

Created 7/23/20

Note on plan preparation and feedback timeline:

1. Staff will establish any final procedures during the teacher work-week: August 17-August 20, 2020.

Our response to the CoVid-19 Pandemic will constantly evolve as new information becomes available. Syringa Mountain School, district, #488, has made plans and procedures over and above normal operating procedures to mitigate learning loss and reduce threats to the health of students and staff. These plans outline everything from face-to-face learning to a return to distance learning, when needed, due to the resurgence of community health concerns. Our intention is to provide the least interrupted education to the children and families we serve. It is expected that these plans will be revised as circumstances change and new challenges are identified and/or additional guidance issued from the Idaho Department of Health and Welfare and/or the CDC.

Until a vaccine and/or therapeutics are available for CoVid-19, SMS is prepared to provide a variety of learning environments and opportunities to our students. The decision regarding their use will depend on the level of virus transmission in the local community and the physical and staffing resources available to the school. This will require SMS to transition between traditional (**GREEN**) face-to-face delivery with City of Hailey mandates in place; partial shutdown (**ORANGE**) identifying a group of potentially exposed students to stay home and distance learn while others attend school face-to-face; and distance learning (**RED**) where all students learn off-campus. If we stay vigilant about local viral threat levels, we believe we will have done our best to keep Syringa Community safe and meet the state education mandates for our students.

. Plan A (**GREEN**) is the plan that addresses re-entry into school with no, or minimal community spread. Plan B (**ORANGE**) identified community spread with known viral contacts. Plan C, (**RED**) will be implemented should there be significant untraceable community spread with a mandate to self-isolate. We will work with the local Public Health district to determine the best course forward for Syringa Mountain School students only.

Students will be introduced to the tools we will use for distance learning during the first week of school so we can move seamlessly from **Green** to **Orange** or **Red**.

Assumptions:

1. This plan is a starting point and will need to be revised as it is implemented. Revision dates will be added to the top of the document.
2. It is likely that SMS will cycle through the plans included in this document during the 2020-2021 school year, possibly multiple times.

3. As we enforce our infectious disease procedures, it is foreseeable that there will be a time when SMS needs to close on a short-term basis due to the lack of students and/or teachers in attendance, and/or in order to allow for increased sanitation measures.
4. Online instruction will be age appropriate and will be as varied as the teachers are varied.
5. The needs of the community are varied and not everyone will be in 100% agreement with the plan that SMS implements. The administration has considered and will continue to consider, stakeholder feedback.
6. There will not be a cure or vaccine for CoVid-19 during the 2020-2021 school year.
7. We don't know what governmental regulations/guidelines will be in August or throughout the year.
8. We don't know if there will to be federal and state waivers on attendance, assessment, etc. Money from the federal and state governments comes with mandates only the government can waive.
9. We may have some employees that will need to be accommodated due to health concerns or covered by FMLA law..
- 10.If school buildings are closed, many of our teachers will be working from home with their own children present.

11. Concerns that have been brought to the administration via stakeholder feedback already, as well as many hypothetical concerns, have been considered and accommodations have been considered to address these concerns. Other unique concerns will be addressed and planned for as they arise.

12. We will need to work closely with the South Central Health District, the Idaho Health Department, the Idaho State Department of Education and other governing entities as local circumstances change over the next school year.

Constraints:

Fiscal/Budgetary Concerns:

1. An Idaho State Department of Education budgetary holdback of 1% of the year-end monies due in May of 2020, a 5% holdback for the 2020-2021 school year with the possibility of a continued budgetary holdback of up to an additional 5% at some point in the school year.
2. A significant drop in student attendance corresponds with a drop in educational funding. Educational funding is tied to average daily student attendance. Please work with us so we can maintain your children's attendance either face-to-face or at a distance.
3. Increased expenses for cleaning supplies and personnel as well as an increase in the need for individual student materials which have, in the past, been shared materials.

