



## **OSPI REOPENING PLAN for Ellensburg School District**

Student success and identifying students' needs are top priorities, along with promoting safety for both staff and students when reopening school for the 2020-2021 school year. Additionally, ESD will be intentional about prioritizing the needs of marginalized student populations and closing opportunity gaps for students in subgroups that are not demonstrating academic growth and achievement at the same rate as the general population. These priorities will include looking closely at the progress of and educational services for our students who are under resourced, English Language Learners and students who are receiving support from Individualized Education Plans. The use of an equity lens will be imperative in viewing the overall reopening of school plan, and information provided to families regarding the reopening of school will be translated into the home language of parents and students, as necessary.

### **ReOpening Date: September 9, 2020:**

ESD will be starting students in all grade-levels with online instruction. Additionally, ESD will be in close contact with Kittitas County Public Health Officer Dr. Mark Larson to determine when it will be safe to implement the Hybrid A/B model. This model will include the students who are currently signed up for this hybrid model. Students in the A group will attend school on Mondays and Thursdays, and students in the B group will attend school on Tuesdays and Fridays.

Additionally, ESD will be in close contact with Kittitas County Public Health Officer Dr. Mark Larson to determine when it will be safe to implement the Hybrid A/B model. This model will include the students who are currently signed up for this hybrid model.

Students in the A group will attend school on Mondays and Thursdays, and students in the B group will attend school on Tuesdays and Fridays. ESD will consult with Kittitas County Department of Public Health to stay informed about current COVID rates, trends, and impacts to the Ellensburg community in order to assess ESD's modes of instruction. ESD will not always have the flexibility to transition according to a plan.

There may be times when a classroom, building, or the entire district will have to move to remote only immediately and effectively the following day. When that occurs,

communication will go out notifying families and the community, and teachers and students will immediately move to their distance only schedules (the same ones we started the year with) the following day. When ESD has the ability to transition according to a plan, the following will serve as that plan: ESD will assess our modes of instruction in consultation with Department of Public Health each week based on current county COVID cases, trends, and impacts. If it is determined we may need to alter our mode of instruction, ESD will hold a Special Board meeting by Thursday to determine whether we will transition our mode of instruction and notify the community by Friday, at the latest. We will remain the current mode of instruction through the remainder of the week and begin remote-only instruction Monday (or the first scheduled school day) of the following week. We will resume assessing weekly our ability to return to in person instruction. In the meantime: Smaller groups of students, such as students on IEPs who require in-person services, will be brought back into schools with consultation of Kittitas County Department of Public Health. ESD will be distance only through October 2<sup>nd</sup>.

### **ESD Ending Date: June 18, 2020**

**Primary local health officer: Kittitas County Public Health Officer Dr. Mark Larson**

**District-level point of contact for reopening school: Jinger Haberer, ESD Superintendent**

### **Part I - MANDATORY Health Requirements**

#### **Drop Off and Pick Up Plans per School: For adults who may visit the schools.**

- ESD has established staff, student and visitor protocols to be followed uniformly across the district and departments. Parents and visitors will be discouraged from entering the building unless necessary. All individuals will be required to wear mandatory PPE, participate in daily health attestations or health screenings, maintain social distancing always (as well as) follow all district procedures for entry and exit of buildings.

#### ***Drop Off and Pick Up Plans per School:***

Each school building is developing a system to support safe student drop off and pickup. All schools will assure a system that accommodates one way traffic flows, signage to support safety and efficiency, parents remaining in vehicles, and district personnel to greet students at the car to direct to the appropriate screening area.

#### **ESD School Bus / Transportation:**

Students will be required to follow the DOH/CDC safety guidelines for bus ridership. School transportation is a privilege and families must be vigilant in protecting others from COVID-19 exposure. ESD has the following expectations:

- **PRIOR** to arriving at the bus stop and boarding the bus, parents or age-appropriate students **MUST** complete the required ESD online health attestation to declare the health of each student is appropriate to attend school.
- **PRIOR** to arriving at the bus stop and boarding the bus, students **MUST** wear required masks or other appropriate PPE .
- Social distancing will be promoted, as much as possible, with students while riding the bus. Windows will be open on the bus, as weather permits for greater circulation.
- Transportation department will follow all guidelines provided by the Department of Health related to cleaning and sanitizing procedures to promote a safe environment on the school buses.

