



# SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION

## Workshop

### October 21, 2020

#### **PURPOSE STATEMENT**

Together we will open students' minds to their dreams and aspirations and provide the tools needed to achieve them.

#### **MISSION STATEMENT**

All Southeast Island School district stakeholders will work together to provide a safe and healthy environment that fosters the development of personal, social and academic skills necessary for students to excel in our rapidly changing world and to become service-minded, life-long learners.

## **AGENDA**

MEETING: 3:45 PM

LOCATION: Audio/Video Conference

1. Smart Start 2020 Committee Meeting (3:45 PM - 5:05 PM)
2. Interview Candidates for Student Board Representative (5:10 PM - 5:30 PM)



# Southeast Island School District

## Smart Start to School

In Response to COVID-19

Revised 10/21/20

***This is the SISD District Plan - Note: each individual school may have a modified version of this plan due to the number of students enrolled at their school, the location/remoteness of the school, and the amount of space available in that school to provide the CDC/DHSS/DEED recommended 6-foot physical distancing recommendations.***

***Individual school plans are included in this plan where appropriate.***

## INTRODUCTION AND GUIDING PRINCIPLES

SISD'S Smart Start to School plan is a working plan that has been developed to support the community's efforts to navigate the reestablishment of school where families, students, and staff are safer due to COVID-19 risk mitigation procedures put in place during the 2020-2021 school year. The guidelines referenced in this plan are based on guidance that is subject to change from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates to this plan will be made as additional information from CDC, WHO, and applicable federal, state, and local agencies become available.

## SISD STATEWIDE HOMESCHOOL PROGRAM

**SISD's Home School/Correspondence School AK-Trails is available for all families statewide as a homeschool/correspondence option for their child/children.**

SISD's Statewide Homeschool/Correspondence AK-TRAILS office will follow all guidelines and mandates for the municipality the office is located in. Furthermore, SISD's offices will institute the State of Alaska Phase 3 and 4 COVID-19 guidelines located at <https://covid19.alaska.gov/reopen/>, specifically guidelines for Attachment D "Public Facing Businesses" to include:

- Physical distancing
- Hygiene best practices
- Staffing
- Cleaning and disinfecting

***Please Note:* If any parents do not feel comfortable sending their students into the school building at anytime, SISD will make arrangements to provide educational materials to those students. Please notify SISD as soon as possible if you plan to keep your student home so preparations and arrangements can made for those students.**

# SISD Risk Scenarios

## **Green/Low Risk**

**Zero to three (0-3) laboratory-confirmed cases of COVID-19 currently or in the previous 14 days.**

## **Yellow/Medium Risk**

**Low to moderate level of community transmission.  
Minimal amount of laboratory confirmed cases of COVID-19 as determined by community.**

**SISD schools will be designated as Yellow/Medium Risk Scenario if there are four (4) to seven (7) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.**

## **HIGH RISK**

**High level of community transmission.  
Outbreaks or increases in cases and recent laboratory-confirmed cases of COVID-19.**

**SISD schools will be closed and will move to the Red/High Risk Scenario if there have been eight (8) or more active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days resulting in the designation of a high level of community transmission.**

Flexibility and evidence-based decision making will guide SISD's decisions to shift between Green, Yellow, and Red risk scenarios.

- SISD will closely monitor SE regional trends with COVID-19 infections to include Juneau, Sitka, Ketchikan, and Seattle. If regional trends shift rapidly, SISD will utilize this information to consider transitioning to a higher risk scenario to protect our students, families, and staff members.
- Additionally, if there are active COVID-19 cases in any SISD community, that could directly impact SISD families, SISD reserves the right to transition to a higher risk scenario to protect our students, families, and staff members.

**Individual SISD School Smart Start Plan risk modifications from district-wide plan:**

**Barry C. Stewart Kasaan School** – The entire school is one cohort; students receive ½ day in person instruction and ½ day distance delivery instruction.