Constants:

Student/Staff/Visitor Health Monitoring:

1. Students will be monitored by their parents/guardians each morning prior to school to ensure that they are not showing any symptoms of illness. Parents keeping their children home from school due to illness are responsible to notify the school office of their intention within 48 hours. SMS requests parents to provide a doctor's note after three consecutive days' absences.
2. All students and visitors intending to enter the building will be monitored on a daily basis for fever and other health concerns. All students, upon arrival, will be checked for elevated temperature. Upon determining that a student is running a fever, the affected student will be removed from the general population and placed in a designated area. In order to reduce the risk of community spread, the student will wear a mask until they are gathered up by parents or emergency contacts.
3. Staff will be responsible for self-monitoring and the policy of staff absence when exhibiting symptoms of illness will be emphasized.
4. Each classroom will have a Non-Contact Forehead Thermometer to monitor students for fever throughout the day. The temperature of each student will be monitored as they leave the classroom for lunch and prior to leaving school for the day.
5. Should a student or staff member begin to show symptoms of illness the following plan will be implemented:
Student:
 - a. The affected student will be removed from the general population and placed in a designated area. In order to reduce the risk of community spread, the student will wear a mask until the student leaves.
 - b. Office staff will contact the parents/guardians of the student to inform them of the need to retrieve their child.
 - c. Should office staff be unable to contact the parents, the emergency contacts will be notified instead.Staff:
 - a. The affected staff member notifies the Administration of the situation and the need to leave school.
 - b. The affected staff member will wear a mask until such time as they are relieved and able to leave the school.
6. Parents need to make every effort to be available should their child be required to leave school due to illness. In the event that the school is not able to reach a child's parents, the school will be contacting the identified emergency contacts. If you are aware that any of the emergency contacts will not be available for

- multiple days (e.g for vacations, hospitalizations, etc), parents should identify an alternate emergency contact for that time period. SMS does not have a “sick room” available for the monitoring and isolation of multiple sick students.
7. The student attendance policy will be enforced and students who are exhibiting symptoms of illness will be sent home.
 8. Visitors entering the building will be monitored for fever and other health concerns at the school office before being allowed to proceed. Any person with symptoms of infection, or who has had contact in the last 14 days with someone who has tested positive, will not be allowed in the building.
 9. Physical contact between people will be strongly discouraged. No Nigel Hugs! ;-(
 10. Staff will teach and reinforce hand hygiene, respiratory etiquette, and physical distancing at the beginning of the school year, after extended school breaks, and as the need arises.
 11. The wearing of a face covering is mandated by the City of Hailey when social distancing is difficult to maintain. We will do our best to work in spaces where social distancing is possible. School will provide two washable cloth coverings for the students so students may have a fresh face covering for each day.

School Cleaning/Sanitation:

1. Frequently used surfaces/objects will be disinfected on a regular basis. This includes but is not limited to door handles, sink handles, computers, PE equipment, toys, manipulatives, desks/tables, classroom chairs, student cubbies, tools, and games. While this will typically mean the object will be disinfected on a daily basis, the frequency of cleaning will depend on the item in question. Cleaning products will be used in accordance with manufacturer’s guidelines. Milder clean products may be used by students under staff supervision.
2. Signs will be posted in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
3. For all transport vehicles (e.g., Mountain Rides Buses or school vans) used by the school during school time or when students are considered under school supervision: students will wear face coverings.
Students will have their temperature checked on arrival at school. Students arriving in cars will be checked while in the car. Students with a temperature of 100.4F will not be allowed into school*
4. Students arriving by bus, walking, or biking will have their temperature checked on arrival at school and will be isolated and a phone call will be made for students to be picked up if students temperature is 100.4F.
5. SMS will encourage healthy sanitation habits via the provision of sanitation stations. These stations are located in the hallways in close proximity to classroom doors and include ,hand sanitizer, tissues/paper towels and garbage bags.*