### **Daily health screening plan in place for students and staff:**

#### ***ESD staff and student health screening process:***

All staff and students will be required to complete the ESD online health attestation in Skyward each day prior to arriving at school. Each building will develop a process for assigning staff who will verify student attestations using cohort grouping for minimal contact. Anyone who has arrived without a cleared online attestation will be directed to a screening station to be cleared for entry,

Students who do not meet the standard for attendance (attestations, health screens, or insufficient use of PPE) will activate the isolation protocol, and parents must immediately be notified to pick up their child.

### **Employees in the Higher Risk Categories:**

- ESD has reviewed the U.S. Centers for Disease Control and Prevention (CDC) definition of high-risk employees, and ESD has clearly communicated with staff their opportunity to identify themselves as high-risk.

### **Social Distancing within the classrooms and school buildings:**

- We are in the process of altering our indoor classroom and common spaces and reconfiguring our facilities and protocols to ensure six feet of physical distance between all persons in our school facilities as a planning framework. Depending on sq/ft of classroom, average student/teacher ratio is about 12 to 15 per classroom in the hybrid model.

- Principals are working together with their PBIS teams to ensure that there are protocols in place at each building to promote students being in cohorts before and after school and while at lunch and to maintain social distancing within these cohorts, as much as possible.
- Protocols will also be put into place at every building to promote social distancing when students move within the buildings.
- Classrooms will be equipped with furniture that allows for the appropriate physical distancing between students as required by OSPI/DOH.
- School personnel will be responsible for ensuring that social distancing requirements are met within classrooms, during lunches and recess. Classroom checks will be done by building and district level administrators collaboratively before school starts to ensure that desks are adequately spaced apart.

### **ESD Food Service: Meals**

Ellensburg School District will be providing meals for all students in K -12th grades through the National School Breakfast and Lunch Programs. Last Spring, ESD was allowed to switch to the Emergency Food Distribution Program during COVID lockdown and summer, which provided free meals to all students ages birth to 18. *Due to the limitations of federal guidelines, ESD will need to return to the National School Breakfast and Lunch Programs. Students will be “charged” according to their eligibility at time of service. There will no longer be free meals to all students unless the child qualifies.*

When in-building instruction begins, it will be in the Hybrid model (2 days in-person, 3 days virtually). Students will be offered “grab and go” meals for on-site consumption, as well as, meal packs (breakfast and lunch) to be taken home for non-contact days. *Students will pick up on-site breakfast meals on the way to their classroom each morning and order on-site lunches through their teacher each morning.* Parents will have digital links to order their children’s “take home” meals each week. Student meal accounts will be charged daily after receiving the meal(s). Parents will need to replenish their child’s meal account at [www.mymealtime.com](http://www.mymealtime.com).

Meals will be given to each student who indicates meal service in-person on hybrid days. Students participating in the Virtual Academy can also have the option to order “grab and go” meals for pickup at their school of enrollment.

Other rituals and routines to be followed during lunch may include:

- Limiting gatherings and potential mixing of classes or groups in the cafeteria or other communal spaces: ESD will consider having students take their meals outside, to the classrooms or other large areas in addition to the cafeteria, as needed. If using the cafeteria, every attempt will be made to have students sit with their class or group.
- Staggering meal times in the lunchroom or dining areas: The flow of students will be managed to reduce crowding such as when hand washing at sinks, gathering around food vending areas, etc.

- Promotion of six-foot distancing will be in place when students are seated at tables and eating.
- Individually plate food for each student. The staff (not students) should handle utensils and serve food to reduce spread of germs.
- Tables will be cleaned and sanitized before and after each group eats.

### **Hand Washing:**

#### **We are in the process of establishing clear expectations and procedures to ensure frequent hand washing in all of our facilities for students and staff.**

- Ellensburg is establishing common signage to be used across all buildings in the school district.
- ESD is in the process of furnishing hand sanitizing stations in each classroom, as needed, and in high use areas like cafeterias, hallways and gymnasiums.
- Effective hand washing techniques and routines, such as the following, will be reinforced in all schools
  - Using soap and water and scrubbing for approximately 20 seconds before rinsing.
  - Using paper towels to turn sink handles and open doors before discarding.
  - Using alcohol-based sanitizer when hands are not visibly soiled.
  - Developing fixed schedules for hand washing (particularly, for younger students).
  - Ensuring that adequate supplies are available and in good functional condition.

Children and adults should wash hands when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. Young children will be assisted to make sure they are doing it right.

