

# KUSPUK SCHOOL DISTRICT

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## Kuspuk School District Smart Start 2020 **Low/Medium Risk Mitigation Plan**

### Conditions for Learning

#### Health and Safety Protocols

1. Anyone entering any school building (including the district office) will be required to have their temperature checked with a touchless thermometer, conducted by the school secretary or principal/supervisor designee. Temperature taking will take place at a designated location in each Kuspuk School building. Temperature taking staff will be trained on how to use the touchless thermometers and record the data. A temperature log for all students and staff will be kept, as well as visitors to the DO.
2. Staff and students who are ill must stay home from in-person school and must be sent home if they become ill at school, particularly if they have one or more COVID-19 symptoms:
  - o Fever or chills
  - o Cough
  - o Difficulty breathing or shortness of breath
  - o Sore throat, congestion, or runny nose
  - o Nausea, vomiting, or diarrhea
  - o Headache
  - o Fatigue
  - o Muscle, joint or body aches
3. Entrances & exits at each site will be specifically designated, so that no one may enter without checking in. Anyone entering the school building, including all students and all staff, must wear a mask at all times except when eating lunch or not in a public setting. The district realizes younger students and students with special needs may need additional time to adjust to wearing masks due to developmental levels. Staff will set the expectation, instruct on the importance, model, and positively reinforce this measure. No one will be

punished due to issues with mask wearing, however any students refusing to wear a mask will be sent home for the safety of all students and staff. Face coverings are not as effective and make it more difficult to breathe if wet. Any face covering that becomes wet should be immediately removed and replaced. Parents are encouraged to send their children with multiple options. The school will have extra disposable masks on hand if needed. Face coverings should never be shared or swapped and need to be washed after each use.

4. Anyone entering the school buildings must immediately wash hands or use hand sanitizer stations. Hand washing techniques, including washing for 20 seconds will be taught and practiced.

5. Building entrances will be limited by 6 foot spacing, a marker will be used at each school to mark 6 ft distance. There is no congregating outside the school building closer than 6 feet. A staff member will be assigned at each building to monitor the entrance.

6. Everyone must practice social distancing, follow signage, and floor markers throughout the school buildings to the best of their ability.

7. Staff will be assigned to greet everyone entering the building, monitor temperatures, verify masks are worn, and verify hands are washed as individuals enter the building.

8. After 9:00 am, school building doors will be locked and individuals will have to call the school for entrance during normal hours of operation. This will ensure all individuals follow proper entry procedures. At this time, no visitors or volunteers are allowed on campus. Parents picking up students should plan to wait outside for their child.

9. Students will remain with the same cohort throughout the day to minimize the amount of people everyone has contact with. If a class is too large to socially distance in their classroom a second room may be used, or if necessary A/B schedules will be implemented.

10. At the end of each day all of the buildings will be cleaned, disinfected and sanitized using CDC-recommended sanitary cleaning processes by the custodial staff.

11. Recess will happen in a staggered manner, so student cohort groups remain together. Recess will happen either in the classroom, or outside where students can maintain social distancing. Specific routes and release times for classes to follow will be determined to minimize traffic in hallways and building entrance areas. Playground equipment used will include items of an individual nature, not the usual communal playscape equipment.

12. Students are advised to bring their own water bottles as all drinking fountains will be off limits. Sharing of water bottles is not allowed.

13. Student work will be turned in to a specific area in each classroom with staff using gloves to collect, quarantine and then grade 24 hours later.

14. Playground equipment (playscapes) will be off limits according to school village guidelines.

15. As part of the daily routine, teachers will spend time every morning reminding students about safety practices, hygiene, how to properly wear masks, wash hands, and keep social distance.

16. Sanitation of restrooms must occur throughout the day. Specific bathrooms will be designated for specific groups of students to use (according to school site). Janitors will be allowed additional hours to work during the school day to meet the demands of a sanitized school environment.

17. Any teacher and or other staff member entering the building before or after hours will have his/her temperature taken and logged before moving through the buildings.

