



# **BPS Scenario 3 Plan: Safe Return To School**

*Return to the Traditional Learning Model for the 2021-2022 School Year*

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## Traditional Model Learning Plan

### Safe Return To School for the '21-22 School Year

## Introduction

Browning Public Schools will be returning to a traditional learning model for the 2021-2022 school year. The traditional learning model will continue to include contagious disease prevention protocols. Each BPS school campus has developed a site specific plan that aligns and compliments the overall BPS Reopening Plan.

### COVID 19 Prevention and Management Plans

Each campus has a contained site specific plan COVID 19 plan that also aligns and compliments the overall district pandemic plan. These covid plans are integrated within the site specific Scenario 3: Traditional Learning plans.



## **KW/Vina Elementary School Re-entry & Recovery After a Pandemic Event**

The three progressive phases are the following:

- a) Scenario 2: Limiting the number of students present in school building.
- b) Scenario 3: Full capacity but limiting number of activities to allow for continued social distancing.
- c) Return to Normal: Full capacity and full operations.

**In all scenarios** all staff are encouraged to monitor for re-emergence of COVID-19 symptoms and with school administration in contact with the local health department for continued updates on community re-emergence indicators.

At ALL Levels students, staff, and visitors will have their temperatures taken prior to entering the school building:

**\*\*\*\*At all Phases a complete School Closure will be implemented based upon Blackfeet Tribal Ordinances, BPS Board of Trustees, State of Montana, and the OPI.**

### **Each Day:**

#### ***District Level:***

**\*\*\*Browning Public Schools District Level plan will be followed.**

#### ***School Level:***

**\*\*\*KW/Vina staff will monitor the temperature of students, staff, and visitors at the entrance of the school building each day to ensure the health of students, staff, visitors, and families.**

### **Scenario 2: Limiting the number of students present in the school building.**

#### **Academic Programming**

- Parents/guardians are offered continued distance learning or blended learning model
- Blended Learning Model-Limit the number of students in the building by:
  - Monday/Tuesday Cohort 1:** Limit class sizes to at least half capacity PreK, K, and 1
  - Wednesday/Thursday Cohort 2:** Limit class sizes to at least half capacity PreK, K, and 1
  - Friday Cohort 1 & 2:** No School, Deep Cleaning of Building, PD/Staff Meetings/Distance Learning Packet
- On-Campus Instructional Days: (2-days/week)
  - Students participate in full school day schedule of Core program instruction including intervention block and specials classes in the homeroom classroom.
- Distance Learning Days: (3 days/week)
  - Students participate in remote instruction utilizing the SeeSaw digital platform.
  - Activities will be provided that reinforce on-campus instruction
- No Family Engagement Activities, No Fundraisers, No Field Trips, Alternate Plan for Parent-Teacher Conferences

- No Walk to Specials Class, No Walk to Intervention (All interventionists will go to each classroom)
- Meals will be served in the classroom
- No Visitors in the Building
- Social-distancing protocols and staggering for breakfast, lunch, hallways, recess, and bus transition
- Regular schedule of temperature taking, handwashing, social-distancing protocols for students & staff
- Increase family outreach, distance engagement, and wrap-around services
- Individualized attendance plans for students whose families who choose not to attend school
- Individualized staff employment plan for high-risk or have family members who are high risk
- Implement MTSS to support academics and social-emotional/behavior supports for ALL students and individualized support for some students.

### **Physical & Structural Environment**

- Prepare classrooms by wiping down surfaces with disinfecting cleaners.
- Prepare an isolation area within the school building, supply an isolation area with personal protective equipment.
- Provide hand sanitizer, gloves, masks, face shields, thermometers, etc. for every classroom/teacher
- Divide student tables with plexiglass dividers in every classroom.
- Portable air filtering systems will be provided for every room.
- Playgrounds will be utilized with a class assignment schedule each day.
- Utilize student distance spacing strategies to decrease contact with students, who may be infected, but not exhibiting symptoms, until school returns to normal operations.
- Inspect all buildings, facilities, air filtering equipment, materials, etc. and determine status and needs for operations.
- Expand school cleaning routines by maintenance/custodial staff.
  - Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist. Clean all hallways, common areas, and the outside of lockers daily to a level of sanitation prescribed by the CDC.
  - Air conditioning system filters should be cleaned and changed.
  - The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

### **Needs at the District Level:**

\*\*\*Procedures at the District level should be in place to ensure the cleaning and sanitizing of buses after student use and ensure social-distancing.

### **Physical Health**

- Recommend school nurses or designated staff compile daily health reports for the Command Team.
- Implement temperature checks and/or symptom screening each day
- Implement student and staff temperature screenings for students before they enter the school and/or upon entry onto buses. If transportation drivers conduct temperature screenings, ensure emergency communication contact numbers are available to reach parents or guardians.
- Recommend [CDC Practice good hygiene guidance posters](#) (hand washing, cover while sneezing/coughing, social distancing) be visible in classrooms and common areas.

- Handwashing will be scheduled in regular intervals
- Require anyone (student and staff) with COVID-19 symptoms to stay home.
- Consider the use of face coverings for all students and staff.

#### **Social Distancing Options:**

- All classrooms will be at half capacity PreK, K, and 1
- Students will alternate Monday/Tuesday Cohort 1 and Thursday/Friday Cohort 2. Deep cleaning of the facility will occur on Wednesday.
- Separate student desks as much as possible. If possible, rearrange classrooms to allow for 3 feet or 6 feet of distancing between desks or students sitting at tables.
- Prohibit congregation in hall ways and lunchrooms; if possible, stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity or modify to allow social distancing.
- Keep students in the same groups or classroom, with teachers rotating when practical.
- Prevent any non-school staff, including parents, from entering school buildings.

#### **Resources:**

[New York Department of Health- Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19](#)

[U.S. Environmental Protection Agency: List N: Disinfectants for Use Against SARS-CoV-2](#)

### **Scenario 3: Full capacity but limiting number of activities to allow for continued social distancing**

#### **Each Day:**

##### ***District Level:***

***\*\*\*It is recommended by KW/Vina that the district develop a system to monitor the temperature of bus drivers and students before entering the school bus on each school day.***

***\*\*\*It is recommended by KW/Vina that the district develop a system to ensure breakfast and lunch can be delivered and served safely in each classroom to ensure social-distancing and sanitization.***

##### ***School Level:***

***\*\*\*KW/Vina staff will continue to monitor the temperature of students, staff, and visitors at the entrance of the school building each day to ensure the health of students, staff, visitors, and families.***

#### **CONFIRMED or SUSPECTED case of COVID-19**

- Collaborate with the school nurse to plan for reporting, contact tracing and both short-term or extended closures in the case of a positive COVID case related to the school or community.
- Collaborate with public health to ensure each school has a plan for reporting, contact tracing and both short-term or extended closures in the case of a positive COVID case related to the school or community.
- Utilize CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

#### **Academic Programming**

- Continue classroom learning with one master schedule for PreK, one for K, and another for 1st grade
- No special classes will be offered during this phase. All specialists and paraprofessionals will be assigned to support in the classroom to minimize student transitions within the school building.
- No Family Engagement Activities, No Fundraisers, No Field Trips, Alternate Plan for Parent-Teacher Conferences
- No Visitors in the Building
- Regular schedule of temperature taking, handwashing, social-distancing protocols
- Increase family outreach, distance engagement, and wrap-around services
- Individualized attendance plans for students whose families who choose not to attend school
- Individualized staff employment plan for high-risk or have family members who are high risk
- Implement MTSS to support academics and social-emotional/behavior supports for ALL students and individualized support for some students.
- Masks may be required at this level

#### **Physical & Structural Environment- No additional restructure recommendations**

- Screen all visitors by conducting a temperature scan before entry into the main vestibule of school.

COVID-19 may come in waves and understand that the recovery process may repeat several times. It is highly recommended that you **always be prepared** for school cancellations.

If a confirmed case has entered a school, all decisions should be made locally, in collaboration with the local public health department. Follow the [CDC Consideration for School Closures](#)

#### **Resources:**

[CDC Checklist for Parents](#)

[CDC Checklist for Teachers](#)

#### **Return to Normal: Near full capacity and full operations but with continued vigilance in health and safety best practices.**

##### **Return to normal operations with all activities and:**

- Continue regular hand washing routines in all classrooms
- Deep clean classrooms and common areas, as well as sanitize surfaces each day
- Provide masks as needed
- Continue a system of temperature taking to ensure the safety of students, staff, and families of KW/Vina.

**Academic Programming – no additional restructure recommendations**

**Physical & Structural Environment- no additional restructure recommendations**

**Business Environment- no additional restructure recommendations**

#### **School Reopening Considerations**

**CLEANING AND SANITATION**

- Frequent disinfecting of door handles, desks and other common spaces.
- Require handwashing in regular intervals.
- Keep libraries, gyms, and playgrounds off limits unless they can be sanitized between groups.
- Provide hand sanitizer.

**SICK POLICIES**

- Implement temperature checks and / or symptom screening when practical.
- Require anyone (students or staff) with COVID-19 symptoms to stay home.

**LIMIT CLASS SIZES**

- Consider breaking larger classes into smaller groups.
- Students may alternate school days or attend for half days.