### **Other Health and Wellness Routines:**

To prevent the spread of infection ESD will implement protocols and practices such as:

- Encourage students and staff to stay away from school when sick.
- Teach students and staff to use masks and protective equipment appropriately, covering a cough, and using/discarding tissues appropriately.
- Stress the importance of keeping hands away from the eyes, nose, and mouth.
- Teach students and staff how to keep surfaces clean and disinfected.

Schools will take time during the first two weeks of school to teach health and safety protocols like use of masks, social distancing, hand washing, lunch and recess routines, etc. with students. PBIS will be a good vehicle for reinforcing these newer rituals and routines.

### **Face Coverings:**

- One cloth mask or shield will be provided to each student and staff member at the beginning of the 2020-2021 school year. Additional masks or shields will be available and an equitable process for accessing these additional resources will be developed.
- The wearing of masks or shields by staff and students will be required and enforced equitably across the district with support by the ESD Superintendent and School Board. Students will be required to wear their masks upon entering the building and to follow the DOH guidelines. Students who refuse to follow these requirements or who act in ways that put other students or staff in danger, will be addressed according to the district-wide and building level behavioral/discipline plans and proportionate to the appropriate developmental stage of the student.
- Face coverings for staff: Staff will need to follow OSPI and DOH guidelines for the wearing of face coverings which include the approved exceptions to this practice.
- Staff members working with students who cannot wear a shield or mask for the reasons described above shall be provided the appropriate personal protective equipment (PPE)

### **Cleaning Regimens:**

**We have developed a cleaning regimen in our facilities and buses consistent with DOH guidance and the Infection Control Handbook 2010.**

ESD will continue to maintain, clean and disinfect all our facilities on a daily basis which includes:

- Emptying garbage and vacuuming each room, as needed.
- Each room's surfaces will be disinfected using RE-Juv-Nal.
- Bathrooms will be cleaned daily, with high-use bathrooms cleaned both during the day and at night, as needed.
- Kitchens will be thoroughly cleaned daily as per DOH guidelines.
- High touch areas such as door knobs, panic bars, railings, drinking fountains and so forth will be wiped down regularly throughout the day.
- Each classroom will have a spray disinfectant and towels for staff to wipe things down at their discretion.
- Extra hand sanitizer stations will be installed throughout the buildings.

### **Procedure for working with personnel with suspected or known cases of COVID 19:**

### **Nurse's Office:**

- Building administrators will create plans in each school to reduce the congestion in the health office. For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution.

### **Potential Infection:**

- If a staff member or student contracts COVID 19, guidelines and requirements provided by the Kittitas Public Health Office (Dr. Larson) will be followed along with disinfecting guidelines provided by DOH/ OSPI.
- A separate space will be created for students who are sick ( fever, cough, difficulty breathing, etc.) and only district nursing or other trained personnel (equipped with the proper PPE) will supervise these students while they wait for their parents.
- Staff or students who are exposed to a student or staff who tests positive for COVID 19 will be contacted by the Kittitas County Health Department and will be required to follow the requirements that they give, as a result of this exposure

We have clearly established procedures, in coordination with our local health authority, to report any suspected or known cases of COVID-19. We will follow the procedure outlined in the recent document shared by the Region Seven Guidance for Reopening to Classroom Instruction, released on August 7, 2020.

## **Part II – Statutory Education Requirements**

### **1. 2020-2021 School Calendar:**

We have established a school calendar to accommodate 180 instructional days and required instructional hours assuming all of the guided learning planned by and under the direction of the certificated teacher counts (in-person face-to-face, distance learning on screen with a teacher, independent learning assigned and evaluated by a teacher, and any other directed learning) subject to the State Board of Education requirements outlined in [WAC 180-16-200](#). School calendar can be found [here](#).

### **2. Proposed weekly schedule:**

In order to accommodate the instructional hours requirements, ESD's proposed typical weekly schedule for students and professional collaboration for K-12 are [here](#).

### **3. Attendance:**

ESD has a plan to take daily attendance for all students, regardless of our teaching modality, as well as a tiered approach to supporting students not participating and aligned to the OSPI attendance rules

***Definition of absence from in-person learning. WAC 392-401A-015***

- (1) A student is absent from in-person learning when the student is:
  - (a) Not physically present on school grounds; and
  - (b) Not participating in the following activities at an approved location during a scheduled in-person learning day:
    - (i) Instruction;
    - (ii) Any instruction-related activity; or
    - (iii) Any other district- or school-approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
- (2) A full day absence from in-person learning is when a student is absent for fifty percent or more of their scheduled day.