**Hollis School:** will switch to Red/High Risk Scenario – if there is one active case in the community that is connected to the school in some way

**Howard Valentine Coffman Cove School:** Will follow a two-phase risk scenario (green and red) and will have two cohorts (elementary and high school).

**Naukati School:** The whole school is one cohort. Naukati School will use 2 Risk Scenarios only: (green and red). Masks will be required at Lead Teacher discretion depending on if/when students are sent home with an illness.

**Port Alexander School:** The number of active cases will be based on Sitka; not Prince of Wales Island and the school will follow a two-phase risk scenario (green and red).

**Thorne Bay School** will use cohorts to ensure physical distancing. Each classroom PreK – 8 will be its own cohort and each cohort will maintain 6-feet physical distancing from other cohorts. Grades 9-12 will be split into cohorts and each cohort will maintain 6-feet physical distancing from other cohorts.

**Whale Pass:** With Superintendent approval, the school certificated staff will base decisions on moving between green and yellow based on active cases and their locations on the island.

## **Green/Low Risk**

**Zero to three (0-3) laboratory-confirmed cases of COVID-19 currently or in the previous 14 days.**

### **INSTRUCTIONAL DELIVERY**

- Green/Low Risk School Schedule will be based on a "regular" school schedule as much as reasonably possible, with appropriate physical distancing between cohorts.
- Flexible scheduling and locations will be utilized for classrooms or grade levels that cannot provide appropriate social distancing.
- Based upon specifications of individualized education plans (IEP's), the following special education services may vary: Location of service; service provider Amount of time services; Frequency for which services are provided.
- Fridays will be prioritized for deep cleaning of all school facilities.

### **CONDITIONS FOR LEARNING**

- Students, staff, and visitors entering a SISD building will be temperature screened upon entrance.
- Physical Distancing, one student per seat or members from the same residence sitting together, will be maintained on all district busses and vehicles.
- All schools will organize their students in cohorts. Some cohorts may be full class, and some may be split based on subject matter or other factors. Cohorts will not mix with other cohorts.
- SISD bus service may be modified to separate students in different groups based on grade level, etc. Parents will be notified of the bus schedule
- No large group gatherings permitted such as assemblies, cafeterias, or field trips.
- Maintain 6 feet from other people/cohorts within the hallways, classrooms, and recess areas.
- SISD may need to split certain classes into two separate classes.
- Personal protective equipment (PPE) masks are strongly encouraged for all staff and students.
- Gloves and masks are required for Food and Nutrition Services at all times.
- Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.
- Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices. Hand washing is best, and if done frequently hand sanitizer isn't necessary.
- Food service will be delivered to each classroom to decrease the number of individuals moving within the building. Some schools may have students spread out in the gym to allow for more physical distancing options and time for staff to deep clean classrooms.
- Regular hand sanitizing schedules will be implemented within each classroom.
- Use of water fountains is not permitted. Students should bring water bottles from home or be

provided water bottles to use at school

### **CONTINUITY OF LEARNING**

- SISD will provide certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for SISD to seamlessly transition between low, Medium, and high risk scenarios during the 2020-2021 school year.
- SISD will prioritize Friday for professional learning and improvement of SISD's low risk instructional planning and schedules.
- The SISD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.

### **CAPACITY OF LEARNING**

- SISD will follow Alaska School Activities Association (ASAA) Low Risk Return to Practice Protocols and ASAA Return to Event Protocols for athletics and extracurricular activities.
- Other district activities will be determined on a case by case basis.
- Staff travel and student athletic and extracurricular travel in green/low risk level may be approved to other green/low risk level communities/schools.
- Staff travel and student athletic and extracurricular travel (off island) will prioritize the utilization of IFA and Breakaway Charters.