**MAINTAIN SOCIAL DISTANCE**

- Consider use of face coverings by all staff and students
- Keep students with the same group and in the same classroom, with teachers rotating when practical.
- Consider students eating lunch in the classroom to help limit mixing of students.
- Cancel extracurricular activities.
- Prevent any non-school staff, including parents, from entering school buildings.
- Consider reducing bus loads to allow for one student per seat.

**GRADUATION CEREMONIES**

- Provide a live stream of graduation
- Consider limiting spectator attendance
- For larger schools, consider grouping graduates or providing multiple ceremonies
- Follow social distancing between families

**ACCOMMODATIONS** for students, teachers, and staff in an at-risk group:

- Schools that reopen will need to take into consideration that some teachers and staff will fall into the at-risk category because of their age or other health risks. These individuals should have additional accommodations including: teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, or given an option not to return until the risks are reduced.
- Students who are high risk or who have family members who are high risk should not be penalized for failing to attend and should continue to receive remote support.
- Accommodations should also be extended to students and staff who are required to quarantine due to exposure or potential exposure.

**CONFIRMED or SUSPECTED** case of COVID-19

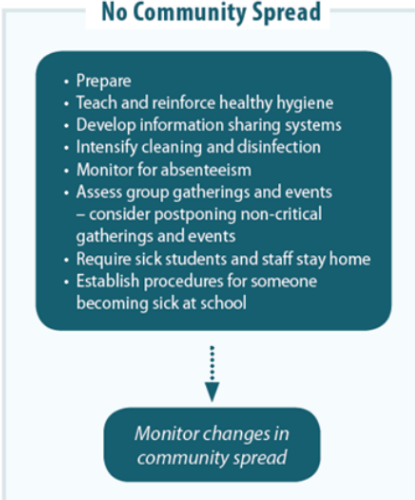
- Collaborate with public health to ensure each school has a plan for reporting, contact tracing and both short-term or extended closures in the case of a positive COVID case related to the school or community.
- Utilize CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

## School Decision Tree

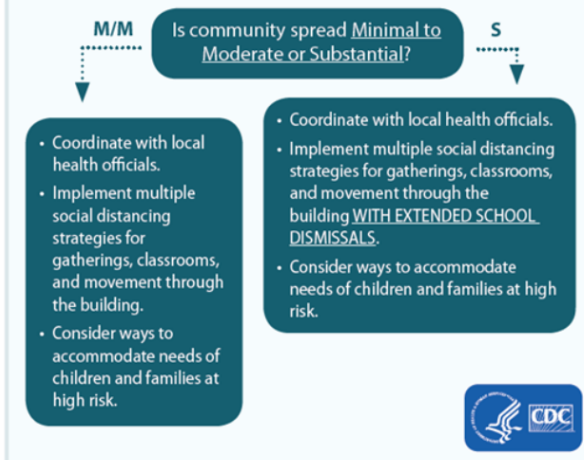
### All Schools Regardless of Community Spread



### No Community Spread



### Minimal to Moderate OR Substantial Community Spread





## Scenario 3: Traditional Learning Model

### Browning Elementary School

#### COHORT Traditional Model:

The Traditional Learning Model will continue to require students at the school to adhere to social distancing of 3 ft.

#### Weekly Schedule

Traditional learning schedule		
	<b>In Person</b> Monday-Tuesday- Wednesday- Thursday-Friday	<b>Distance Learning Day if needed</b> Monday/Tuesday/Friday or Wednesday/Thursday/Friday
<b>Early Morning</b>	Ensure your child's backpack contains all the needed materials for in person learning.	Ensure your child's iPad is connected and ready to go for distance learning.
<b>Morning</b>	Arrive at school, temperature check & screening protocol. Enter the classroom and follow the morning routine.	View recorded asynchronous video created by the teacher for the morning meeting to start the day and to preview learning for the day.
<b>Throughout the day</b>	Follow the digital day week at a glance schedule	<b>Synchronous Learning:</b> <ul style="list-style-type: none"> <li>Teachers will communicate schedules for synchronous (live) instruction with students in need of intervention or enrichment.</li> </ul> <b>Asynchronous Learning:</b> <ul style="list-style-type: none"> <li>Work on assignments/enrichment activities in Seesaw, or homework assigned by the classroom teacher. Take a break as needed, get outside to get some fresh air, do some stretching, grab a book to take a break from screens.</li> </ul>
<b>Afternoon</b>	Make sure your backpack contains all of the needed materials for the distance learning day.	Work to finish up learning activities. The teacher will post information on their Seesaw page. Need help? Post your question to the teacher on Seesaw or email so they can help you on the next in-person learning day.

<b>Distance Learning Wednesday</b>	<p>Friday will be distance learning days for all students with live check-ins for every student in the full-class Morning Meeting.</p> <p>Activities occurring on Wednesdays include:</p> <ul style="list-style-type: none"> <li>• Live, scheduled small-group Language Arts, Math, Social Studies, Science check-ins.</li> <li>• Targeted interventions for specific small groups</li> <li>• Specials classes</li> <li>• Asynchronous learning activities posted on Seesaw</li> <li>• Complete assignments from on site instruction from M/T or TR/F cohort</li> </ul>
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**The administrator's support the following for the traditional learning model:**

- Provides initial and ongoing parent/guardian communication, support, and guidance.
- Leads master scheduling and content migration to support instructors, while considering the instructional needs of all students.
- Facilitates the development and implementation of weekly instructional guides for every student.
- Monitors Individualized Education Programs (IEP)/Section 504 Accommodation Plans/English Language Learner (ELL) supports to ensure compliance and differentiated learning.
- Monitors two-way communication efforts between educators and students through Infinite Campus and Seesaw (digital platform).
- Identifies teachers and staff who serve as a team of expert users to increase support for teachers.
- Observes instruction and provides feedback to licensed educators.
- Review emergency Drill Guidance for the 2020 – 2021 School Year

**The teacher supports the following for the traditional learning model:**

- Instructs students and provides daily virtual office hours for distance learning students.
- Participates in collaborative lesson planning and professional learning.
- Participate in weekly grade level meetings to discuss progress, content and curriculum.
- Provide one-on-one small group support to students based on assessment data.
- Grade and progress monitor students in a timely manner.
- Support the implementation of curriculum for their grade level and modality.
- Arranges for daily communication and follows attendance processes.
- Works with support professionals assigned to students with disabilities and accommodations.

- Facilitates resources for students with IEPs or Section 504 Accommodation Plans and ELLs.
- Contacts parents/guardians on a weekly basis or as needed.
- Attends and participates in all required parent/guardian meetings (i.e. IEP/504, ELL, etc.).
- Provides emergency substitute plans and instructions as traditionally required. If staff are ill and unable to work, either in person or at a distance, students will still be provided instruction.

**The counselor supports the following for the traditional learning model:**

- Serve as a liaison between the school and families for students in crisis.
- Offer grief counseling support for students
- Provide resources and support to families
- Facilitates resources for students with 504s

**The instructional coach supports the following for the traditional learning model:**

- Provides daily support to teachers.
- Supports teachers in responsive instructional strategies for diverse learners.
- Ensure teachers have necessary resources for implementation plans.
- Facilitates teacher collaboration through structured learning opportunities.
- Assist with instructional and classroom management skills.

**The paraprofessional supports the following for the traditional learning model:**

- Arranges for daily communication and follows attendance processes.
- Works with licensed educators and assigned students with disabilities and accommodations.
- Completes assignments and tasks as assigned.
- Exhibits good work habits.

**The student supports the following for the traditional learning model:**

- Maintains consistent attendance and course progress.
- Completes assignments and tasks as assigned.
- Exhibits good study habits.
- Contacts teachers when requiring assistance.
- Attends daily and weekly required real-time, synchronous sessions or recorded sessions.
- Participates in any proctored assessments, if applicable.
- Utilizes the virtual office hours as posted by teachers to obtain additional support and guidance.

**The parents/guardians supports the following for the traditional learning model:**

- Communicates with the child's instructor(s) through virtual office hours.
- Actively assists children with their learning and directly participates with students.
- Provides support, guidance, and assistance.
- Fosters a conducive area for learning in the home.

- Encourages and recognizes positive gains and achievements.
- Actively monitors the child's progress in assigned courses.

## Safety Protocols for the Student Traditional Learning Model:

### Cleaning of building:

- Commonly touched surfaces (door knobs, railings, etc.) will be cleaned every hour using disinfectant wipes.
- Hallways will have signage to prevent students from entering areas they do not need to be in.
- Water fountains will be covered and not accessible for use. Students will need to use water bottles to fill with water.
- Bathrooms will be cleaned between classes.
- Students are not to be utilized to aid in the cleaning of classrooms and other areas throughout the school.
- Wednesdays and Saturdays are to be utilized for deep cleaning days and as a result, students will have a remote schedule that day, regardless of their schedule. *Teachers will not be allowed in the building.*

### Limit/Restrict non-essential staff:

- Entrance into the building will be limited to essential staff only.
- Parents/guardians will be assisted at the main entrance when bringing their child in when tardy, checking them out early for an appointment or dropping an item off for their child. They will not be allowed beyond the main entrance.
- Parents/guardians will need to remain in their vehicles for arrival and dismissal.

### Staff Arrival and Dismissal:

- All staff enter through the main entrance to be screened.
- The attendance aide will keep a log of each staff member who enters and exits the building w/destination.
- Safety protocols will be documented before entering past the secretary (Staff wearing masks, social distancing, temperature check at office).
- All staff will wear masks prior to entering the building and at all times while in the building.
- Hand sanitizer will be placed at the office for staff to use upon entering and exiting the building.