***Definition of absence from remote learning. WAC 392-401A-016***

- (1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day.
- (2) Evidence of student participation in remote learning may include, but is not limited to:
  - (a) Daily logins to learning management systems;
  - (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or
  - (c) Evidence of participation in a task or assignment with remote learning. This evidence could include:
    - Daily logins to learning management systems
    - Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats)
    - Evidence of participation in a task or assignment

**Suggested Teachers' Actions:**

- Students will be marked present by a system the teacher sets up within the Zoom, or other virtual conferencing system, and then the teacher will enter the attendance into Schoology or Skyward (either should work as they interface with each other).
- Students will need to log into their Schoology account for each class prior to 2:00 PM each day. At 3:00 PM, teachers will enter the attendance into Schoology or Skyward for the day's record.

#### 4. **Learning Standards:**

- ESD is in the process of identifying learning standards across grade levels and/or content areas to ensure instructional time and professional learning are effectively tied to our reopening plan.
- Teachers across all grades are expected to use the Washington State Learning Standards and ESD adopted curriculum aligns with these standards.

#### 5. **Grading Process at all grade levels:**

ESD, upon Board approval, will continue with the grading process and policy that is currently in the ESD Board Policy and Procedures posted within Board Docs. One addition, however, will be made to the Grading Policy Procedure. This addition to the ESD Procedure will include:

- Teachers may assign an "I" or incomplete to assignments as determined necessary.
- ESD has a specific plan to support students who received "incompletes" in the spring of 2020.

#### 6. **Communication with Families:**

- Developing an effective family and community engagement plan is a continual process. ESD will continue to use S'more, Blackboard and Remind and email as the primary communication platforms to communicate with families. It will continue to be ESD's practice to translate district-wide and building-specific communications to non-English speaking families to inform them of the ongoing process of ESD's reopening plan.
- District and building administrators will continue to provide ongoing communication (providing translation as needed) concerning the required health and safety requirements when students are at school or participating in extracurricular activities.

### **Part III – Additional Expectations**

#### **Summer learning and services opportunities for students who needed additional support to be ready for success this fall.**

- Online summer school was offered for high school students. Services for students who are on Individual Education Plans or IEPs, as determined by their

IEP teams, may be provided in early September before the start of the 2020-2021 school year.

### **Universal Screening for Students:**

ESD has a plan to perform a **universal screening** of each student when they return to school to better understand their strengths, learning needs, and social-emotional needs.

- The district will be conducting MAP assessments with all students 2nd-10th grade to be completed by mid-October. K-1 students will be taking an academic screener and diagnostic test in Edgenuity. Upperclassmen at EHS will be screened with MAPS, as necessary.
- Additionally, teachers will be doing orientation meetings with all families that will include a checklist of questions, including questions around social-emotional needs of students. These will be completed in the first two weeks of school.
- The use of the Community Circle protocol will be used when possible in the virtual environment, as well as, when students are brought back into the buildings in small groups. This process gives every student a voice and gives them a chance to check-in with their teacher and their classmates on topics related to social-emotional learning

Other suggested supports for overall wellness:

- To maintain a sense of connectedness and overall wellness for students, extracurricular activities shall be encouraged with OSPI and DOH guidelines followed.
- Increased opportunities for students to exercise and be outside during the school day should be encouraged. For recess, cohorts of students would need to stay together. Students in the ESD Virtual Academy should also be encouraged to exercise and be outside, as possible.

### **Technology and Internet Connectivity:**

ESD has invested in additional accessible **technology, hardware, or connectivity** for students and educators as we have prepared for fall reopening. This includes the use of Tech Levy funds to provide one-to-one devices for all students K-12 in ESD. Surveys will be submitted and families contacted by phone or in person (as needed) at the building level at the beginning of the year to ensure that all students have access to online learning.

### **Learning Management System and Professional Learning for Staff**

The district has a plan to provide **professional learning** for our educators at the beginning of the 2020-2021 school year to prepare them for effective instruction during the 2020–21 school year. This includes LID time for PD related to

Schoology and Edgenuity, equity, SEL and safety precautions necessary for a safe learning environment.

ESD has selected Schoology as the primary **learning management system** for consistent use with students across the district during the 2020–21 school year. Professional development for the use of this LMS will be provided before the start of this school year.

Training regarding safety and health protocols for the 2020-2021 school year will be provided during one of the LID days in August. Additional training will be provided for staff who will be working with students who are not able to wear masks or who are in higher risk categories like Life Skills or Autism programs.