



**TES Plan in conjunction  
with Lincoln County  
School District #2**

# **Smart Start Plan**

**July 23, 2020**

# 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 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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**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 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 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).

### **TES Specific**

- ❑ **Letter home from teacher** welcoming students.
- ❑ **Newsletters** to highlight pictures w/words of how we are sanitizing, prevention, etc.
- **Signage at TES:**
  - Parent pick-up outside of the building.
  - Face coverings required by adults in the building.

**Tier I for TES is below. Tier II & III is the same district wide.**

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

- ❑ TES 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
- ❑ TES will link their website to LCSD2 which will communicate all screening procedures that will be conducted for all staff and students entering the facility
- ❑ TES will use the guidance from LCSD2 to 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).

# safety and wellness guidance

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

## STUDENT ARRIVAL TO BUILDING AND THROUGH THE DAY

### TIER I

#### **TES's plan for student arrival to building.**

- ☐ District and Schools communicate to parents that screening occurs at home by parent and/or guardian
  - ☐ District establishes a screening protocol to follow prior to having the student get on the bus, and/or being dropped off at school
- ☐ NOTE: School District (at this time) is not screening "at the door."

#### **1.Student Arrival**

**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.**

- ☐ Arrival- students will immediately move to the classrooms (not lining up in the hallways).
- ☐ Grab and go breakfast at two locations K/1 & 2/3. Students will eat in the classroom.
- ☐ Doors will unlock at 7:20 for student entrance.

#### **2. Entrance to the Building**

- ☐ Warren has approved cleaning all doors to help eliminate congestion.
- ☐ Parent drop off / Parent pick up = front of school (south side)
  - ☐ Parents can park in the front lot.
  - ☐ Parent pick up 2:20
    - ☐ Two lines of traffic flow by last name. A-M and N-Z. One in the inner circle and one in the parking lot using the first two rows of parking with cones so that parking spaces are not used.
- ☐ Bus drop off / Bus pick up- same as current location (north side)
  - ☐ K-1 = Middle North Doors
  - ☐ 2-3 = North East Doors
  - ☐ Type A- Ryan has agreed to have the 3 Type A busses line up on the East side of the school and students will be released 10 minutes earlier (as currently happens).
  - ☐ Second Busses- teachers walk out first group and all other staff cover rooms.
- ☐ Preschool- enter the same as the past -East Door
- ☐ Fire drills- spread out farther than normal. Have several practice drills so that fewer classes are out at one time.
- ☐ "Staggered Release" to alleviate congestion (around the building) between bussing and parent cars. See above
  - ☐ Parent Pick-Up 2:20
  - ☐ Recess- different locations and staggered with different entries.
    - ☐ Each classroom has its own playground equipment packs that the teachers will sanitize playground equipment each day.

- ❑ Hand washing before and after each recess

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

- ❑ TES will provide the LCSD2 screening guidance that parents are asked to follow prior to sending students to school. A link on the TES website will also send parents to the district webpage.
- ❑ Individual school plans, including screening criteria, will be on TES's website (and on LCSD2.org).
- ❑ TES will send out LCSD2 possible information such as magnets, brochures, and videos utilizing staff such as our nurses, secretaries, and custodians.

### Screening Criteria

Temperature	If 100.4 or higher not permitted to be present at facility (stay home)
Temperature + symptom(s)	If 99-100.4 + additional symptom not permitted in facility (stay home)
Symptom(s)	<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> <li>6. Other Symptoms: Link to Nurse page of other illness, sick guidance</li> </ol> <p>If showing symptoms-stay home</p>
Other General Illnesses	New link will be added to LCSD2 in August.

**Emphasize the importance of staying home when ill.**

- ❑ TES will utilize the LCSD2 initial and ongoing communication campaign to encourage students to stay home when ill.
- ❑ TES will offer packets to access school curriculum for this short term situation to be able to keep pace and not worry about staying home.
- ❑ Newsletters will highlight the importance of staying home when ill. The nurse will create information for parents.

**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 follow the LCSD 2 criteria and 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.

**Schools will establish the following to the greatest extent possible:**

- ❑ Nurses Offices / Areas are separated into areas for healthy and ill students.

- ☐ Students waiting to be picked up will wear a face covering.
- ☐ Asymptomatic students who are not feeling well will be kept in the general nursing area.
- ☐ Symptomatic students will be in the bathroom area of the nurse's station. One of our nurses has approved the plan for symptomatic students. The door will be closed if others are in the front (general nursing room) and kept open when no other students are in that area.
- ☐ Hand-washing upon entrance to the building, if feasible.
- ☐ Hand sanitizer available at all building entrances and in classrooms.
- ☐ Any student with reported symptoms will follow CDC and state or local health department guidelines for return to school/work.
- ☐ TES will plan for consistent seating arrangements and/or plans to limit the number of close contacts per student by separating desks. Tables will not be used unless all students are wearing a face covering or can be separated by 6 feet.
- ☐ PPE will be provided, as possible, to school nurses and school staff working with potentially ill students.
- ☐ To the greatest extent possible, TES will plan barrier devices in the front office and the cafeteria. An intercom system will be used to talk to parents who arrive during the day, etc. The main door to the office will remain locked and parents can communicate with the intercom into the office.
- ☐ TES will monitor PPE supplies and order as needed or in coordination with the District Office.