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- Staff go to their classroom only (they have a phone and supplies in each room).
  - Certified staff with Macbooks can log in via computer and all others will utilize the sign in clock.
  - All meetings will be held virtually.
  - If a student develops symptoms of illness while at school, reference the **Student Showing Symptoms** section below.
  - If a staff member develops symptoms of illness while at school, reference the **Staff Showing Symptoms** section below.
  - Suspend the practice of elementary classroom parties. Birthday treats will not be allowed to be brought to school.

### Student Arrival

- Clearly marked entrances/exits
- Upon arrival at the school, students will be dismissed from buses or cars starting at 8:30am until 9:00 am. They are to report directly to their homeroom at that time, maintaining social distancing and wearing their masks at all times. Breakfast will be a “grab and go” meal that is to be eaten in their homeroom.
- All 2nd grade students enter through the Southeast Door (facing Napi).
- All 3rd grade students enter through the Southwest Door (facing Academy).
- All students must wash or sanitize hands as they enter campus. Hand sanitizer will be provided and located by the touchless thermometer.
- Each classroom has a sanitizing station outside of the classroom.
- Dismiss walkers, car riders and bus students at staggered times.
- Floors clearly marked with one way direction arrows and tape down the middle of the hallway, to keep students distanced.
- Teachers/TA’s will stand in the hallways to monitor students upon arrival and dismissal.
- Collaborate with the bus garage to determine bus pickup and drop off schedule.

### Tardy students

- Students that arrive after 9:05 will be marked tardy. The student and the parent will need to use the front entrance where they will be screened by the attendance aide Jill Madman.
- Students that pass the screening will receive a tardy slip and will be escorted to the classroom by a supporting staff member.
- Students that do not pass the screening will return home with their child.

### Student Dismissal

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- Students being picked up will begin to dismiss at 3:00 PM. 2nd Grade will exit out of the Southeast door. 3rd Grade will exit out of the North Gym Doors. Bus students will dismiss at 3:07 PM., and will be escorted to the buses.

### Hygiene

- Properly and effectively teach students hygiene practices to ensure personal health and safety in school facilities. Provide opportunities for students and staff to meet handwashing frequency. Teach students how to scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.
- All bathrooms will have proper hand washing signs posted in the bathrooms for students to reference on how to wash hands.
- Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.
- Each classroom will be provided a sanitizing station for students to use.

### Student Protective Equipment:

- Teachers will properly demonstrate to students how to wear a mask while at school.
- At a minimum, face coverings should be worn: 1) While waiting to enter the school campus. 2) While on school grounds (except when eating or drinking). 3) While leaving school. 4) While on a school bus.

### Learning Environments for Physical Distancing:

- BES will mark off the floor for 6 feet of distance between individuals.
- All classrooms will contain enough desks to accommodate for the six foot distance and seat half of their student enrollment based on homeroom.
- Each desk is set 6 feet apart within the classroom and painters tape is used to mark where each desk needs to be for 6 feet.
- Each desk has a plexiglass divider with each desk facing in the same direction.
- Tape placed in the middle of the hall and arrows on each side of the floor to direct traffic flow in hallways.
- Signage and markings will be used to reinforce these expectations.
- Install physical barriers, such as partitions or plexiglass, to maintain physical distance of 6 feet.
- All upholstered furniture and soft seating will be removed from the school and placed in storage. Classrooms & counters are clear of clutter for daily cleaning.

- All excess furniture has been removed from the classroom to maintain a clean working environment.
- Painters tape is used to mark off sections in the classroom for social distancing.
- Any materials being distributed to students will be distributed in a way that supports social distancing.
- Avoid sharing any supplies. When materials are used they will need to be cleaned and sanitized/disinfected following use in accordance with the CDC Cleaning School Guidance.

### Seating Charts

- Teachers will create seating charts for students in Cohort 1 and Cohort 2. A copy will be given to administrators for contact tracing purposes. Students who are scheduled to attend on Monday/Tuesdays Cohort 1 should sit in the same seat on both days, and the same for those students who attend on the Thursday/Friday Cohort 2. It will be necessary for students to sit in their assigned seats on the days that they are in attendance as these seating charts will become critical should there be any contact tracing that needs to occur within the building.
- We will not utilize small group instruction or number corner gathering during the duration of the blended model. The lessons will still occur, but from students' desks.

### Contact Tracing Log

- Each classroom will be required to have a weekly log-in/log out sheet outside their door in addition to their cleaning station. Staff members not instructing the class on a normal schedule to the classroom are to sign in each time they enter/exit the room in the case we would need to contact-trace any student or staff member.

### Attendance

- Attendance will be taken on the days the student is scheduled to be on-site.
- Daily sign in/sign out sheet will be maintained by the teacher.
- Attendance for Students utilizing Distance Learning will be entered via the following:
  - Daily logins to the Digital Platform (Seesaw for Schools)
  - Interactions with teacher
  - Assignment progress/completion

### Breakfast

- Students will eat breakfast in the classroom.

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- Breakfast will be a grab and go format as the student enters the building and proceeds to the classroom.
  - Each classroom has two trash cans. One for trash and one for food.
  - Students will practice safe hygiene practices such as hand washing before and food consumption.
  - Students eat their breakfast at their assigned desk.
  - Students will not be allowed to share food with each other.
  - The teacher will walk around to each student while each student disposes of their trash in the food trash can. The large trash bins will be located in the hallways for disposal of the food bags, immediately following breakfast. Custodians will dispose of trash in large bins according to the schedule.
  - Each desk is sanitized after breakfast.

### Lunch

- Students will eat lunch in the classroom.
- Plastic trays or bowls will be used for grab and go. Meals will be delivered to the room by the teacher assistants.
- Each classroom has two trash cans. One for trash and one for food.
- Students will practice safe hygiene practices such as hand washing before and after food consumption.
- Students eat their lunch at their assigned desk.
- Students will not be allowed to share food with each other.
- The teacher will walk around to each student while each student disposes of their trash in the food trash can. The large trash bins will be located in the hallways for disposal of the food bags, immediately following lunch. Custodians will dispose of trash in large bins according to the schedule.
- Each desk is sanitized after lunch.
- No class treats are to be brought in by students for their birthdays.

### Recess

- Playground will be divided into 4 sections to ensure 6' social distancing guidelines
- A schedule for class rotations for playground sections will be communicated.
- Playground will be wiped down after every use daily by custodians
- While on the playground students stay with their class/cohort
- Students must wash hands before and after using the playground.

### Bathrooms

- Students utilize the restroom closest to their classroom.
- Areas will be marked with signs for students entering the restroom
- Each class will go to the restroom at the same time each day.



- Classes will be staggered accordingly to limit the number of students at the restroom. A schedule will be created for each classroom. Custodians will clean the bathroom after each class that has used it on the schedule.
- Number of students in the restroom will be limited based on restroom capacity with only 1-2 students in the bathroom at one time.
- Proper washing CDC posters will be displayed in all bathrooms
- Areas will be marked with signs for students exiting the restroom
- Call the front office for any emergencies.
- Restrooms will be cleaned frequently throughout the day. A schedule will be created for the custodians.

#### **Substitute Teacher:**

- Mandatory training will be held weekly regarding safety protocols.

#### **Isolation Care Room:**

- There may be times that a staff member or student shows COVID-19 symptoms and will need to be isolated. In the school there are two rooms that have been identified as a "Care Room". A "Care Room" is located in the 2nd grade hallway and the other is in the 3rd grade hallway. This room is located close to an exit for being picked up.
- Designated staff will be trained on the proper procedures of the "Care Room": Covid-19 exposure plan, use of no touch thermometer, symptom check questionnaire, donning and doffing of PPE, and internal school etiquette.

### **Staff Exposure to positive COVID-19 Plan:**

#### **Traditional Learning Model:**

1. If a staff member has been exposed to a positive case of COVID-19 **OR** begins to have symptoms, the teacher is to report to the Principal/Assistant Principal immediately via phone. (Sheila 845-5314, Angela 845-4902).
2. If the **staff member is in the building**, the staff member is to **remain in their classroom** until an administrator advises the staff member of what to do next. If the **staff member is at home**, that staff member is to **remain at home**. It is recommended that the staff member be referred to see a medical personnel.
3. The staff member must make contact logs available immediately, for contact tracing.
4. The Principal/Assistant Principal will notify all staff if any changes in the learning model will occur.
5. The Principal will notify the Human Resource Director of the staff member who has been exposed or tested positive, regarding further direction and leave requirements.
6. The Principal/Assistant Principal will notify the custodians that the room or building will need to be deep cleaned, if necessary.
7. Parents/Guardians will be notified of school closure via Infinite Campus Robocall and the BPS Facebook Social Media Page, if necessary.

