



# Lincoln County School District #2

# Smart Start Plan

July 7, 2020

Etna Elementary

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# 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 to the greatest extent possible. Buildings open to all students.
  - Tier II (Hybrid): Combination of in-person and adapted learning is required due to local or state health directives. Social distancing and face coverings to the greatest extent possible for those attending in person. Buildings open to some students.
  - Tier III (Closed): School buildings closed to students due to local or state health directives or orders. School districts will follow provisions in the approved adapted learning plan. Buildings not open to students.

### COMMUNICATIONS

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

### SAFETY AND WELLNESS

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

### SCHOOL OPERATIONS

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

### INSTRUCTION AND TECHNOLOGY

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

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

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

# definitions

## TIER DEFINITIONS

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### TIER 1 - Open

In-person classes and activities, as appropriate. Minimal adapted learning on a limited, as-needed basis. Most students in school at the same time under the provisions of current health orders. Buildings open to all students. Social distancing and face coverings to the greatest extent possible.

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

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

### TIER 2 - Hybrid

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

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

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

### TIER 3 - Closed

School buildings closed to students due to local or state health directives or orders. School districts will follow provisions in the approved adapted learning plan. Buildings not open to students.

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

## INSTRUCTIONAL DEFINITIONS

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**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

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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

COMMUNICATE HIGH EXPECTATIONS AND DISTRICT VISION ETC.

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

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

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

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

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

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

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

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

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

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

New Cases and exposure will be communicated to staff and stakeholders as appropriate through previously mentioned communication pathways. Personal or identifiable information will not be shared nor will case numbers as they cannot be confirmed to be reliable.

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

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



# communications

## IMMEDIATELY PRIOR TO OPENING

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

- ❑ District and school administrators communicate clear expectations regarding adherence to new policies and procedures for all staff and students.
- ❑ LCSD2 will reach out to agencies and other groups including the Department of Family Services, pediatricians, and youth serving organizations to communicate expectations.
- ❑ LCSD2 will establish ongoing communication stressing the importance of complying with appropriate behaviors.
- ❑ Continue communication with local and state authorities to determine current disease levels and control measures in your community.
- ❑ Engage Parent Teacher Organizations/Preferred Provider Organizations to assist and support teachers and provide a bridge between school and families.

**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 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).

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

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

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

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

**LCSD2 will regularly discuss implications of COVID-19 on school operations and provide clear guidance on steps the school is taking, including protocols for self-isolation and/or quarantine.**

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



# safety and wellness guidance

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

## STUDENT ARRIVAL TO BUILDING AND THROUGH THE DAY

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### TIER 1

1. Each school will develop a plan for student arrival to building.
  - ❑ District and Schools communicate to parents that screening occurs at home by parent and/or guardian [EES: The screening expectations and guidelines will be communicated via IC email and our website](#)
    - ❑ District establishes a screening protocol to follow prior to having the student get on the bus, and/or being dropped off at school [EES: Will use the district screening protocol and questions](#)
2. Each school will develop a plan for entrance to building whether limiting the number of entrances open or requiring specific groups to use specific entrances.
  - ❑ Each building will develop the following physical layout:
    - ❑ Designate two entrances locations to alleviate congestions
      - ❑ Drop off / Pick up by parent [EES: will use the front entrance for parent drop off / pick up.](#)
      - ❑ Bus Drop off / Pick up [EES: We have transitioned to our regular entrance and departure procedure](#)
3. 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.

<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>	

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

4. Emphasize the importance of staying home when ill.

- Create an initial and ongoing communication campaign to encourage students to stay home when ill. [EES: will use Infinite Campus email and school website to communicate guidelines about when students should stay home](#)
- Buildings should consider creating options to access school, curriculum for this short term situations to be able to keep pace and not worry about staying home. [EES will provide synchronous remote instruction to students who are home for a short-term COVID related quarantine or isolation.](#)

5. 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.

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

- Staff must follow the daily “screening guidance” before making a decision to come to school. [EES staff members will self-screen daily prior to leaving for work.](#)

1. Schools will establish the following to the greatest extent possible:

- Nurses Offices / Areas are separated into areas for healthy and ill students. [EES - will use the conference and isolation rooms as areas to assess and treat cases and suspected cases.](#)
- Hand-washing upon entrance to the building, if feasible. [EES students will wash frequently according to CDC guidelines and have hand sanitizer readily available.](#)
- Hand sanitizer available at all building entrances and in classrooms. [EES will have hand sanitizer available at 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. [EES will comply with all state and local guidelines.](#)