#### **Face Coverings:**

- **Students- face coverings encouraged.** We recommend face coverings in the classroom at all times.
- **Teachers-** face coverings are mandatory when 6-feet of separation is not possible.

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

#### **TIER II**

**See Tier I Items**

#### **AND:**

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

#### **TIER III**

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

# safety and wellness guidance

## TRANSITIONS

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### TIER I

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

- ❑ TES will continue to 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.
- ❑ **Hand washing-** Students will wash hands before and after every recess, snack, library, and any other time the teacher feels needed. Sanitizer will be located in every classroom and teachers will fill their classroom bottles from the dispenser in the maintenance room.
- ❑ **Arrival-** see above for details
- ❑ **Recess- All grades going out different doors.**
- ❑ **Specials -** push-in, other than library. See plan from Shelley Hunsaker on library specials.
- ❑ **Food Service**
  - ❑ Breakfast- grab and go will be located in the hallway so that students can grab it as they walk in the door.
  - ❑ Lunch- in the classroom 15 minutes 15 minutes of recess.
  - ❑ Water-
    - ❑ No water fountain usage for drinking. Use water filler stations instead.
    - ❑ The water filler stations will be sanitized multiple times a day.
    - ❑ Sinks in the classrooms will be used to fill water bottles only.
    - ❑ Dixie type cups will be used for students to drink water.
- ❑ **Dismissal -**
  - ❑ Parent drop off / Parent pick up = front of school (south side)
  - ❑ Bus drop off / Bus pick up- same as current location (north side)
    - ❑ K-1 = Middle North Doors
    - ❑ 2-3 = North East Doors
  - ❑ Teachers will take their students for the first bus pick up out to the busses and place them on busses as usual. The other students will sit in the hallways in front of their cubbies when cold weather comes. Hall monitors will stand in the hallway making sure students are supervised. Then the teacher will circle back and walk 2nd bus (late) students out to the busses.
  - ❑ **Parent Pick-up-** parents stay in the car. One aide per grade level takes students out to meet parents. Signage will be used to divide parents into two separate car lines.

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

- ❑ TES 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.
- ❑ TES will stock hand sanitizer in each classroom, and offices.



- ☐ Students will use designated grade level bathrooms as marked with signage.
- ☐ TES will ensure the classroom and office bottles are full and accessible.
- ☐ TES will use the District purchased hand sanitizer. A 55 gallon drum of sanitizer will be available at TES. Staff can refill their containers as needed.
- ☐ TES will have automatic dispensers for main entry points in each building, as soon as the product is available.

**Following current recommendations, water fountains, generally, will be closed to access in all district buildings.**

- ☐ No water fountain usage for drinking. TES has 2 water filler stations already installed.
- ☐ The water filler stations will be sanitized multiple times a day.
- ☐ Sinks in the classrooms will be used to fill water bottles only.
- ☐ Dixie type cups will be used for students to drink water.

**As part of individual building plans, and during good weather, TES will consider opportunities to use outside space, when possible.**

- ☐ Examples:
  - ☐ TES P.E. classes meet outside if possible.
  - ☐ If not, the gym will be used.
- ☐ TES will consider the [CDC](#) guidance on Youth Sports that could help identifying low-risk from high-risk activities

**TES will adhere to state and local health department recommendations regarding recess and outdoor activities.**

**Schools will create 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....**

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

### TIER III

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

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



# safety and wellness guidance

## DISMISSAL

### TIER I

**Any student/staff with reported symptoms will follow CDC and state or local health department guidelines for return to school/work.**

- ☐ Wyoming Department of Health: [General guidance](#)
- ☐ CDC Link: [“What to do if you are sick”](#)
- ☐ Wyoming Department of Health: [“What to do if you think you were exposed.”](#)
- ☐ Be aware of any additional requirements by [Lincoln County Public Health](#)

**District and schools will adhere to local health department requirements regarding health and safety protocols, regarding hand washing/hand sanitizer, cleansing equipment, social distancing, etc.**

- ☐ 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.

**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.**

- ☐ Each building will develop the following physical layout:
  - ☐ Warren has approved all exits and said the sanitation crew will clean all of them throughout the day.
    - ☐ Drop off / Pick up by parent - see above
    - ☐ Bus Drop off / Pick up
- ☐ TES has requested a variance to the “two exit” locations requirement through Warren and is using this form as a contact from the Superintendent.