6. Students are encouraged to bring their own water bottles and teachers are directed to welcome student use of the sinks in their rooms to fill these water bottles. Disposable cups will be provided for those students who do not have a personal water bottle. *
7. All bathrooms will be cleaned and disinfected on a daily basis and should be wiped down by students after use. *
8. Should a student, visitor, or staff member develop a fever or other symptoms of illness while within the school building(s), the location(s) with which the student/visitor/staff member was in contact will be cleaned and disinfected as soon as possible. Should multiple locations need to be disinfected, a short-term closure of the school building may be required (**ORANGE**) regardless of the level of community spread.*
9. Should a confirmed case be identified, SMS will coordinate with the South Central Public Health District to initiate the appropriate response, including, but not limited to, contact tracing.*

*The necessity of the above listed precautions will be determined by a consideration of the factors and the guidance being disseminated by the Idaho Health Department, South Central Public Health District, the Idaho State Department of Education, and other official governing bodies by the administration and the SMS Board of Trustees.

Personal Protective Equipment (PPE):

1. SMS, under the guidance of the South Central Health District, will distribute educational materials regarding the use and cleaning of PPEs. PPE is defined as any materials/equipment designed to reduce the spread of infection. This includes, but is not limited to, cloth face coverings, face shields, and nonlatex gloves.
2. At this point, masks are **NOT** optional for those entering the building. Recommendations may change but, given the science and local ordinances, not likely.
3. PPE should be used for direct student contact activities such as face cleaning, feeding, fixing boo-boos etc.
4. Parents/guardians and visitors are responsible for providing their own PPE equipment. Parents who have forgotten a mask should call the front desk to see if we have masks available for purchase.

Food Services/Meals:

If a microwave is used –clean hands, handles, and surfaces before and after use.

Recess:

1. Students will wash their hands with soap and water or sanitize their hands before and after recess.

Confirmed Case Within the School Building:

A confirmed case or contact within a school may require different procedures based on the individual case dynamics in consultation with South Central Public Health District officials. SMS is ready to respond to cases within the school community regardless of the level of community spread. If an infected person has been in the school building, SMS may need to implement short-term closure procedures **(ORANGE OR RED)** *regardless of the level of community spread*. However, nothing is automatic and the response to an infected individual in the building will be dealt with on a case-by-case base and SMS will consult with South Central Public Health District officials to identify the best course of action.

Current plan of action will include:

- Begin identifying anyone who may have been in close contact with a confirmed or suspected COVID-19 case. Close contact is less than 6 feet for more than 15 minutes.
- Follow South Central Public Health District guidance for the course of action. Recommendations will be given on a case-by-case basis and could include.
 - Excluding positive, suspected, and close contacts from school as they follow isolation or self-quarantine instructions until they can safely return.
 - A short-term dismissal of students and most staff for 1-2 days.
 - Extended school dismissal.
- Communicate with staff, parents, and students regarding dismissal decisions and possible COVID-19 exposure.
- Clean and disinfect thoroughly.
- Reinstate strategies to continue education and related supports to students as needed.

Students who re-enter after a quarantine, or confirmed case, will need to schedule a Re-Entry Meeting. A doctor's note confirming that the student has been cleared for re-entry into the school community will be required.

Plan A (GREEN): SMS returns to a traditional school setting. No, or minimal, community spread and the following plan is in place and approved by local health authority:

Academics:

1. Monday -Friday: Face to face classes from 8:00am – 2:45pm on a typical daily schedule.
2. Attendance: Monday through Friday (face-to-face): Attendance will be taken by the teacher within the classroom.
3. Special Education Services: Face-to-face services or via telehealth (online). provided within the physical facilities in groups of 10 or less Monday through Friday in accordance with the students' Individual Educational Plans.
4. Maintenance of small student and staff groupings with limited mixing between groups as much as possible.
5. Be outside as much as possible where social distancing can reduce viral transmission.

Transportation of Students. Currently we are planning on issuing a Mountain Rides Bus Pass for all students. For students riding the bus, please check temperature before leaving home. No students arriving at school and exhibiting a fever of 100.4 degrees will be admitted to classes.

Plan B (ORANGE): SMS will implement a model designed to reduce the number of students on campus at any one time. The assumption is that there is an identified spread/source and (some) students who have been in contact long enough to reasonably assume they have been exposed to a viral load.