18. The Secretary or Principal Designee will keep a daily log of everyone who enters the building.

19. Student access to cubbies, totes, and/or lockers will be structured so that they access their gear away from other students.

20. Each classroom teacher will be provided a cleaning caddy containing supplies for cleaning and sanitizing desks and non-porous classroom surfaces. Face masks, face shields and gloves will also be provided to teachers.

21. Each student will be provided with basic individual school supplies (crayons, markers, glue sticks etc.) to keep at their desk area, and not share with other students.

#### Parent and Family Engagement

1. Prior to school starting and throughout the first week of teacher orientation, parents will be notified of the delayed school start date of August 20, and how to proceed with student registration. The notice will include all safety protocols that the school will put in place, and any procedures specific to their school site. Notices will be posted on social media, and in public locations such as the post office, store, clinic etc.

2. Inform parents, students and community members about the use of touchless thermometers to take the temperature of everyone entering the building. In addition, inform parents and students that any individual with a temperature of 100F or higher will have to undergo a second temperature check. If found to have a temperature above 100F after the second temperature check, students and or staff will not be allowed to remain in the building, and will be sent home. This includes any parents or visitors in the school.

3. The School District will share their COVID-19 mitigation requirements with tribes and city councils in each village, as well as share them widely with community and parents. These include temperature checks and non-entrance for fevering individuals, informing individuals about the requirements to wear masks, practice good hygiene, and social distancing within the school buildings.

4. All parents will be provided with a "COVID-19 Symptoms List" that outlines the symptoms they should be checking their students for every day. These include: a temperature of 100 or greater, cough or sore throat, shortness of breath, chills or muscle pain, runny or stuffy nose, headache, vomiting, or diarrhea, new loss of taste or smell, and new undiagnosed rash or skin condition. We will also provide guidance about when it is safe to return from school after having symptoms based on current state and local health guidelines.

5. In-service for all staff members at the start of the year will thoroughly review all safety requirements and staff assignments. Q&A opportunities will be provided for all staff on safety protocols and procedures.

6. For any schools that require modified schedules, we will notify parents and community members of the need to utilize a modified schedule for students attending school in order to meet the requirements for social distancing and reduce the number of people in the school.

7. Notify parents and guardians that they may choose for their child to either attend in-person classes with social distancing, or they may opt to study at home using paper packets with an assigned technology device.

8. Make sure parents know students will be sent home if fevering or refusing to wear masks. They will also be advised that students should not be fevering WITHOUT medication for a minimum of 24 hours.

9. Establish a list of household groupings of students that may be used for social distancing exceptions (for staff use only).

10. Students and staff traveling to any destination out of the state of Alaska must quarantine for 14 days upon their return. Students and staff traveling to and/or from any destination outside of KSD villages must have a COVID-19 test administered in the village as soon as possible upon return. Additionally, they must quarantine upon arrival until local COVID test results come back negative. The district will be following the city/village ordinances for returning from out-of-village travel.

11. All IEP Meetings will be held virtually or by phone.

12. Parents/guardians will be notified they should remain outside the school building when picking up their children from school.

#### Wraparound and Support Services

1. KSD will work with Tribal leaders, and City Councils to explain the current mitigation plan and the State of Alaska SMART Start 2020 guidance.

2. KSD will provide all community members with a copy of the school district's mitigation plan in advance of school opening.

3. KSD will keep the City Councils and Tribal Councils up to date with any changes that take place with the school's mitigation plan.
4. City/Village ordinances in place for COVID-19 will be followed by KSD.

#### Transportation

1. Bus monitor (where bussing is available) will ride the bus each day to make sure students follow the safety protocols.
2. All students will be required to wear masks on the bus.
3. Bus drivers and bus monitors will wear mask and gloves on the bus.
4. Students from the same family will sit together and all other students will be spaced out and sit every other seat. All seats will be clearly marked and/or assigned.
5. Each school will determine how many bus runs will be needed each day for morning runs, and afternoon runs. Students will be split up and assigned to seats in order to social distance on the bus runs.
6. The bus driver will sanitize the bus after each run, wiping down all seats and high touch areas of the bus.
7. The bus driver will have extra masks for students who do not have masks when getting on the bus.
8. Each school will have a plan for bus riders entering the building; it will include entry points, process for temperature checks, and procedures for going to classrooms to begin the day. Students will need to follow social distance protocols for exiting the bus and entering the building.
9. Students receiving special education services requiring special transportation will be provided transportation as described in the individual IEP; transport will include social distancing measures and the use of PPE for students and driver.