### **Yellow/Medium Risk**

**Low to moderate level of community transmission.  
Minimal amount of laboratory confirmed cases of COVID-19 as determined by  
community.**

**SISD schools will be designated as Yellow/Medium Risk Scenario if there are four (4) to seven (7) active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days with all other cases being classified as recovered.**

### **INSTRUCTIONAL DELIVERY**

- Due to the individual school size and number of students, each school's plan varies slightly from the others.
- When students are not meeting with teachers face-to-face for in-person instruction they will be supported through a distance delivery instructional model. (Any required activities will be accompanied by the necessary supplies to complete the required assignment)
- Various Distance Options will be available depending on the students' access to internet at home:
  - Articulate 360
  - Edgenuity
  - Pre-loaded iPads
  - Preloaded Thumb Drives
  - Take Home Packets
  - Other
- Friday's will be prioritized for teaching staff professional learning and lesson planning
- Custodial staff will prioritize Fridays for deep cleaning of all school facilities.
- Based upon specifications of individualized education plans (IEP's), the following special education services may vary: Location of service; Service provider; Amount of time services are provided; and/or Frequency for which services are provided.

### **CONDITIONS FOR LEARNING**

- Students and staff entering a SISD school district building will be temperature screened upon entrance.
- Physical distancing, one student per seat or members from the same residence sitting together, will be maintained on all district busses and vehicles.
- SISD bus service may be modified to separate students in different groups based on grade level, etc. Parents will be notified of the bus schedule.
- No large group gatherings permitted such as assemblies, cafeterias, or field trips.

- Maintain 6 feet from other people within the hallways, classrooms, and recess areas.
- Face coverings will be required during the day for all SISD students and staff.
- Family members and visitors will not be allowed in school facilities.
- Gloves and masks are required for Food and Nutrition Services at all times.
- Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.
- Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices. Hand washing is best, and if done frequently hand sanitizer isn't necessary.
- Food service will be delivered to each classroom to decrease the number of individuals moving within the building. Some schools may have kids spread out in the gym to allow for more physical distancing options and time for staff to deep clean classrooms.
- Regular hand sanitizing schedules will be implemented within each classroom.
- Use of water fountains is not permitted. Students should bring water bottles from home or be provided water bottles to use at school.

### **CONTINUITY OF LEARNING**

- SISD has provided certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for SISD to seamlessly transition between low, Medium, and high-risk scenarios during the 2020-2021 school year.
- SISD will prioritize Friday for professional learning and improvement of SISD's Medium/High risk instructional planning and schedules.
- The SISD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.
- SISD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely

### **CAPACITY OF LEARNING**

- SISD will follow ASAA Medium Risk Return to Practice Protocols for athletics and extracurricular activities.
- Other district activities will be determined on a case by case basis.
- District related student and staff travel (off island) is restricted at yellow and red risk levels

## **HIGH RISK**

### **High level of community transmission.**

**Outbreaks or increases in cases and recent laboratory-confirmed cases of COVID-19. SISD schools will be closed and will move to the Red/High Risk Scenario if there have been eight (8) or more active COVID-19 confirmed cases on Prince of Wales Island in the previous 14 days resulting in the designation of a high level of community transmission.**

## **INSTRUCTIONAL DELIVERY**

- All students at home.
- Various Distance Options will be available depending on the students' access to internet at home:
  - Articulate 360
  - Edgenuity
  - Pre-loaded iPads
  - Preloaded Thumb Drives
  - Take Home Packets (Any required activities will be accompanied by the necessary supplies to complete the required assignment)
  - Other
- Staff will develop regular office hours and class schedules and all students will have daily contact with their teachers by distance. Staff will be required to wear masks when in district facilities.
- Based upon specifications of individualized education plans (IEP's), the following special education services may vary: Location of service; Service provider; Amount of time services are provided; and/or Frequency for which services are provided.