(ORANGE) will involve short-term closure (a limited number of days) of specific areas of the building for the decontamination of the physical plant. Students affected will move to **(RED)** while others will remain in **(GREEN)**.

Plan C (RED): SMS will implement a model designed to provide remote learning to all students. The assumption is that there is substantial community spread and the following plans are in place and approved by local health authority:

Closure Guidelines: Medium to Extended Term Closure (part of a larger community mitigation strategy for jurisdictions with substantial community spread - closures that are medium to extended in duration, i.e. 4 or more weeks of closure). School will be closed for the length of time required to adequately prepare for the implementation of this plan.

Personal Item Retrieval:

The school will be open on a date to be designated, in order to provide time for the parents and/or students to retrieve any essential personal items from the school buildings. SMS staff will remove any living plants or animals and take essential personal and educational items as they exit for the day.

Instructional Staff:

Instructional staff will return to work on (date) to begin immediate planning for remote instruction. SMS administration will take into account the anticipated academic and economic impacts to provide academic support. They will also consider economically and physically vulnerable children, at-risk children, and support for families adjusting to the alternate instruction. SMS will use the data from a survey sent to parents/guardians to help mitigate the negative effects of such a closure.

Device Distribution:

Information about the method and time of delivery will be communicated via school messenger and/or personal contact. The technology use agreement, signed by parents at the beginning of the school year, will be in full effect for the devices/ distributed.

School Calendar/Attendance:

During the soft closure of the spring semester of 2020, the Idaho State Department of Education (SDE) held SMS harmless with regards to funding related to Average daily Attendance. It is anticipated that the SDE would continue this policy should the need for a soft closure occur during the 2020-2021 school year. This means SMS expects to have the ability to pay certified and classified employees during a future school soft closure.

Explanation of Staff Division of Labor During An Emergency School Closure(RED):

Administrative Staff: Administrative staff will be required to review and revise any, and all, plans necessary for the recommencement of distance learning and the development or completion of any plans required by the Idaho State Department of Education.

Certificated/Pupil Service Staff: The expectation of certificated/pupil service staff is that they provide developmentally appropriate instructional activities which are individualized for students' needs both in content and delivery.

Technology Staff: Technology staff will be preparing, and maintaining, all devices and internet services issued to the students. Additionally, they will prepare the technology required to administer state assessments should these assessments be required.

Student Services Staff: The expectation of the student services staff, and contracted related service providers, is to continue to fulfill their contract with the district; including alternative methods of service provision to students.

Other Classified Staff: The expectation of other classified staff is that they are on call and ready to perform services as determined by the district. Classified staff that typically provide instructional assistance to specified students will continue in the performance of those services as indicated by the student's service plan (IEP, 504, ELL, etc) as determined, or revised, by the team, including but not limited to home-bound services.

Academics: Monday - Friday:

As soon as SMS is prepared to implement the alternate instruction plan, the district will inform parents, guardians, and students of the date remote instruction will begin via school messenger and/or personal contact. Teachers will contact each parent and/or student during the planning process and will also be responsible for contacting and implementing the alternate instruction for their students.

Special Education Services: All services provided via telehealth (online). Any students for whom an IEP will expire during soft closure, written notice documenting the following: explanation of circumstances leading to the expiration of 365 day IEP timeline, assurance of the extension of the current IEP and continuation of services, and an estimated timeframe for the scheduling of a new IEP team meeting will be provided. In the event of a long-term emergency closure is deemed necessary, the Director of Special Services will contact the parents of students receiving services under IDEA (IEPs) to discuss parental concerns regarding continuation of services as well as the method in which those services may be provided. An IEP team meeting will be called, via conference call/zoom, to determine the need for an amendment to the IEP with regards to change of placement and other services decisions.