- ❑ Each school will plan for consistent seating arrangements and/or plans to limit the number of close contacts per student. EES shall ensure no two unmasked students will be within 6 feet of each other in the seating chart.
- ❑ PPE will be provided, as possible, to school nurses and school staff working with potentially ill students. EES will provide all necessary PPE to staff.
- ❑ To the greatest extent possible, schools will plan barrier devices in the front office and the cafeteria. EES will purchase barrier devices for the front office, lunch room, counseling, and any other spaces deemed necessary and allowed by the health order to be used in lieu of a face covering.
- ❑ Schools monitor PPE supplies and order as needed or in coordination with District Office

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

### **TIER 2**

**See Tier I Items**

**AND:**

- ❑ If school/district moves into Tier 2, then consider separation recommendations that could range from partitions, separate rooms, to the greatest extent possible. EES will continue the use of Tier I procedures, but with a reduced population of students as well as more distancing required as students transition into the building.

### **TIER 3**

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



# safety and wellness guidance

## TRANSITIONS

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### TIER 1

1. District and schools will work with the local health department to develop a plan for incremental transitions in hallways.
  - ❑ Schools look 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. [EES students will maintain six foot distance while passing in the hall unless face coverings are worn.](#)
2. District and schools will adhere to local health department requirements regarding hand washing, masks, water fountains, and restrooms.
  - ❑ District and schools 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. [EES will post guidelines and recommendations from the above health organizations.](#)
  - ❑ Schools will create 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. [EES will work with district maintenance department to ensure hand sanitizing and washing is always available.](#)
  - ❑ Each building will be responsible to ensure the classroom and office bottles are full and accessible. [EES will always have ample hand sanitizer available.](#)
  - ❑ District has mass purchased hand sanitizer in volume for each building and transportation.
  - ❑ District will purchase automatic dispensers for main entry points in each building, as soon as the product is available.
3. Following current recommendations, water fountains, generally, will be closed to access in all district buildings
  - ❑ To the greatest extent possible the district will upgrade or add “water filling stations” in all schools/buildings [EES will fill water bottles in the classroom. Teachers will be the only ones to touch the sink faucet handles. Touchless fill stations are also available.](#)
4. As part of individual building plans, and during good weather, schools should consider opportunities to use outside space, if possible.
  - ❑ Examples:
    - ❑ P.E. classes meet outside if possible. [EES PE activities will be held outside to the greatest degree possible. Physical activities will be designed to minimize opportunities for transmission of COVID-19 virus.](#)
    - ❑ Note: [CDC](#) has guidance on Youth Sports that could help identifying low-risk from high-risk activities

5. Adhere to state and local health department recommendations regarding recess and outdoor activities. [Physical activities will be designed to minimize opportunities for transmission of COVID-19 virus.](#)
6. Schools will create a plan for any student shared use [equipment to be cleaned](#) after each use. [EES will assign particular equipment to be cleaned by class as needed.](#)
7. Considerations should be made regarding music. [Specials classrooms will be disinfected to the greatest degree possible by staff in between classes.](#)

## **TRANSITIONS (continued)**

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### **TIER 2**

**See Tier I Items**

**and**

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

1. Each building revisits their Tier 1 plans and considers ways to limit student movements relative to the conditions placing the school/district in Tier 2 [EES will restrict transitions to those necessary to the essential operations of the school. Grade levels will be isolated from all other classes throughout the day while indoors.](#)

### **TIER 3**

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



# safety and wellness guidance

## DISMISSAL

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### TIER 1

1. Any student/staff with reported symptoms will follow CDC and state or local health department guidelines for return to school/work.
  - ❑ Wyoming Department of Health: [General guidance](#)
  - ❑ CDC Link: [“What to do if you are sick”](#)
  - ❑ Wyoming Department of Health: [“What to do if you think you were exposed.”](#)
  - ❑ Be aware of any additional requirements by [Lincoln County Public Health](#)
  - ❑ EES will stay current with and adhere to all guidelines from the above organizations.
2. District and schools will adhere to local health department requirements regarding health and safety protocols, regarding hand washing/hand sanitizer, cleansing equipment, social distancing, etc.
  - ❑ District and schools 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. EES will post all current order, guidelines and requirements to the greatest extent possible.
3. Each school will develop a plan for exiting the building whether limiting the number of exits open or requiring specific groups to use specific exits.
4. Each building will develop the following physical layout:
  - ❑ Designate two exit locations to alleviate congestions
    - ❑ Drop off / Pick up by parent EES: will use the front entrance for parent pick up.

### TIER 2

- ❑ Bus Drop off / Pick up Students will utilize traditional entrance and exit procedures.