### 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 busses.**

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

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

- ☐ LCSD2 will require transportation staff to wear face coverings when the student(s) are present. 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](#)

### Tier II

**See Tier I Requirements**

## Tier II

See Tier I Requirements

# 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.
- ☐ Carts will be used to serve meals in the classroom during inclement weather.
- ☐ Students will eat outside when possible. Carts will deliver food to each classroom.

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

- ☐ Teachers will have a once a month birthday party to celebrate all students' birthdays in that month and the cafeteria will provide a snack. Celebrations-Monthly for all in that class. Pay the cafeteria to make treats or the teacher buys treats for the whole class through a school account.

**Visitors in the building:**

- No parents past the office.

**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. See above
- ☐ 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 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](#)

# 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.
- ❑ 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 should wear face coverings to the greatest extent possible.
- ❑ 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.**

- ❑ When social distancing is not possible, staff and students will be expected to wear face coverings to the greatest extent possible.
- ❑ For athletics, face coverings will be expected to be worn by coaches, staff, officials, parents, and spectators whenever six feet of separation cannot be maintained.
- ❑ Players will be expected to refrain from wearing face coverings during strenuous activity. (State-wide plan will be released this week from Wyoming High School Activities Association).
- ❑ Field trips will be considered on a case by case basis criteria established by district.
- ❑ LCSD2 will follow the guidance provided by the Wyoming High School Activities Association.

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

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

Tier II

**See Tier I**

Tier III

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

# instruction and technology

## PREPARATION FOR SCHOOL YEAR

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### Tier I

#### **TES will provide on-site high quality standards-based instruction Grades K-3**

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

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

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

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

**Remote education, under limited circumstances specifically related to COVID19, will be offered for grades K-3 for students who are properly enrolled and regularly attending daily instruction.**

- ☐ Attendance will be tracked twice daily (by 8:30 am and after lunch)
- ☐ Teachers will be instructing students face-to-face while simultaneously instructing remote students. TES prefers to have one designated teacher as the live streaming instructor per grade.

### Tier II - Hybrid

- See LCSD2 plan.

**TES will provide on-site high quality standards-based instruction Grades K-3 following state and local public health directives/orders and will:**

- ☐ Provide all “specially designed instruction” and related services as indicated on the student’s IEP.
- ☐ Notify parents of all changes to specially designed instruction or related service delivery
- ☐ Monitor and inventory students’ access to on-online technology and/or connectivity.

- ❑ Work closely with local service providers to explore access options for families that do not have acceptable connectivity.
  - ❑ If a reliable internet connection is not accessible (either through to-the-building internet or cellular connections), paper packets will be made available.
- TES will provide a consistent learning management system for delivery of academic work, reminders, communication (Canvas- based on LCSD2 decision).
- 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 II

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

**These courses will be:**

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

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

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

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

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

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

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

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

- ☐ TES will continue to use Aimsweb plus and other CBMs to monitor students' achievement and progress.



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

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

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

**These courses will be:**

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



# instruction and technology

## FIRST WEEKS OF SCHOOL

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### Tier I

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

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

- ❑ Teachers and administrators will focus on strategies for successful learning during hybrid and/or on-line/virtual and remote classrooms in preparation for a modified school schedule. Teachers will work to increase learner agency.
- ❑ Principals will utilize school teams to reach out on a regular basis to foster positive relationships with individual students (Social Emotional Learning).
- ❑ K-6 teachers will use the BASC to inventory the social emotional status of returning students. Assessment early in September.
- ❑ Teachers will practice remote learning technology on a regular basis in order to be prepared for a possible transition to Tier II.
- ❑ Be positive
- ❑ Listen to students
- ❑ First month needs to be FUN and amazing. We must hook our students so they want to be at school and not homeschool.

### 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.

# 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

### Tier I

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

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

- **Social Emotional Learning** - continue best practices and look to adopt a full SEL program.
- **Specials**- push into the classroom instead of having students transition through hallways. Tech class will focus on helping students understand how to use the technology to prepare for Tier III.
- **Remote Teaching**: Teachers will embed “remote teaching” at least once a week so that students are prepared for Tier III (just in case). Teaching students “how to use” the technology so they are ready just in case.
  - How to use Canvas and GC
  - How to login and navigate Zoom

**Remote Learning in Tier 1: 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.**

- Definition = **Live** in the classroom **and live streaming** into a home.
- Short term- ~14 days
- PROPOSED Teachers per grade who would live stream (PLC Leaders) for remote learning. Swivel will be used to transmit to students learning remotely.
  - 3rd- Jen Jenkins., back up = Barb
  - 2nd- Heather Reckling, back up = Sydney
  - 1st - Annette Matijczyk, back-up = Jodee
  - K - Abby Willette, back-up = Jen Baki

### Tier II

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

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

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

### Tier III

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

# Last Page: Nothing Follows