



# Star Valley High School

# Smart Start Plan

July 2020

# Definitions

## TIER DEFINITIONS

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### 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 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 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 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.

## 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

# communications

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 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 a 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 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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Star Valley High School will continue to provide detailed communication plans using websites, social media, press releases, and Infinite Campus messaging systems.

**Star Valley High School 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).**

- ❑ School administrators will communicate clear expectations regarding adherence to new policies and procedures for all staff and students.
- ❑ 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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**Star Valley High School will continue to provide detailed communication using websites,**

**social media, press releases, and Infinite Campus messaging systems.**

- ❑ 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
- ❑ 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).

**Administrators will analyze communication methods to determine their effectiveness.**

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

**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.

**SVHS 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

1. Develop a plan for student arrival to building.
  - Communicate to parents that screening occurs at home by parent and/or guardian
    - SVHS establishes and communicates to parents and community the screening protocol to follow prior to having the student get on the bus, and/or being dropped off at school
  - SVHS (at this time) is not screening “at the door”
2. Develop a plan for entrance to building whether limiting the number of entrances open or requiring specific groups to use specific entrances.

SVHS will develop the following physical layout:

  - Designate multiple entrances to alleviate congestion
    - Drop off / Pick up by parent on southeast parking lot
    - Bus Drop off / Pick up on the northwest parking lot
3. Parents should screen their children daily for symptoms of COVID-19 before sending their children to school.
  - SVHS provides the screening guidance that parents are asked to follow prior to sending students to school. Bus or drop-off

**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"><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? (age appropriate)</li><li>6. Add link to Nurse page for other health related concerns?</li></ol>
<b>If showing symptoms</b>	<b>Staff, athlete, participant not allowed to participate or be present at facility</b>

- Campaign message to parents for self screening (SVHS)
  - Website
  - Video Campaign with SVI Media on how quick and simple to screen
  - Articles in the newspaper
  - Social media
  
- Campaign message to parents for wearing face coverings and/or social distancing
  - Website
  - Video Campaign with SVI Media on how quick and simple to screen
  - Articles in the newspaper
  - Social media

4. Emphasize the importance of staying home when ill.

- Create an initial and ongoing communication campaign to encourage students to stay home when ill.
- Students that stay home will access classes via Zoom or Facetime during the scheduled class time.

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

6. Staff will be instructed to remain home if any symptoms are present. Staff should also follow the daily “screening guidance” before making a decision to come to school.

7. SVHS will follow the LCSD#2 protocol for students and staff testing positive.

Staff or student Wyoming Department of Health: “What to do if you think you were exposed.”



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

### **TIER II**

**See Tier I Items**

**AND:**

- If SVHS moves into Tier 2, then consider Separation recommendations that could range from partitions, separate rooms, etc.

### **TIER III**

- SVHS 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

- SVHS looks at ways 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.
- Signs and tape placed to direct flow of traffic, encouraged to go outside when weather permits.
- Adhere to local health department requirements regarding hand washing, masks, water fountains, and restrooms.
- SVHS 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.
- SVHS will create a plan to ensure hand sanitizer is stocked in each classroom, and offices. The school will create a plan to ensure that students can access hand washing and restroom use throughout the day.
- Water fountains, generally, will be closed to access. Water bottle filling stations will be available.
- Hand sanitizer will be available at multiple locations within the building.
- SVHS will be responsible to ensure the classroom and office bottles are full and accessible.
- P.E. classes will meet outside if possible.
- Adhere to local health department recommendations regarding outdoor activities.
  - SVHS will look at comparable [CDC](#) Guidance on Youth Sports on
    - identifying low-risk from high-risk activities
- Face coverings will not be required during physical activity in P.E. classes
- Face coverings will be used during music courses when possible.
- SVHS Staff and employees will adhere to current health department guidelines in regard to social distancing and face coverings.
  - Refer to Wyoming Department of Health, current orders
  - Refer to any current variances by Lincoln County Public Health

### 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

**SVHS 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

# safety and wellness guidance

## DISMISSAL

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### TIER I

1. 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](#).
  
2. Adhere to local health department requirements regarding health and safety protocols, regarding hand washing/hand sanitizer, cleansing equipment, social distancing, etc.
  - SVHS 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.
  