**See Tier I Items** EES will continue tier I procedures with a smaller number of students with additional restrictions based on health department or CDC guidelines that may be applicable.

### TIER 3

1. LCSD2 (EES) 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 busses.** [EES: Will use the district screening protocol and questions](#)

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

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

- LCSD2 will require transportation staff to wear face coverings when the student(s) are present. Face coverings cannot infringe upon peripheral vision. Eyes must be visible.
- LCSD2 will make face coverings and hand sanitizers available on buses.
- Students riding buses will be expected to be seated by families and wear face coverings.
- Signage will be placed on each bus indicating the social distancing, use of face coverings, and hygiene measures that are expected on the bus.
- LCSD2 will sanitize all route buses prior to each route following guidelines provided by state and/or federal agencies.
- Each bus will have multiple seats marked reserved for sick students. 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.**

- Link to [CDC](#)

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

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

**LCSD2 is restricting parents from bringing snacks/treats for holidays and or birthday parties. EES students will initially be prohibited from bringing any food from home for students to consume.**

**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. EES students fill water bottles in the classroom. Water bottles will be provided for students who request one. Students will bring water bottles to lunch if they want water to drink at lunch. Touchless fill stations will be available in the halls.
- ❑ Additional COVID-19 food safety training will be implemented.

### Tier II

**See Tier I EES will isolate students as necessary to eliminate any contact of students from different classes with each other. In addition, six foot distancing will be strictly enforced and classes will be isolated to their own rooms during eating time.**

### Tier III

**LCSD2 (EES) 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 by 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. [EES: Will use the district screening protocol and questions consistent with current CDC and Wyoming health guidance or directives.](#)

**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 develop protocols for cleaning and sanitizing a building if a student or staff member tests positive for COVID-19. [EES will coordinate cleaning protocols, schedules, and personnel to maximize the positive effect of antiviral efforts.](#)
- ❑ 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). [EES custodial staff and other staff with disinfecting responsibilities will all be trained.](#)

### Tier III

**LCSD2 [EES](#) will operate under the provisions of the approved district adapted learning plan.**

## ACTIVITIES

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### Tier I

**([N/A EES](#)) 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 should be worn by coaches, staff, officials, parents, and 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.**

- ❑ [EES students](#), when social distancing is not possible, staff and students will wear face coverings as required by the current health order.
- ❑ ([N/A EES](#)) 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.
- ❑ ([N/A EES](#)) Players will be expected to refrain from wearing face coverings during strenuous activity. (State-wide plan will be released this week from Wyoming High School Activities Association).

- ❑ **EES** Field trips will be considered on a case by case basis criteria established by district. **No field trips will be permitted until further applicable guidance is available.**
- ❑ **(N/A EES)** LCSD2 will follow the guidance provided by the Wyoming High School Activities Association.
- ❑ **(N/A EES)** 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 EES will not participate in any field trips in the case of tier II.**

## Tier III

**LCSD2 will operate under the provisions of the approved district adapted learning plan. EES will not participate in any field trips in the case of tier III.**

# 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. **EES will provide specially designed instruction and related services as designated by the student’s IEP and in compliance with all of the safety guidelines outlined in this document.**
- We will notify parents of all changes to specially designed instruction or related service delivery. **EES will partner and communicate with parents regarding any necessary changes to specialized instruction.**

**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 **EES will take morning attendance by 8:10 and afternoon attendance by 1:00**
- Teachers will be instructing students face-to-face while simultaneously instructing remote students **EES will assign one teacher per grade level to deliver simultaneous instruction to remote learning students. To prepare for the event of Tier 2 instruction, multiple teachers will be trained in CANVAS to create an online learning classroom and build curriculum as needed and applicable.**

**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. *EES will provide all specifically designed instruction and related services for students as determined by IEPs in Tier 2.*
- ❑ Notify parents of all changes to specially designed instruction or related service delivery *EES will collaborate with and notify parents of any changes necessary to students’ designed instruction or related services.*
- ❑ Monitor and inventory students’ access to on-online technology and/or connectivity. *EES administration will monitor and inventory students’ access to online technology to ensure access and connectivity to technology.*
- ❑ 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. *EES PTO will partner with the school to support students’ WIFI connectivity.*

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

**These courses will be:**

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

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

- ❑ Attendance will be tracked twice daily *EES will have a procedure in place to take attendance for properly enrolled students twice a day.*
- ❑ Teachers will be instructing students face-to-face while simultaneously instructing remote students *EES will train all teachers in remote learning and in the use of required software.*

**LCSD2 will provide professional development for blended instruction (Zoom, Canvas, Google, etc.) EES teachers will have training in district approved software.**