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## **Student Exposure to positive COVID-19 Plan:**

### **Traditional Learning Model:**

1. If a student has been exposed to a positive case of COVID-19 **OR** begins to have symptoms, the teacher or parent is to report to the Principal/Assistant Principal immediately via phone. (Sheila 845-5314, Angela 845-4902).
2. If the **student is in the building**, the student is to **remain in their classroom** until an administrator or designated person removes the student from the room. If the **student is at home**, that student is to **remain at home**. It is suggested that testing occurs after 3 consecutive days of symptoms.
3. The staff member must make contact logs (with students) available immediately, for contact tracing.
4. The Principal will notify the Administrative team for further instruction.
5. The Principal/Assistant Principal will notify all staff if any changes in the learning model will occur.
6. The Principal/Assistant Principal will notify the custodians that the area or building will need to be deep cleaned, if necessary.
7. Parents/Guardians will be notified of school closure via Infinite Campus Robocall and the BPS Facebook Social Media Page, if necessary.

## **Safety Drills**

### **Fire Drill:**

#### **Traditional Model:**

1. Adhere to Fire Drill Map.
2. Teachers will exit the building utilizing the nearest exit to their classroom.
3. Students will go with their teacher to designated areas.
4. Social Distancing will be adhered to throughout the drill.

### **Procedures for Student Showing Symptoms**

All steps are to be followed accordingly when a student begins to show symptoms of COVID-19.

1. Immediately, call Angela, 845-4902 or Sheila, 845-5314 and state it is Scenario Karen.
2. Designated person will dress in PPE and will go to the room to retrieve the student.

3. Students that are showing symptoms will be brought to the "Care Room". 2nd Grade will be escorted to Room 113 Care Room. 3rd Grade will be escorted to the Music Rm. Care room.
4. Notify parents.
5. A symptom checklist will be administered.
6. The school nurse will be notified.
7. Parents will be notified to pick up the student or the student will be transported home.
8. The student demonstrating symptoms will need to be tested before returning to school if there is an exposure and is showing symptoms.
9. Administration team will be notified for further safety guidelines regarding the classroom and building.
10. Custodians will deep clean Room 113. Custodians will dispose of PPE from the room.

Designated staff who will respond to possible COVID-19 calls in this order:

1. Mrs. Heavy Runner
2. Mrs. Magee-Cobell
3. Michele Calftail
4. Dale DuCharme
5. Javier Bustos
6. Mrs. Black
7. Mrs. Wippert
8. Kimberly Tatsey-McKay

### **Procedures for Staff Member Showing Symptoms**

All steps are to be followed accordingly when a student begins to show symptoms of COVID-19.

1. Call Angela, 845-4902 or Sheila, 845-5413, IMMEDIATELY.
2. The staff member will wipe their teaching area with a clorox wipe while waiting for a substitute teacher, if needed.
3. Designated person will dress in PPE and will go to the room to retrieve the staff member.
4. The staff member will be escorted to the designated room. Room 113 or Music Rm.
5. A symptom checklist will be administered.
6. The school nurse will be notified.
7. The staff member will clock out and leave the building. The staff member will be referred to seek medical support.
8. Administration team will be notified for further safety guidelines regarding the building.
9. Custodians will deep clean the designated room(s).

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Designated staff who will respond to possible COVID-19 calls in this order:

1. Mrs. Magee-Cobell
2. Mrs. Black
3. Mrs. Wippert
4. Javier Bustos
5. Dale DuCharme
6. Michele Calftail
7. Mrs. Black
8. Mrs. Wippert
9. Mrs. Heavy Runner

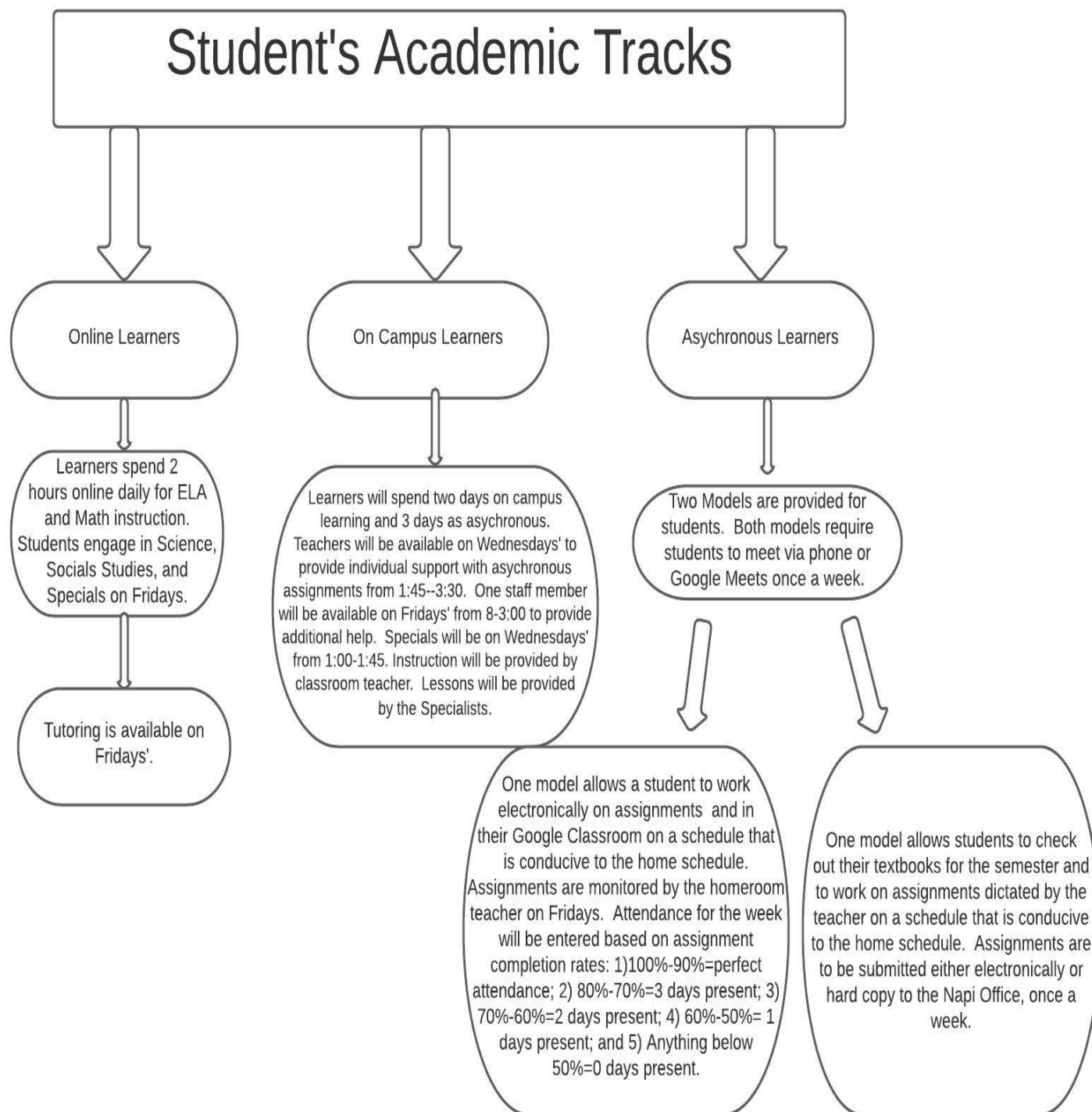
Designated staff who will substitute in a class, if needed.

1. Michele Calftail
2. Dale DuCharme
3. Javier Bustos
4. Mrs. Wippert
5. Mrs. Black
6. Mrs. Hall
7. Mrs. Heavy Runner

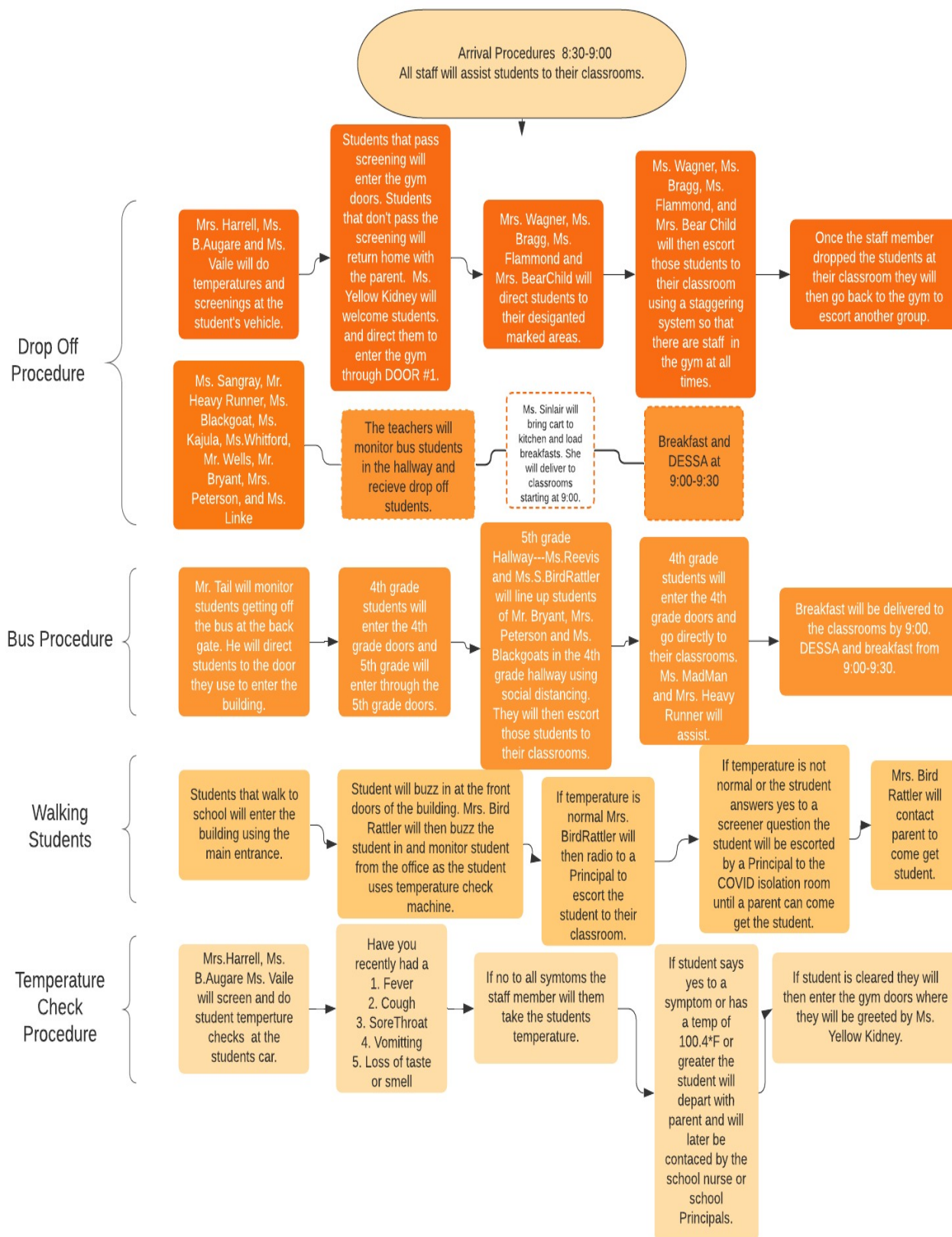
**Staff who do not follow safety procedures:**