## **CONDITIONS FOR LEARNING**

- SISD school buildings will be off limits to all students, all non-essential staff, and visitors.
- Bus service will be cancelled due to school buildings being closed.
- SISD maintenance/custodial staff will deep clean all building facilities and vehicles.
- SISD Food and Nutrition Services will provide delivered breakfast and lunches.
- District office staff will work in the district office as necessary.
- Personal protective equipment (PPE) masks are required for all staff working in district buildings.
- Gloves and masks are required for Food and Nutrition Services at all times.
- Gloves are required for custodial staff and all other staff whenever cleaning or sanitizing items and surfaces.
- Hand sanitizing stations will be made available at the entrance of all buildings and at the entrance of all classrooms and offices.

## **CONTINUITY OF LEARNING**

- SISD provided certified staff voluntary, paid time from August 17-21, 2020 to develop instructional plans, procedures, and management tools for SISD to seamlessly transition between low, Medium, and high risk scenarios during the 2020-2021 school year.
- SISD will prioritize Friday for professional learning and improvement of SISD's Medium risk instructional planning and schedules.
- The SISD IT Department will ensure all students have access to a working electronic device to utilize during an in-person, hybrid, and distance delivery school model.
- SISD will collaborate with community partners, businesses and others in problem-solving efforts to ensure all students have access to reliable internet access to complete their work remotely.

## **CAPACITY OF LEARNING**

- District related student and staff travel is restricted at yellow and red risk levels.

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## **ALL SCHOOLS**

### **Note:**

**January 4th – January 7th of 2021, all SISD schools will open in the Red/High Risk Zone due to the possibility of student, staff, and/or community member travel during winter break. All students will receive educational services by distance and all students will receive a breakfast and lunch in a “to go” style.**

## **SISD HEALTH AND SAFETY PROTOCOLS**

**SYMPTOM FREE POLICY:** To assure the safety of our students, staff, and community, SISD has implemented a Symptom Free Policy. Parents should monitor their children closely looking for possible symptoms listed below. SISD asks that parents keep their children home if any of these symptoms are present. Children can return to school when they are symptom free for 24 hours.

If students have any of the below symptoms when they are at school, they will be sent home. If they are sent home from school, they must follow one of the following three protocols: 1) Present a negative COVID test to the school and be symptom free for 24 hours. 2) Present a note from a medical provider stating they can return to school (they are COVID free). Or 3) If students/parents/guardians elect not to see a health provider, they must wait 10 days from the first symptom and not have symptoms for 24 hours.

SISD strongly encourages parents to keep students home if they have symptoms and then they can attend school again when they are symptom free for 24 hours.

To help prevent the spread of the COVID-19 virus, SISD has the opportunity and responsibility to educate students, families, and staff on social etiquette, good health and hygiene habits, and disease prevention. SISD will provide regular hand-washing and respiratory hygiene/cough etiquette education for all K-12 students. Our basic educational message will be:

- Cover your cough
- Wash hands often
- Stay home if sick
- Wear appropriate Personal Protective Equipment (PPE)
- Stay in assigned cohort
- Maintain 6' distance

To help prevent the spread of COVID-19 and reduce the potential risk to our students and staff SISD will require employees to complete a daily-screening which includes temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Fever or Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat, congestion, or runny nose
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If a student/employee becomes ill at school/work or is exhibiting symptoms of COVID-19 symptoms listed above, they will be asked to leave and either go home immediately or to the nearest health center. If a student or employee becomes ill at home and is exhibiting one or more of the COVID-19 symptoms outlined above, they will be asked to stay at home. The student or employee should be tested for COVID-19 and, if necessary, be evaluated by their health care provider. Due to the severe nature of a potential positive COVID-19 diagnosis, parents are asked to immediately pick their student up upon notification from the school that their child is exhibiting symptoms related to COVID-19. Any staff member exhibiting COVID-19 symptoms is asked to immediately notify their direct supervisor of their symptoms and leave school premises.

