Infinite Campus Messaging, and the district's social media outlets.

LCSD2 will coordinate on a regular basis (weekly to start the school year) with Lincoln County Public Health and other relevant agencies dealing with COVID-19 in Lincoln County, to determine disease levels, any changes to health orders, and/or recommendations for students and staff in LCSD2. Lincoln County 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 an open-ended survey located on the district website. Survey information will be regularly monitored by the district COVID-19 team.

The district office will be the centralized communication source for issues related to COVID-19. However, schools will be encouraged to regularly communicate school specific information through Infinite Campus Messaging and social media sources.

New cases and exposure will be communicated to staff and stakeholders, as appropriate, 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

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**LCSD2 will continue to provide detailed communication 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 public health orders, and new district policies/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 our community.
- ❑ Engage Parent Teacher Organizations and other local service organizations (ie: Education Foundation, Afton, Thayne, and Alpine food pantries, etc.) to assist and support teachers and provide a bridge between school and families (supplies, food, medical, housing, etc).

**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

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**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 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).

**The superintendent will update the board on a regular basis.**

- ❑ This update will be part of the superintendent's weekly update to the board (via email).

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

- ❑ Evaluation of communication will occur during weekly or monthly admin meetings.

**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.**

- ❑ Student privacy protocols are covered under LCSD2 policy JRAA, and JRAA-R.

**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 our 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

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### TIER I

#### **Each school has to develop a plan for student arrival to building.**

- ❑ District and Schools communicate to parents that screening occurs at home by parent and/or guardian
  - ❑ District has established a screening protocol to follow prior to having the student get on the bus, and/or being dropped off at school (see below).

#### **Each school has developed a plan for entrances during student arrival time.**

- ❑ Each building has developed the following physical layout:
  - ❑ Designate at least two entrances to alleviate congestions
    - ❑ Drop off / Pick up by parent
    - ❑ Bus Drop off / Pick up

#### **Parents are asked to screen their children daily for symptoms of COVID-19 before sending their children to school.**

- ❑ LCSD2 provides the screening guidance that parents are asked to follow prior to sending students to school (see below).
- ❑ Individual school plans, including screening criteria, are on each school's website (and on LCSD2.org).
- ❑ LCSD2 is investigating possible distribution items such as magnets, brochures, and videos utilizing staff such as our nurses, secretaries, and custodians.

## 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><b>If showing symptoms, (stay home)</b></p>
<b>Other general illness: New Link will be added to LCSD2.org in August</b>	

### **District and schools are emphasizing the importance of staying home when ill.**

- Initial and ongoing communication campaign to encourage students to stay home when ill. SVI Media will support us via radio broadcasts and news articles. LCSD2 will send home a postcard with screening information.
- Remote learning will be available district-wide to access school curriculum for short term situations (students can keep pace while at home).

**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.**

**Staff are instructed to remain home if any symptoms are present. Staff who might develop symptoms at work will wear a mask as they leave the building.**

- Staff must follow the daily “screening guidance.”

**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, if feasible.
- Hand sanitizer available in all classrooms, and at building entrances that are used for student arrival and dismissal.
- Any student with reported symptoms will follow state and/or local health department guidelines for return to school/work.
- Each school has planned for consistent seating arrangements and/or plans to limit the number of close contacts per student.
- PPE is (and will be) provided to school nurses and school staff working with potentially ill students.
- Schools monitor PPE supplies and order as needed or in coordination with District Office

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

### **TIER II**

**See Tier I Items**

**AND:**

- ❑ If school/district moves into Tier 2, will make adjustments to 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

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### TIER I

**District and schools are working with the local health department to develop a plan for incremental transitions in hallways.**

- ❑ Schools look to minimize either the number of bodies in the hallway, and/or to provide direction of flow of students to follow social distancing to the greatest extent possible.