1. Scheduled meeting to review the Scenario 2: Blended Learning model safety procedures and plan with Mrs. Heavy Runner.
2. CDC safety protocol and procedures professional development with Mrs. Magee-Cobell.
3. BPS Progressive Discipline Plan will be adhered to.

## Napi Elementary Phase 3: Traditional Learning

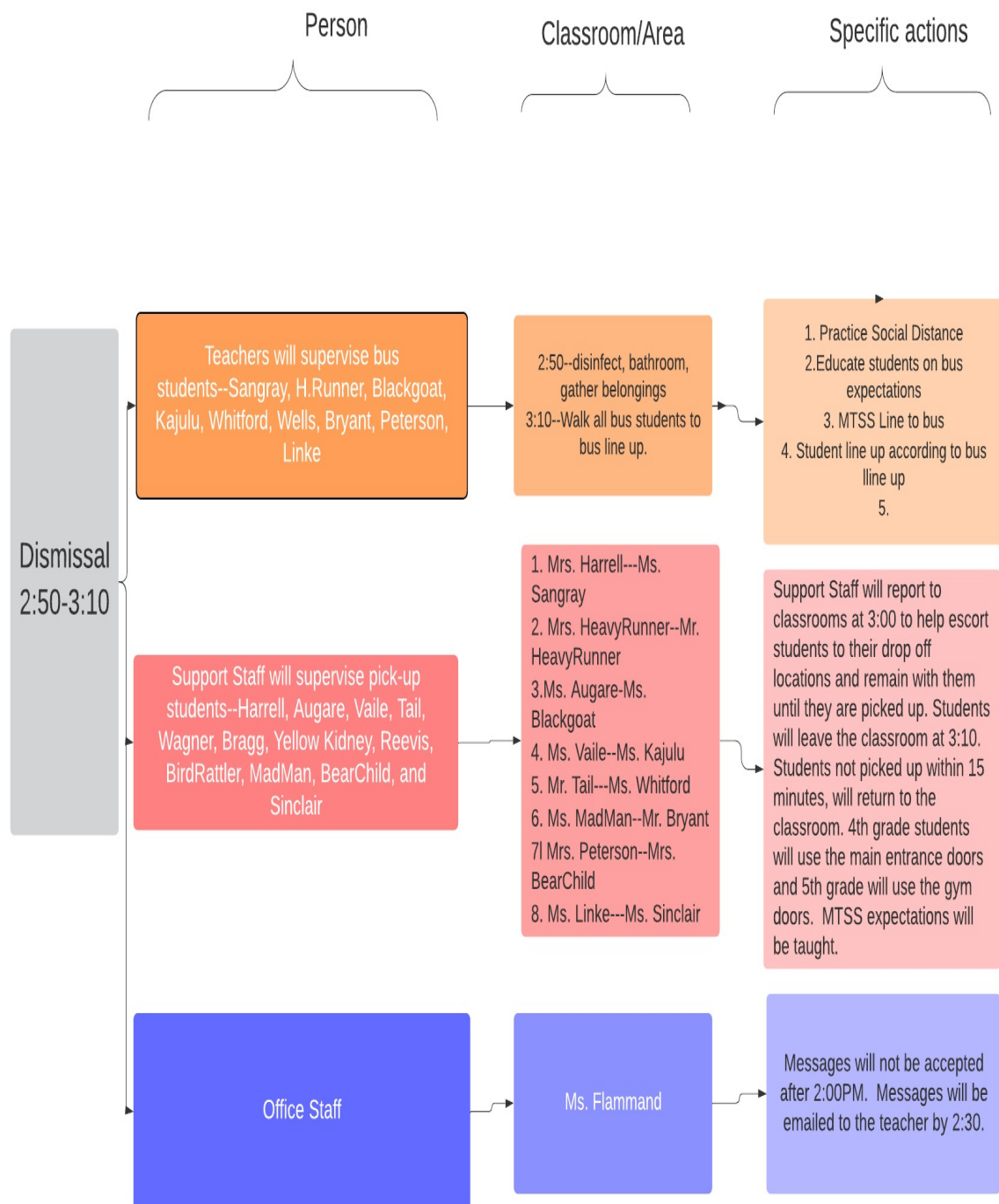


## Arrival





## Departure



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## **Safety Protocols for Arrivals and Departures**

### **● Student Arrivals**

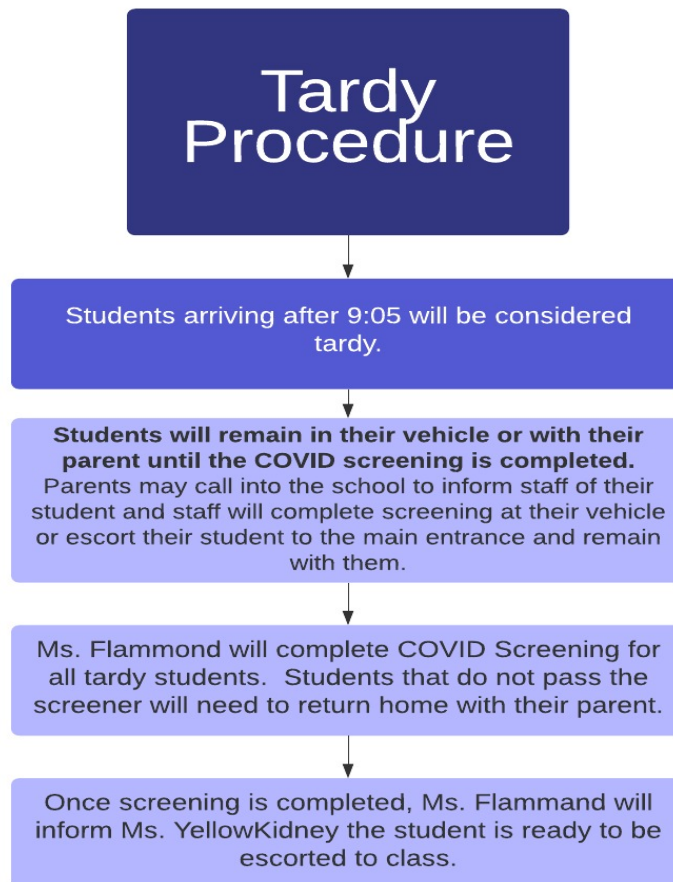
- Students being dropped off will use the gym doors for arrivals and departures to ensure students have a place to wait during cold weather. Students can be socially distanced and monitored from this area of the school. All students will be supervised by staff during arrival and departure times. Students will only be allowed to be dropped off at their scheduled times. This will become part of the Parent & Student Compact form. This ensures that staff are available to monitor students and cohorts.
  - Temperatures and screening will be taken for all students being dropped off from the vehicle. Bus students will be screened prior to getting on the bus. Students that walk to school will be screened prior to being escorted to their classroom. Walking students that do not pass the Covid screening will go directly to the Covid Safety/Isolation Room and await parents.
- Arrival will begin from 8:30A.M. to 9:00A.M.
- Bus students will use 4th Grade and 5th Grade doors and be escorted to their classes.

### **● Student Departures**

- Pick up students will use the main entrance and gym areas. Support staff will escort and supervise students to the lawn areas for pick up. Staff will monitor movement of students to ensure that social distancing is maintained while students are transitioning from their line to their vehicle.
- Homeroom teachers will escort their students to the bus. MTSS procedures will require that students maintain a line that reflects social distancing. Bus expectations will be reviewed daily.
- Transition to departures will begin at 3:10.