***COVID-19 emergency warning signs are severe difficulty breathing, persistent pain or pressure in the chest, new confusion, trouble staying awake, and bluish lips or face. Seek emergency care if a staff or student has these symptoms.***

Employees returning to work from an approved medical leave may be asked to submit a healthcare provider's note before returning to work.

### **Returning to School**

*Staff and students staying home should be encouraged to be tested for COVID-19. If the person does not get a COVID-19 test or if their test is positive, they must stay home from school for a minimum of 10 days. They may return when 10 days have passed, they have not had a fever in 24 hours without the use of fever reducing medicine, AND all of their symptoms are improving.*

- *Students and staff who **test positive for COVID-19** must stay home for a minimum of 10 days, even if they are asymptomatic.*
- *If the person has a negative COVID-19 test, they may return to school once it has been 24 hours since they had a fever AND all of their symptoms are improving.*
- *If the person has a symptom that is not new and is associated with a chronic medical problem, they should provide documentation from a physician, physician assistant, or nurse practitioner that clarifies that this symptom is part of a non-COVID-19 chronic medical problem. Then, they should not be excluded from in-person school for that symptom as long as it has not worsened, and they have no new symptoms. Any new or worsened symptoms associated with COVID-19 should be regarded as possible COVID-19 symptoms and the person should follow the usual protocol above.*

#### Medical Advisory Team:

*Sherry Becker, SISD Superintendent and Andy Cook, SISD Teacher will be working closely with the Craig Department of Public Health throughout the pandemic.*

Each school will have an illness tracking system. Staff will be educated on how and why to complete the tracking. Each student and employee who is absent or sent home due to illness is put on this list, symptoms are documented and travel history (in the last 14 days) is charted. Questions that will be asked on the illness tracking system will be the following:

- What are the symptoms?
- Have they travelled in the last 14 days?
- Have they been in contact with anyone with coronavirus?

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from CDC.

### **WORKFORCE MANAGEMENT**

SISD will be prepared, if necessary, to transition between in-person, hybrid, or distance delivery school models depending on public health conditions. All negotiated agreements and all labor laws will be followed to ensure SISD educators understand the expectations of a new and fluid work environment.

Maintaining full employment for staff is an important value of SISD. If SISD is required to move into a **Red/High Risk** distance delivery instructional model, SISD will develop functional “employment expectations” that allow employees to continue working within their contract stipulations and employment agreements while directly or indirectly serving student learning responsibilities.

All legally required leaves of absence and leaves of absence available through the district’s negotiated agreements will be available, communicated, and honored.

SISD is dedicated to protecting the safety of our students and staff and will respond to any requests or concerns made by students, staff, and community members regarding working conditions and safety. Requests to address issues of working conditions and safety should be made to direct supervisors, however, reports may be made anonymously to SISD’s superintendent with no repercussions.

SISD will wait for more information from the Alaska Department of Education and Early Development regarding any adjustments to educator/teacher evaluation requirements during the 2020-2021 school year. While no adjustments or waivers are currently anticipated, we will expect informal and formal observations to be completed during the school year (either in-person or remotely).

## **INTERSTATE and INTRASTATE TRAVEL - STUDENTS AND STAFF MUST Follow ALL [ALASKA Travel Mandates](#)**

### **COMMUNICATIONS**

SISD communication protocols aim to inform and engage all stakeholders within the community whether or not we are functioning within an in-person school model, hybrid school model, or distance delivery school model.

The importance of timely communication to all stakeholders cannot be overstated. Major announcements and day-to-day messaging from the community will include emails, phone messages, Remind text messages, school based social media platforms, classroom newsletters, updates to SISD’s websites, and regular POW Island Post articles.

### **BUS SERVICES**

During a **Green/Low Risk Scenario** or a **Yellow/Medium Risk Scenario** SISD busses will prioritize the southside of Thorne Bay, Craig, and Klawock bus routes to provide the most flexibility and ability to ensure appropriate physical distancing on SISD busses. Students must sit one per seat on the school bus. If students live in the same residence, those students will be required to sit together in the same seat to increase rider capacity. Students will load the bus from the rear (sitting in the rear of the bus) and unload from the front. Students will not be allowed to change seats while riding on the bus.