Plan C (RED)- Guidance for Parents: Planning for Remote Learning

You will be receiving explanations and instructions from your child's teacher to assist you in guiding your child through their remote learning. (We will run our parent back to

school night on our chosen distance learning platform for you to become familiar with some of the features.) Your child's teacher will call on a weekly basis to discuss your child's progress, answer your questions, and express any of your concerns. The remote learning plan your child's teacher is developing and will be in your teacher's newsletter as the CoVid19 Emergency Soft Closure syllabi by (Date). Please direct all questions regarding your child's remote learning to the teachers first and then you can follow the chain of command.

1. **Don't panic.** Keep in mind that the teachers will be providing the instruction and your role is to assist your child should they need additional assistance. Remember, the teachers will be available during the day. Their office hours are 8:00 am to 8:30 am and 3:20 pm to 3:50 pm. These are dedicated office hours. Please do not attempt to contact teachers from 9:00 am - 3:20 pm. This time will be dedicated to instructional time, collaboration, and daily staff meetings. If you email a teacher, do not expect a response between the 9:00 am - 3:20 pm time frame.
2. Don't expect perfection from yourself, your child, or your child's teacher. We will be in crisis mode and the well-being of our loved ones will be the highest priority and may affect each of us more than we realize. Your child is doing their best, you're doing your best, and the teachers are doing their best to navigate a new learning without fully knowing how things are going in your home. Structure and rhythm, both at home and during the remote learning instructional times, are extremely important in maintaining stability for everyone involved.
3. This will be a time when your involvement in your child's education may be higher than ever before. We understand this and, as a result, will be communicating with you frequently. Each teacher has been instructed to contact you by (Date). If you have not been contacted by a teacher by (Date), feel free to contact the teacher. They will be requesting your input to develop a plan for the individualized instruction of your child. **Some of this communication will be coming via email. Please check your email, both the inbox and the spam folder, frequently for emails from your child(ren)'s teacher(s).** You are our eyes and ears on the ground during this **(RED)** time. You will be able to assist us in identifying difficulties your child is having with assignments as well as any difficulties they are having emotionally. Teachers will be surveying each parent to see how classes are going by each Friday, as long as it is required to establish a solid routine.
4. The teachers will be using programs their students are familiar with, however, they may also be incorporating other programs and platforms. The links below were compiled by the SDE and SESTA to assist parents and educators in moving to online instruction. These resources have all been vetted for alignment with Idaho standards and ease of use. Many of them have instructions. If there are no parent instructions, the teacher will assist you with information about how to access any program/platform they will be using. If you are interested in additional resources, you can find them [here](#) .

5. Many teachers are planning to use the online program Zoom (or Google Hang Out?) for providing remote instruction. A phenomenon that has been taking place in other locations, where Zoom is being used, is something called Zoom Bombing. Zoom Bombing is where a stranger gets into a Zoom meeting and inserts something inappropriate. All teachers have been provided with instructions on how to prevent this from happening. If you would like more information about this you may find it [here](#). Please understand that class meetings taking place on Zoom or other meeting platforms being used for remote learning are considered to be happening in “school”. These meetings are being recorded for student access, if needed, at a later time. Inappropriate behaviors, language, or comments that take place during those meetings will be recorded as part of the meeting and will be considered to be happening at school. Inappropriate behavior of any kind will be dealt with as if that behavior had occurred on school grounds. Please ensure that you are communicating to your child(ren) your expectations for their usage of any online program.
6. Teachers have been instructed to be prepared to provide students with both digital and printable/printed instructions. You and your child need to build confidence in learning remotely just as the teacher may need to build confidence in teaching remotely. We have taken into consideration any issues you may have with internet connectivity and the need for an alternate form of remote learning. If your child requires a non-digital approach to remote learning, the procedures described below will be followed:

SMS drop off and pick up

We will use the system we used at the end of the last school year.