- Messages will not be taken after 2:00PM. There must be time for Ms. Flammand to email all messages to teachers prior to dismissal at 3:10.
- **Tardy Procedure**



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## Check Out Procedure

### Check-Out Procedure

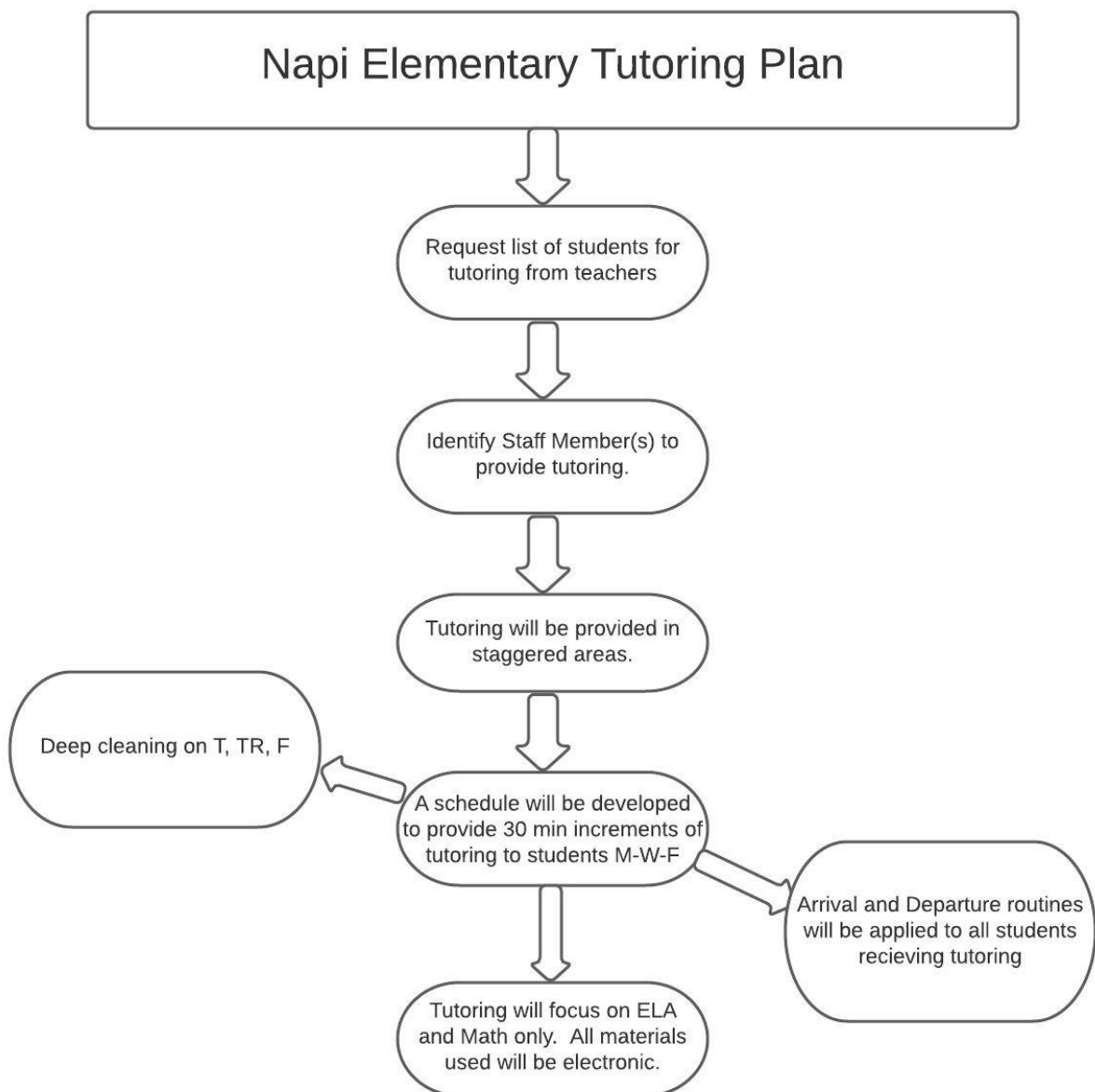


```
graph TD; A[Check-Out Procedure] --> B[Parents are encouraged to call ahead of time to request their student. Parents will need to come to the door to meet their student.]; B --> C[Students will be brought to the front entrance to meet their parent. Only one parent and student will be allowed into the entrance at one time.];
```

Parents are encouraged to call ahead of time to request their student. Parents will need to come to the door to meet their student.

Students will be brought to the front entrance to meet their parent. Only one parent and student will be allowed into the entrance at one time.

## Tutoring Plan



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### **Staff Arrivals and Departures**

- Timeclock at the office will not be used by staff.
  - Staff will clock in using their individual electronic devices.
- Staff on campus will be assigned duties from 8:00--9:00.
- Staff work hours will be the following: 1) 8-4 Monday, Tuesday, and Thursday; 2) 8-4:30 Wednesday; and 3) 8:00---3:30PM on Friday.
- The front office area identifies areas of 6 feet. Staff will utilize these markers when entering the building.

### **Safety Procedures**

- **Restrooms**
  - Classes will be assigned to use restrooms in their areas and on a schedule. Restroom stalls have been limited to two per restroom. Posters identifying the procedure are posted outside and inside all restrooms.
  - Individual bathroom breaks will be supervised by a staff member.
  - Staff will use the restroom located in their areas as outlined in the BPS Covid Safety plan.
- **Meals**
  - Breakfast will be delivered to the classrooms by 9:00AM.
  - Lunch will be delivered to the classrooms by 12:00AM
  - Handwashing procedures are posted in classrooms.
    - Classrooms without sinks will be assigned a schedule to use the restrooms to wash before and after meals.
- **Recess**
  - Recess activities will be held in the classrooms.
    - Opportunity to participate in physical activities will be provided.
    - Opportunity to assign supervised play outside of the classroom will be revisited.
- **Water fountains**

- 
- Water fountains will be bagged after each use. Teachers/Staff will fill students water bottles in the mornings, before lunch, and after lunch.
    - Water bottles will remain in the classroom and disinfected daily.
  - Signage is posted next to every water fountain.
  - **Staff Lounge**
    - Staff Lounge will be open but limited to two staff members at a time.
    - Staff must abide by the guidelines that are posted in this area.
    - Staff must sign in and out of this area.
  - **Safety posters have been made that will address the following safety protocols:**
    - Procedure for Staff and Students that become symptomatic on campus.
    - Expectation for all stakeholders remaining in designated areas.
    - Role in disinfecting the school.
    - Procedure for morning COVID Safety routines for staff
    - Procedure for entering and exiting the building
    - Masks wearing
    - Restrooms.
    - Log of day to day traffic---hard copy
    - Procedures for social distancing hallways
    - Procedures for students entering and exiting daily
    - Procedure for entering the building.
    - Procedure for visitors requesting students.
    - Buildings will remain closed to the public.
    - Stickers have been placed on the floor for social distancing in front of office per BPS Covid Pandemic Safety Plan.
    - Poster for School Offices have been created and we will provide pd on social distancing, etc.
    - All Furniture has been removed from the entryway of the building.
    - Staff Schedules for lunches and specials have been built.
    - Staff Lounge Safety Procedures with Sign In-Out forms.

- 
- Goal to staff each room with 2 adults to provide support for students' needs.
  - Hallways to be kept clear unless during transition.
  - Water fountains have been taped off with the exception of the times they are being used to fill water bottles. Posters for water fountains were created and placed at all fountains.
    - Custodians will be scheduled to man fountains and cover back up, once water bottles are filled.
    - Water bottles will be filled twice a day.
  - Posters/Handouts have all been created (Covid BPS Pandemic Plan pgs. 6-14)
    - Basic Requirements in All Buildings
    - All Personnel
    - Administration/Principal
    - Teachers/All Staff
    - If Staff become or student becomes symptomatic.
    - Blended Learning
    - Responsibilities for Principal, All Staff, Teachers, Custodians, Counselors, School Nurse, Food Service Transportation, Students, and Traditional Learning.
  - Professional development will continue to be provided 100% virtually.
  - These activities will continue to cease until further notice:
    - Potlucks
    - Congregating in the workplace
    - Children in the workplace
    - Visitors in the workplace

### **Classroom Safety Procedures**

- **Face to Face Instruction--*Parent and Student Compact forms and orientation will be developed to identify all safety procedures expected prior to students returning to campus.***
  - Entering the classroom
    - Sanitize hands prior to entering and exiting the classroom.

- 
- Students will maintain 3 feet distance from each other and teacher
  - Students will be observed by teachers throughout the day. Students that begin to display symptoms of illness will be immediately escorted to the COVID Isolation Room. The school nurse will meet students there and begin the observation process.
    - Parents of other students in the classroom will not be notified by the school.
    - Notification will be a 100% the responsibility of the district's COVID Safety Committee.
  - Students must wear masks the entire time they enter the school.
  - Students will be supervised at all times upon entering and departing the school.
  - A log is to be maintained by the teacher of all students and the areas they visit throughout the day.
    - Documentation will support contact tracing efforts.
  - Desk dividers will be put on all student and staff desks.
  - Sanitization stations have been placed outside each classroom.
  - **Sub Plan**
    - Use In-House employees first.
    - Subs will participate in a 'Building Orientation' and sign compact forms prior to stepping into the classroom.
  - **COVID Isolation/Safety Room**
    - Students will use this area to wait for parents in the event they begin displaying COVID symptoms
    - Four dividers provide four waiting areas that are socially distanced. Each area is stocked with a chair, trash can, sanitizer, kleenex, and privacy until a parent can be reached.
    - The School Nurse will be assigned to supervise students.
  - **Morning Routine**
    - Review Safety Procedures with students every morning for the first 30 days of school.
      - Entering the classroom--Using hand sanitizer

- 
- Meal Time
  - Social Distancing
  - Masks wearing
  - Health check--(ensure everybody feels healthy and not displaying symptoms)
  - Bathroom Procedure
  - Classroom materials will be kept in bins and not in desks to help with disinfecting processes.
  - Water bottles will be washed and sanitized at the end of every day and filled three times a day by classroom helpers.
  - Time will be provided for classroom teachers to clean at the end of the day and disinfect items. Logs will be created to ensure compliance and consistency in disinfecting is monitored.
- **Supporting Students on IEPs:**
    - A plan for staff to transition to a students classroom to provide IEP services will need to be created, based off staff availability and student need.