During a **Green/Low Risk Scenario** or a **Yellow/Medium Risk Scenario**, SISD students living within their city/community limits will be asked to walk to school or have parents provide transportation.

## FOOD SERVICES

During a **Green/Low Risk Scenario** or an **Yellow/Medium Risk Scenario**, Food service will be delivered to each classroom to decrease the number of individuals moving within the building. Some schools may have students spread out in the gym to allow for more physical distancing options and time for staff to deep clean classrooms.

During a **Red/High Risk Scenario**, each SISD school will provide breakfast and lunch in a grab and go style. Bus routes may be used to drop off meals for those without transportation.

## FACILITY SANITATION PRACTICES

The safety of our students and staff are our primary priority. Prior to reopening, our schools will be completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of all school facilities before students and employees return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect students and employees and reduce the risk of spread of infection.

### General Disinfection Measures

Area	Frequency
Classrooms and Offices	At the end of each day
Appliances	Daily
Electronic Equipment	At the end of each use
General used objects like light switches, handles, sinks, restrooms	At least 2 times a day
Buses/Vehicles used to transport students	At the end of each use
Common Areas	At the end of each use

Deep cleaning is triggered when a student or employee is identified as positive for COVID-19 based on testing. When a student or employee with a suspected infectious disease is identified and has left the building, their work area, along with any other known places they have been will be thoroughly cleaned and disinfected. The person cleaning and disinfecting will wear a mask and gloves and will discard them immediately afterwards. Hands will be washed and sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, SISD will consult public health officials to determine if there is a proper way to discard waste or if other PPE should be worn by staff.

Additionally, a bleach solution spray bottle and/or disinfecting wipes will be provided to all classrooms, offices, and work locations. SISD employees are required to regularly disinfect personal workstations each day, schedule regular times during the school day for students to disinfect their personal workstations and disinfect all appliances and electronic equipment after each use.

## **FACILITY USE**

Facility use agreements between SISD and community organizations will be unavailable during the current COVID-19 pandemic. All SISD facilities are closed to community events. With Superintendent approval, an Advisory School Council may, in collaboration with school staff, use the school facilities following all guidelines described herein.

**TO: ALL SISD HIGH SCHOOL STUDENTS  
& THEIR TEACHERS**



**RE: Student School Board Representative Applicants**

The Southeast Island School District Board of Education wishes to invite interested secondary students (grades 9 - 12) to apply for the **Student School Board Representative** seat. This is an excellent opportunity to get to know your board members, learn about governance, and take an active role to improve education.

To apply, please send the following items via email to Chris Page Haufe: (cpage@sisd.org)

Application materials must be emailed by **Friday, October 9<sup>th</sup>**.

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**Applications must include:**

1. Application letter stating why you want to become a student school board representative.
  2. Letters of support from:
    - a. one of your teachers **and**
    - b. your parent or guardian.
  3. Letter of recommendation from your local ASC representative (e.g. ASC President) or other adult community member.
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All applications will be reviewed and the 2020-2021 Student School Board Representative will be selected at the regular October Board meeting. The Board of Education may conduct interviews in a workshop before the meeting.

**The School Board will expect the student board representative to attend Board meetings and workshops via audio/video conference, report information from student perspective at Board meetings, and report board and meeting information back to students/staff.**

**Attendance in the virtual Youth Leadership Institute – part of the virtual annual school board conference (November 6-8, 2020) – and/or one of the Legislative Fly-Ins (or virtual fly-in, depending on COVID-19 restrictions) in 2021 are possible, depending on the budget.**

Thank you for your interest in providing high-quality education to all students.

Sincerely,  
SISD Board of Education