- a. SMS will have materials available for the next week’s work on Friday 7:30-8:30am and 5:15pm- 6:15pm in individual “family totes” or plastic bags.
 - b. Completed/marked instructional materials will be placed in their individual “family tote”. If there is needed feed back beyond comments written on the assignment teachers will make contact directly with the family.
 - c. This is to allow the assigned paraprofessional time to disinfect the materials.
 1. Teachers shall wear gloves and a mask when preparing instructional materials.
 2. Teachers will label a new plastic bag with the student’s name and the teacher name or course name, place the instructional materials for their student into the plastic bag, tie the bag, and place it in the “family tote”.
 - d. The totes will be cleaned and disinfected.
7. Watch out for cognitive overload. Cognitive overload is the point at which your child just cannot take in any more information. This may be different depending on the child, the lessons, or the grade levels. Generally, this will happen within a shorter period of time when working online than it does within the physical classroom. Introducing both a new platform for instruction and new content, at

the same time, can be overwhelming for both students and teachers. To combat the potential for cognitive overload, teachers have been directed to ease their students into remote learning with review materials or content that is already known. Please do not be concerned if you are seeing material that has already been covered in class or if your child says that they have already “done this” in school. The primary function of reviewing material is to ensure that students gain experience with the expectations and methods of remote learning.

8.SMS has opened up a public guest internet so students can sit in a car in the parking lot if they need to access the internet this way. The guest access will not require a password. Teachers may record any classes as they go so that students can retrieve them when that's needed.

9.The teachers are thinking in terms of individual needs and not just in terms of the needs of groups or classes. While this applies primarily to students with disabilities or special needs, it is useful for all students. Teachers will ensure that they are providing as many of a student's accommodations, as listed, on their 504 or IEP as possible.

10. Teachers will be creating materials in multiple formats. While text is the least restrictive and can be accessed on multiple devices when there are limited bandwidth and data usage, it might not be appropriate for all learners. Teachers will be providing a minimum of two types of directions explaining the requirements for the completion of all assignments. One of these will always be in written form clear enough for the students to complete the assignment on their own. Students will zone out more online than in a face-to-face setting. Experience from our last online time informed us we had more success with smaller groups for shorter times. We may well split grade level classes into smaller groups and give some traditional school hours over for independent work offline.

11,Please become knowledgeable of the assistive features on your computer – the more you know about your computing environment, the easier it will be for you to guide your child in locating assistive technologies if needed.

12,If a teacher has plans to use an online discussion board, they will use them thoughtfully and will explain what is expected and how to access the discussion board to you and your child.

13.Be kind and compassionate. Everyone is going through the same trauma. Teachers will be thinking continually about meeting student needs at this time.

14.If grades are given, there are many different strategies for grading that are acceptable for remote learning. The teacher will communicate to you the method they will be using to grade your child.

15.SMS will plan to administer all Idaho State assessments. Any alterations will be communicated as they become known.

16.School Year: Every effort will be made to complete the school year as close as possible to the date currently in the approved school calendar. Information about the exact date the school year will end will be determined if the Board of Trustees amends the school calendar.

17.Finally, please know we will get back to normal, albeit a new normal, but normal none-the-less. And, if we are lucky, we will have learned something new in the process.

Technology is not the best solution for many learning situations (how do you teach CPR that way?) but, in some cases, it can help bridge gaps that we didn't even know we had.

Resources:

- [Harvard Remote Science Labs](#)
- [QM Emergency Remote Instruction checklist](#)
- [The Journal: Free Resources for Schools](#)
- [We Are Teachers: 130+ Amazing Online Learning Resources](#)
- [CA Distance Learning](#) emerging policies that are relevant for all districts.
- [Teaching Through Coronavirus: What Educators Need Right Now](#)
- [SESTA > Idaho SESTA Covid-19 Tool and Resources](#)
- [Padlet with Assistive Technology Resources](#)
- [Padlet with Resources by Topic and Grade Level](#)
- [SDE Resources for Schools | Novel Coronavirus \(COVID-19\)](#) (This has resources for parents and teachers)
- [IDLA Eday Resources- FREE](#)
- [Zoom Webinar for Introduction to Live Online Teaching](#)
- <https://www.khanacademy.org/coach/dashboard>
- <https://www.blackboard.com/industries/k-12>
- <https://teachercenter.withgoogle.com/>
- <https://archive.org/details/nationalemergencylibrary>