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## **Browning Middle School**

### **Scenario 3 - Traditional Schedule**

#### **DAILY SCHEDULE**

##### **[BMS Daily Bell Schedule](#)**

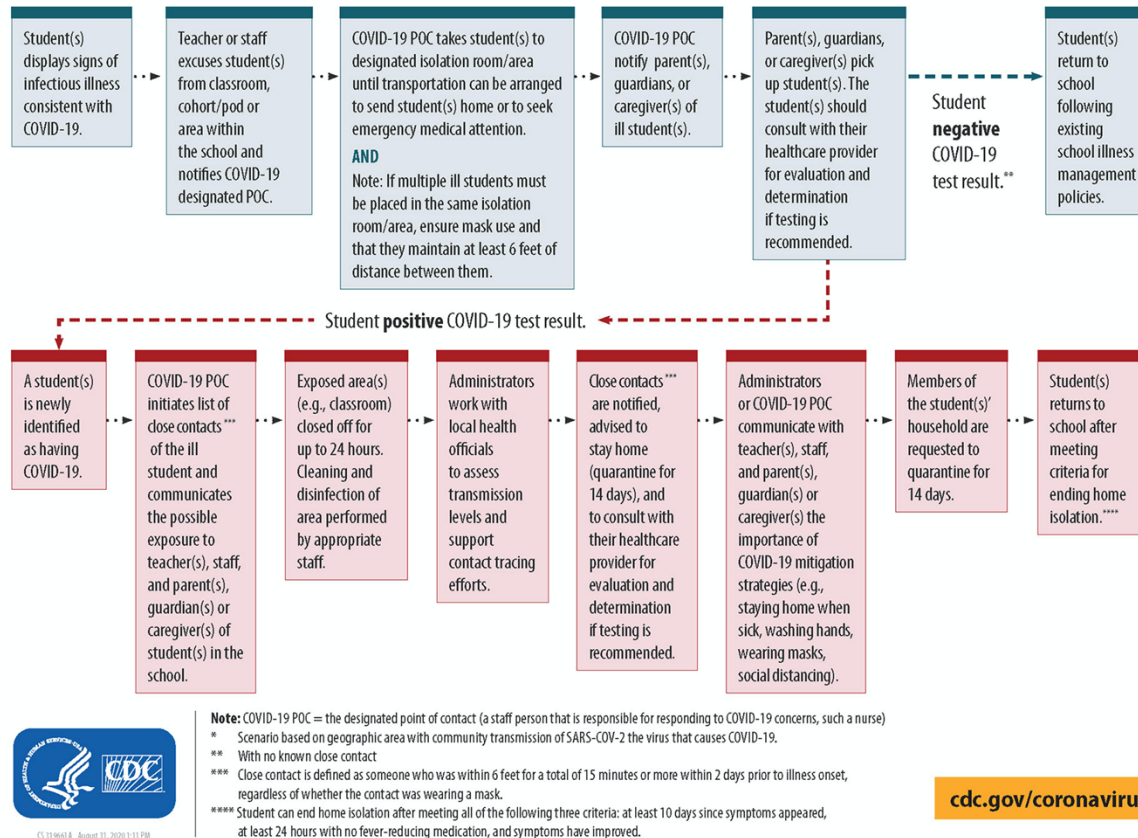
#### **Safety Protocols:**

##### **Arrivals and Departures**

- Bus drop offs will begin at 8:30 until 8:55 with 3 to 5 minutes in between and BMS will be picked up at 3:15pm after school.
- Bus students will be temperature checked upon entry to the bus
- Students dropped off at BMS are temperature checked at the door
- Grab breakfast in the cafeteria. Drop off your coat and pick up your iPad and supplies in your last period class. Then go to your 1st period classroom to eat. Do not congregate in the hallways.
- New main entrance will be used for arrivals and departures. The gym will be utilized when necessary to ensure students have a place to wait during cold weather. Students will observe all safety protocols (masked, socially distanced, etc.) and monitored from this area of the school. All students will be supervised by teaching staff and TA's during arrival and departure times.
- Students will be released one class at a time. Leave your iPad and supplies in your last period class, and go directly to the bus lane. Do not congregate in the hallways.
- Arrival and departure times will be staggered to prevent large groups arriving/leaving at the same time.

**We encourage all parents, students and staff to monitor their health before coming to school - if they have a fever, don't feel well, or are experiencing any COVID or Flu-like symptoms they should not come to school.**

## WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS\*



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### Staff:

- The school will have identified areas of 3 feet for social distancing. Staff will utilize these markers when moving about the building.
- Staff and students are assigned restrooms to use in areas closest to their classrooms.
  - Protocols on the number of students to be determined. Each restroom has a capacity of 2 after taping off every other stall per BPS Covid Pandemic Safety Plan.
  - Individual thermometers, hand sanitizers and wipes will be in each classroom. Teachers and students are responsible for cleaning their desks.
- Sub Plan
  - Utilize current staff (buddy system) or TA's to cover teacher absences during hybrid schedules. Use the BPS sub list once students return for blended learning.

### Students:

- will maintain 3 feet distance from each other and teacher in hallways and classrooms

- 
- will be screened for temperature by classroom teacher only when necessary
  - must wear masks the entire time they enter the school.
  - will be monitored when exiting and entering to and from classrooms to ensure safety protocols are being maintained.
  - will be supervised at all times upon entering and leaving the school.
  - breakfast (Grab-n-Go) and lunch will be served in each grade level pod and eaten in classrooms. Specials and SpEd will utilize the cafeteria for meals **TBD**

### **Building**

- Floors clearly marked for social distancing
- Safety posters have been made that address:
  - expectation for remaining in designated areas.
  - Staff and students role in disinfecting the school.
  - morning COVID Safety routines for staff
  - entering/exiting the building
  - masks wearing
  - social distancing during recesses and hallways
  - students entering and exiting daily
  - visitors who enter and request students
- Hand sanitizing stations outside of each classroom
- A HEPA purification system is in the new air handler units
  - UV lights being installed in the air handler to kill the virus as well
- All regular water fountains have been covered, Only the water dispenser type fountains can be used
- Safety room in place for staff or students who become symptomatic. This room is in proximity to the nurses station and an easy exit out of the building.

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## Browning High School: Phase 3 Schedule

The period will begin with a **Bell Ringer** activity (5 min) that will be used for attendance. Next, there will be a 40 minute **Direct Instruction** that will move into support where students can ask questions, interact with the teacher and/or other students through video conferencing and chat, for the remaining 20 minutes. Last, the **Exit Ticket (10 minutes)** will be given and will drive next day's instruction. Focus Wall (Essential Question, Objective, Bell Ringer, Exit Ticket) will be up to date and apparent in google classroom. Advisory classes continue with (but not limited to) Societies, DESSA, GEARUP, and relationship building.

### **Safety and Health Protocols**

We encourage all parents, students and staff to monitor their health before coming to school-if they have a fever, don't feel well and are experiencing any COVID or Flu symptoms they should not come to school.

Signage will be posted around the school

Masks worn at all times

Our campus will be a closed campus

Temperature checks for everyone entering the building -facial temperature station. Staff members will monitor each station (south entrance for morning drop off. Main entrance will be used from 9:30-5:00pm)

Temperature stations at Front entrance and South entrance. The south entrance will be open from 8:30- 9:00am only.

### **Cafeteria**

Breakfast will be grab and go

Lunch will be in the cafeteria and will have seating spaced 6 ft apart

Extra tables will be set up to allow for social distancing

Sanitizing stations will be set up in the cafeteria

### **Classroom:**

Teachers and students are responsible for cleaning their desks. Sanitizer and Clorox wipes will be available.

Each hallway will have sanitation stations with hand sanitizer, masks, and gloves.

Each classroom will have a HEPA purification system

Instruction will be provided with the teacher at front of class 6 feet away from students. Student desks/tables will face forward and students will be 6 ft apart from each other.

### **Staffing**

For those staff needing coverage for their classrooms, we will adjust buddy teachers and or extra staff to monitor while the teacher teaches online.

### **Bathrooms**

Each classroom will have a bathroom they will utilize, they will inform students.

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Bathrooms will be cleaned ongoing throughout the day after each transition with a sign in sheet to inform when it was last cleaned.

**COVID room Room B132**

Any individual being notified of a positive test, or exposure will transition to this room until a ride is available.

Room will be disinfected and contact tracing will start.