1. SVHS will develop a plan for exiting from the building whether limiting the number of entrances open or requiring specific groups to use specific entrances. SVHS will consider end of the day dismissal similar to beginning of the day arrival as follows:
  - SVHS will develop the following physical layout:
    - Designate multiple exits to alleviate congestion
      - Drop off / Pick up by parent on southeast parking lot
      - Bus Drop off / Pick up on the northwest parking lot

### TIER II

See Tier I Items

### TIER III

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

# school operations guidance

## TRANSPORTATION

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### Tier I

- Parents should screen their children daily for symptoms of COVID-19 before sending their children to school.
  - Parents will have the responsibility to screen their children daily for symptoms of COVID-19 before boarding buses.
- LCSD2 will operate district transportation in a way that maximizes social distancing, use of face coverings, and appropriate hygiene measures. When social distancing is not possible, students should wear face coverings to the greatest extent possible.
- 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 student(s) are present. LCSD2 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.
- Enhanced sanitation and cleaning measures will be employed following guidelines provided by state and/or federal agencies.
- LCSD2 will sanitize all route buses prior to each route following guidelines provided by state and/or federal agencies. Busses will drop off students as close to 8:15am as possible to reduce student interactions before school.
- Students and parents will be informed of requirements and protocols, and signage will be displayed when and where appropriate as reminders.
- LCSD2 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.
- SVHS will have multiple points for students as they arrive from the parent drop off
- SVHS staff will assist with directing traffic during drop off and pick up times.
- Seat members of the same household together.
- Designate an area on the bus if a student is visibly sick.
- Each bus will have multiple seats marked reserve.
- Follow protocols for the arrival of the bus at school if a student is sick on the bus.
- Provide training to bus drivers pertinent to the changes in their duties (isolating a potentially sick student, cleaning parts of or the entire bus).
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## Tier II

**See Tier I Requirements.**

## Tier III

**See Tier I Recommendations.**

# school operations guidance

## NUTRITION SERVICES

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### Tier I

**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.
- There will be no self serve options in Tier I.

**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.
- Increase # of outside tables
- Students may eat in teacher classrooms if invited
- Deliver lunches at multiple locations
- Campus will continue to be open.

### Tier II

**See Tier I Requirements.**

### 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

Students will practice social distancing and maintain a six foot separation while in class to the greatest extent possible and wear a face covering when maintaining a six foot distance is not possible.

One directional flow of traffic where possible, use outside exits when possible and wear masks during class change transitions.

**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 should wear face coverings to the greatest extent possible.**

**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](#)

### Tier II

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

- In conjunction with the district Director of Maintenance, Star Valley High School 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

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SVHS 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.

Star Valley High School will implement the WHSAA Smart Start Guidelines along with sport specific requirements for each sport or activity.

Field trips will be considered on a case by case basis criteria established by district.

Athletes of LCSD2 will be screened prior to participating in allowable sanctioned sports following State and county standards.

SVHS will perform enhanced sanitation and cleaning measures according to LCSD2 requirements and the WHSAA Smart Start Guidelines.

## Tier II

**See Tier I Requirements.**

## Tier III

**Requirements:**

- Operate under the provisions of the approved district adapted learning plan.

# instruction and technology

## PREPARATION FOR SCHOOL YEAR

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Students are accountable to the Wyoming Content Standards regardless of the current tier.

Students are expected to demonstrate proficiency in the respective content curriculum for each course.

### Tier I

#### **SVHS will provide on-site high quality standards-based instruction**

- 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
- Content should be created and available through Canvas (units, lessons, activities, etc )

#### **SVHS will offer virtual education (limited course offerings)**

- 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.

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

**Remote education, specifically related to COVID19, will be offered for all students who are *properly enrolled* and regularly attending daily instruction.**

- Attendance will be tracked for each class period.
- Teachers will be instructing students face-to-face while simultaneously instructing remote students.

# instruction and technology

## PREPARATION FOR SCHOOL YEAR *(continued)*

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Students are accountable to the Wyoming Content Standards in each tier.

Students are expected to demonstrate proficiency in the respective content curriculum for each course.

Secure assessments will be proctored in each course. Students may be required to test on-site or with secure remote assessment technology.

### Tier II

**SVHS will provide on-site high quality standards-based instruction, 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.***
- SVHS will work closely with local service providers to explore access options for families that do not have acceptable connectivity.

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

**SVHS will operate on an alternative schedule during Tier II**

- **The student body will be divided into two groups to attend on-site every other day.**
- **Students will attend remotely on days not participating on-site.**

**SVHS will offer virtual education (limited course offerings)**

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.

# instruction and technology

## **PREPARATION FOR SCHOOL YEAR** *(continued)*

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Students are accountable to the Wyoming Content Standards in each tier.

Students are expected to demonstrate proficiency in the respective content curriculum for each course.

Secure assessments will be proctored in each course. Students may be required to test on-site or with secure remote assessment technology.

### 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.**

#### **SVHS will offer virtual education (limited course offerings)**

- 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.

# instruction and technology

## FIRST WEEKS OF SCHOOL

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### 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.**

- They 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). 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** – 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 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. **SVHS** 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.
- 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. If possible, SVHS 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.
- Remote learning will include live streaming. Zoom may also be used to communicate with students.

# instruction and technology

## FIRST WEEKS OF SCHOOL *(continued)*

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### Tier III

**Requirements:**

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

## ONGOING LEARNING

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### Tier I

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

- SVHS 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

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