**District and schools are adhering to local health department requirements regarding hand washing, masks, water fountains, and restrooms.**

- ❑ District and schools have posted specific guidelines 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. Sources from the [CDC](#), [Wyoming of Department Health](#), and/or [Lincoln County Public health](#).
- ❑ Schools have a plan to ensure hand sanitizer is stocked in each classroom, and offices. Schools will create a plan to ensure that students can access hand washing and restroom use throughout the day.
- ❑ Each building is responsible to ensure the classroom and office hand sanitizer bottles are full and accessible.
- ❑ District has mass purchased hand sanitizer in volume for each building and transportation.
- ❑ District has purchased and/or acquired automatic dispensers for main entry points in each building.

**District Wide: Following current recommendations, water fountains will be closed in all district buildings.**

- ❑ The district has purchased “water filling stations” in all schools/buildings

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

- ❑ Examples:
  - ❑ P.E. classes meet outside if possible.
  - ❑ Note: [CDC](#) has guidance on Youth Sports that could help identifying low-risk from high-risk activities

**Schools are adhering to state and local health department recommendations regarding recess and outdoor activities.**

**Schools have created a plan for any student shared use [equipment to be cleaned](#) after each use.**

## TRANSITIONS (continued)

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### TIER II

**See Tier I Items**

**and**

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

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 III

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

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



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

- District and schools have posted 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.

**Each school has developed a plan for entrances during exiting of the building at dismissal time.**

- Each building has developed the following physical layout:
  - Two or more exit locations to alleviate congestions
    - Drop off / Pick up by parent
    - Bus Drop off / Pick up

### TIER II

See Tier I Items

### TIER III

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

# school operations guidance

## TRANSPORTATION

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### Tier I

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

**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 requires transportation staff to wear face coverings when the student(s) are present. Face coverings cannot infringe upon peripheral vision. Eyes must be visible.
- ❑ LCSD2 has face coverings and hand sanitizers available on buses.
- ❑ Students riding buses are expected to be seated by families.
- ❑ Students riding buses are required to wear face coverings as per Wyoming Public Health Order 7.28.20 Ninth Continuation
- ❑ Signage is placed on each bus indicating the social distancing, use of face coverings, and hygiene measures that are expected on the bus.
- ❑ LCSD2 is cleaning and disinfecting all route buses prior to each route following guidelines provided by state and/or federal agencies.
  - ❑ Link to [CDC](#)
- ❑ Each bus has multiple seats marked reserved for sick students. Students who state that they are exhibiting symptoms will be required to wear a face covering until such time as a parent or guardian can pick them up. Students who become symptomatic at school will not be allowed to ride the bus home.

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

### Tier II

**See Tier I Requirements**

### Tier III

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

# school operations guidance

## NUTRITION SERVICES

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### Tier I

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

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

- All components of the meal will be served by staff.
- There will be no self serve options.

**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 are individually wrapping all snack items served to students.
- Water fountains are restricted and may be replaced with 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

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### 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 will wear face coverings as required in the current health order.**

**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)*

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### Tier II

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

- ❑ In conjunction with the district Director of Maintenance, schools 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

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### Tier I

**Schools 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 wear face coverings as required by the current health order.
- ❑ For athletics, face coverings will be worn by coaches, staff, officials, parents, and recommended for spectators whenever six feet of separation cannot be maintained.
- ❑ Players should refrain from wearing face coverings during strenuous activity.

**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 as required by the current health order.
- ❑ 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.
- ❑ Field trips will be considered on a case-by-case basis criteria established by district.
- ❑ LCSD2 will follow 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

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### 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 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 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.**

**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.**

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

# instruction and technology

## PREPARATION FOR SCHOOL YEAR *(continued)*

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### 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 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 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 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.

**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.**

**Students' learning needs will be assessed at the beginning of the school year to inform instruction.**

# instruction and technology

## PREPARATION FOR SCHOOL YEAR *(continued)*

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### 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 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

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### Tier I

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

**During the first 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.

**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.

## Tier II

**See Tier I**

## Tier III

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

# instruction and technology

## ONGOING LEARNING

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### 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 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.

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

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.

# **Last Page: Nothing Follows**