**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.) **EES teachers will participate in UDP professional development as needed.**

**LCSD2 will provide a consistent learning management system for delivery of academic work, reminders, communication (Canvas) EES will secure several teachers to participate in training on the CANVAS LMS and eventually participate in course curriculum creation utilizing CANVAS at each grade level as applicable and needed.**

**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. EES teachers at the PLC level will plan for common practice for delivering assessment (formative and summative) for learning and grading.**

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

**EES teachers at the building and PLC level will determine the method for assessing students' readiness for learning and current academic level of performance**





# 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. [EES will follow the district ALP as needed.](#)

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. [EES grade level PLCs will review grade-level priority standards and maintain a commitment to a focus on them.](#)

LCSD2 will provide all “specially designed instruction” and related services as indicated on the student’s IEP. [See Tier 2](#)

LCSD2 will notify parents of all changes to specially designed instruction or related service delivery via methods discussed in the communication section above. [See Tier 2](#)

LCSD2 will provide off-site instruction through at least one of the options listed below if a school closure is not required by a state or local public health directive or order: [EES will identify and train one teacher per grade level at minimum for off-site instruction in the event we move to tier II.](#)

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-Open

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

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

- ❑ Teachers and administrators will focus on strategies for successful learning during hybrid and/or on-line/virtual and remote classrooms in preparation for a modified school schedule. Teachers will work to increase learner agency. [EES teachers will prepare for online remote classrooms by training students and developing while in Tier 1 phase.](#)
- ❑ Principals will utilize school teams to reach out on a regular basis to foster positive relationships with individual students (Social Emotional Learning). [EES staff will consult with parents and gather feedback in order to meet the social-emotional needs of all students.](#)
- ❑ K-6 teachers will use the BASC to inventory the social emotional status of returning students. [EES will collect baseline data in order to ensure that all students receive the supports and services they need.](#)
- ❑ Teachers will practice remote learning technology on a regular basis in order to be prepared for a possible transition to Tier II. [EES students will use CANVAS LMS and software needed for on-line learning during Tier I phase to facilitate students successful learning in the event Tier II or Tier III are necessary.](#)

### Tier II-Hybrid

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

**Dual Enrollment** – These courses are covered by community college policy rather than K-12 policy. LCSD2 will communicate this information to students enrolled in

dual enrollment courses, via the counseling department, and advise them to follow guidance from their community college instructor if course delivery methods change due to COVID-19 conditions.

**LCSD2 teachers will review the previous year's assessments to calibrate individualized learning.** EES teachers will review prior assessment and analyze AIMS data from first week (Fall 2020) administration.

**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. EES teachers will be provided the necessary tools and training to successfully deliver instruction remotely while successfully delivering instruction to students in their classroom.

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

- ❑ All students will be assigned their own device. EES students will use an assigned chromebook.
- ❑ Devices should be sanitized after each use if shared with another user. EES students will not share devices. Additionally, individually assigned devices will be disinfected periodically.

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

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

# instruction and technology

## FIRST WEEKS OF SCHOOL *(continued)*

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### Tier III

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

## 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.

EES stakeholders will make suggestions for the ALP to facilitate the highest quality instruction and assessment for learning and grading when requested. We will follow the district plan and communicate the plan via our website in advance.

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

EES teams will meet on an ongoing basis to discuss the social/emotional/behavioral needs of all students. Teams will contact and involve parents in the development of supports and services to meet individual needs.

### Tier II

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

[See Tier I](#)

Parents will be provided training on how to access student grades via Infinite Campus and Canvas. A designated staff member will prepare a video for parents about accessing all needed information from the LMS.

Teachers continually evaluate and compare student progress in classroom and home learning as described in our adapted learning plan. EES teachers will continually monitor students' performance throughout the instructional year.

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

[See Tier 2](#)

# appendix

## Daily Screening to be Conducted by Parents - Sample

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

- Does your student have any of the following symptoms:
  - A cough
  - Shortness of breath or difficulty breathing
  - A fever of 100.4°F or higher or a sense of having a fever
  - A sore throat
  - Chills
  - New loss of taste or smell
  - Muscle or body aches
  - Nausea/vomiting/diarrhea
  - Congestion/running nose – not related to seasonal allergies
  - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your student been in close contact with anyone with suspected or confirmed COVID-19?

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



# appendix

## Essential Questions for Communications

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### Do First

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

### Immediately Prior to Opening

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





# appendix

## Essential Questions for Communications *(continued)*

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### Open and Operating

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

### Does Our Plan:

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



# appendix

## Contributors

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