**Signage**

Expectations for designated areas

Mask Wearing

Hand Washing directions

Sanitation stations

Log of visitors

Procedures for Breakfast and Lunch and Dismissal

Procedure for entering building for visitors, parents staff and students

Hand Sanitizing and desk washing in the classroom

**Contract Tracing**

If a staff member, parent or student is positive for COVID-19 or has been exposed and has been in the building, they must inform the principal/designee.

Principal or designee will assess if the student/staff/parent is currently in the building and get them to the COVID room, or have them leave and call them.

Questions will be asked as to where they were in the building and who they were around, when did they test positive-who informed them, and who were they exposed to and who informed them. Principal/designee will inform the district COVID committee and superintendent and HR for further direction.

If a decision to shut down a portion of the building or entire building is made, a robo call, email, and phone calls will be made with permission of the superintendent.

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# Buffalo Hide Academy

## Scenario 3 - Traditional Model

### Safety Protocols and Procedures

#### Temperature Checks:

- Students will have their temperature checked before they arrive at school. If running a temperature **OR** showing any signs of symptoms, student will stay home.

#### Classrooms:

- The three big classrooms will be the **ONLY** rooms available for students to work in.
- 10-12 students maximum per classroom.
- Assigned seating with one student/desk, with 3+ feet distance between desks.
- PPE will be provided at all times.

#### Entrances:

- Each of the three classrooms have their own entrances and will only be used by students assigned to that classroom.

#### Bathrooms:

- Only one student allowed in bathroom at a time.
- Bathroom passes must be used.

#### Hallways:

- Because there are separate entrances to each of the assigned classrooms, students will only be allowed in hallways when using the bathroom.

# Babb Elementary

## Scenario 3 - Traditional Model

### Safety Protocols and Procedures

#### Temperature Checks:

- Bus students will have their temperatures checked as they get on the bus. If they are running a temperature they will not be allowed on the bus.
- All other students will have their temperature checked at the front door when they arrive at school. If running a temperature **OR** showing any signs of symptoms, student will be sent home.

#### Classrooms:

- Rooms 102, 119, Library, and Special needs will be the **ONLY** rooms available for students to work in.
- 10-12 students maximum per classroom.
- Assigned seating with one student/desk, or two students/table with 6+ feet distance between desks.
- PPE will be provided at all times.
- Plexiglass around the teacher desks.

#### Seating Charts:

- It will be necessary for students to sit in their assigned seats on the days that they are in attendance as these seating charts will become critical should there be any contact tracing that needs to occur within our building.

#### Gym:

- Students will be able to use the gym for PE instruction and assigned recess time. If equipment is used, it will be disinfected before the next student/class comes in to use it.

#### Entrances:

- Bus students enter through the north entrance and all other students enter through the front doors.

#### Bathrooms:

- K-2 students will use the bathrooms in their classroom.

- 
- 3-6 students will use the bathrooms in the hallway. Only one student allowed in bathroom at a time.
  - Staff will use one of the designated locker room bathrooms.
  - Bathrooms will be cleaned multiple times during the day.

**Hallways:**

- Transitions will be staggered throughout the day so that only one class at a time will be in the hallway. Students will maintain 6ft distance or within reasonable distance to keep students apart.

**Cafeteria:**

- There will be two separate lunch times. One classroom will be in the cafeteria at a time. Students will be released one by one to the cafeteria after properly washing their hands in the classroom. Once in the cafeteria, students will be seated in assigned seats that will allow for social distancing. One class will have their lunch from 11:30-12:05. The other class will have their lunch from 12:20-12:55. This will allow for cleaning between classes.

**Dismissal:**

- There will be two dismissal times, 3:00 and 3:15. Bus students will be released at 3:00 utilizing a staggered process to limit the number of students in the hallway. Other students will be released in the same manner at 3:15.



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## Glendale / Big Sky Scenario 2 Hybrid Schedule 2020-21

**We encourage all parents, students and staff to monitor their health before coming to school - if they have a fever, don't feel well, or are experiencing any COVID or Flu-like symptoms they should not come to school.**

### **Staff:**

- The school will have identified areas of 3 feet for social distancing. Staff will utilize these markers when moving about the building.
- Staff and students are assigned restrooms to use in areas closest to their classrooms.
  - Protocols on the number of students to be determined. Each restroom has a capacity of 1 after taping off every other stall per BPS Covid Pandemic Safety Plan.
  - Individual thermometers, hand sanitizers and wipes will be in each classroom. Teachers and students are responsible for cleaning their desks.
- Sub Plan
  - Utilize current staff (buddy system) or TA's to cover teacher absences during hybrid schedules. Use the BPS sub list once students return for blended learning.

### **Students:**

- will maintain 3 feet distance if 6 feet distance from each other and teacher in hallways and classrooms is unobtainable
- will be screened for temperature by classroom teacher only when necessary
- must wear masks the entire time they enter the school if needed.
- will be monitored when exiting and entering to and from classrooms to ensure safety protocols are being maintained.
- will be supervised at all times upon entering and leaving the school.

### **COVID DISCIPLINE PLAN**

**Mask-** Per teacher discretion students not properly wearing their mask will result in disciplinary action according to the process below:

- 1) Referral to the office
- 2) Verbal warning by administration/ classroom teacher
- 3) Phone call home to parent/guardian letting the family know if this type of infraction happens again, it will result in removal from blended learning and back to remote learning for the remainder of the day.

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**Building**

- Floors clearly marked for social distancing
- Safety posters have been made that address:
  - expectation for remaining in designated areas.
  - Staff and students role in disinfecting the school.
  - morning COVID Safety routines for staff
  - entering/exiting the building
  - masks wearing
  - social distancing during recesses and hallways
  - students entering and exiting daily
  - visitors who enter and request students
- Hand sanitizing stations outside of each classroom
- A HEPA purification system is in the new air handler units



## *Special Services COVID-19 Plan Phase 3*

**Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA students.**

- The District is continuing to providing a Free and Appropriate Education for students with disabilities.
- The District will continue conducting IDEA meetings virtually utilizing Google Meet, phone conferences and email and continuing to comply with CDC Guidelines, State Guidelines and/or local health guidelines;
- Special Education Certified and Classified Staff will be on-site (at school) or teleworking (off-site), following district policy providing instruction to students through the following mechanism:
  - On-line support
  - One on one face to face and small group instruction as permitted
  - Google Meeting and Google Classroom video conferencing
  - Phone conference calls
  - Hard copy packets of materials that can be dropped off at perspective buildings
  - Utilization of specific curriculums and links that support learners with disabilities
- In order to maintain consistency in providing services, Special Educators will:

- maintain and follow a daily schedule to plan lessons, complete grading tasks, correct and give feedback on daily assignments
  - have daily contact with students and /or guardians through video chats, phone calls and emails. These contacts will be logged in Infinite Campus, under the Special Education phone log tab. These contacts will focus on answering questions about assignments, discussing educational concerns and giving feedback on completed assignments and supporting students as needed
  - complete annual Individual Educational Plan's and conduct meetings
  - complete ongoing Evaluation Reports and conduct meetings
  - meet weekly with the director of Special Services via Google Meet or in person, using socially distancing and PPE's, to discuss the current status of Evaluation Reports and Individual Education Plan's
  - Follow each specific building COVID procedures they have in place
- In order to maintain the continuation of Speech Services, Speech Pathologist and Speech Pathology Assistants will:
  - complete annual Individual Educational Plan's and conduct meetings
  - complete ongoing Evaluation Reports and conduct meetings
  - have weekly contact with students and /or guardians through video chats, phone calls and emails to check on progress and provide support in the area of speech. These contacts will be logged in Infinite Campus, under the Special Education phone log tab.
  - meet weekly with the director of Special Services via Google Meet or in person, using social distancing and PPE's, to discuss the current status of Evaluation Reports and Individual Education Plans
  - Follow each specific building COVID procedures they have in place
- In order to maintain the consistency of programming Special Educators and Classified team members will:
  - maintain a daily schedule that consists of being in contact with the building supervisor, Director of Special Services, academic and instructional contact with students and /or guardians, complete paperwork and provide feedback to students.
  - Follow each specific building COVID procedures they have in place

- Transportation will be provided for students that require the use of the alternate transportation, that is documented in their Individual Education Plan. Social distancing and PPE's will be utilized during transport.
- Staff that work from the Special Education Office will practice social distancing, wear PPE's, use hand sanitizer upon entering and exiting the building.

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**BPS BUS SCHEDULES TRADITIONAL LEARNING**

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**TEMPERATURES WILL BE TAKEN UPON ENTERING THE BUS IN THE A.M.**

**DROP OFF STARTING AT: 8:30 - 8:55AM, W/ 3 - 5 MINUTES BETWEEN BUS DROP OFFS**

**RELEASE TIMES FOR AFTER SCHOOL: 3:00 KW/VC    3:07 BES    3:10 NAPI**

**RELEASE TIMES FOR AFTER SCHOOL AT BMS: 3:15PM**

**RELEASE TIMES FOR AFTER SCHOOL AT BHS: 3:30PM**

**IF YOUNGER STUDENTS NEED TO USE RESTROOM AT THIS TIME BEFORE ROUTES  
START THEY CAN USE IT AT THE BHS. BUT IT WOULD BE HELPFUL IF TEACHERS  
CAN TAKE CARE OF THIS BEFORE BUS TIME.**

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