#### Trauma-Informed Practices and Social Emotional Needs

1. All staff will receive training by Ricky Robertson (during August In-service) on building resilience in both staff and students. They will participate in a workshop session to develop trauma informed practices at school sites. They will also have two follow-up sessions during the semester.
2. All Teachers and Administrators will receive the book "Building Resilience in students impacted by adverse childhood experiences," which will be used along with training that will occur throughout the semester.
3. Special consideration will be given to teaching younger students and students with disabilities how to adjust to wearing a mask; all students and staff will receive instruction on how to properly wear the masks, how to remove them, ways to properly clean them, etc. Everyone will need to be aware of social distancing, and why they are asked to keep a space between them and others at school during this time of COVID. As a culturally sensitive point, KSD will remind students that it does not mean anything bad, or that someone does not like you if they do not hug you.

4. We will invite YKHC to present virtually to all classrooms in the district on topics such as hand washing, mask wearing, and social distancing.
5. A licensed clinical social worker will be available to provide tele-based services to all KSD students through individual counseling or group sessions.
6. YKHC has been contacted and is available for behavioral health services if needed by KSD.

#### Welcome Back Planning

1. Teachers and staff will need time to properly setup classrooms with social distance spacing and to go through daily routines prior to students returning to school, and receive training on health and safety protocols therefore the school start date has been delayed until August 20th, 2020.
2. August in-service will be held virtually for multiple reasons. First, due to new school construction in Aniak there is no housing for staff traveling in from other villages. Second, to help mitigate travel between villages. Staff will attend in-service from inside their own school building which will help them get familiar with their own classroom, and curriculum materials while receiving training.
3. All district staff will receive training before going back to school with students. Half a day will be dedicated to training on COVID health and safety protocols, along with medical information from a regional Doctor. These trainings will allow for Q&A from all staff.
4. Teachers will remove items from their classroom that cannot be properly sanitized on a daily basis, to lessen the spread of germs. Also, some classroom furniture may need to be removed to accommodate social distancing guidelines. Training and tools to accomplish these goals will be given during In-service and throughout the year.

#### Food Service

1. All meals will be served in the corresponding grade level classrooms, with the cohort group for that classroom location.
2. No communal serving situations (salad bar-like serving) may occur. All butter, jelly, peanut butter, ketchup, sugar, milk, water, gravy, pickles, etc. will be placed directly on individual trays or plates by cooks.
3. All students must wash hands (COVID protocol) before eating.
4. Proper scheduling of staff lunch times will occur for aides and/or teachers to be able to cover lunch periods. Care will be given to maintaining the safety of cohort groups within the school.
5. Trash cans, trash bags and gloves will be placed in classrooms for disposing of mealtime waste when eating in the classroom. Social distancing still applies and reminders about properly wearing masks will be made when students finish eating.
6. Food safe delivery carts must be ordered for each site.

7. Schools will designate a staff member (either teacher or aide that is working with the cohort) to clean, disinfect and sanitize classrooms (using CDC-recommended sanitary cleaning processes) before and after eating periods.

#### Additional Considerations

1. Based on regional health guidelines from YKHC, Kuspuk School District will not operate in-person pre-school classes. We will, however, be sending home packets, books and activities for enrolled pre-school students in September.

2. Definitions:

-**Isolation** separates sick people with a contagious disease from people who are not sick. For COVID-19, an isolation period is 10 days.

-**Quarantine** separates and restricts the movements of people who were exposed to a contagious disease to see if they become sick. Because COVID-19 can take from 2-14 days to incubate, or to grow enough virus to become contagious, a quarantine period for COVID-19 is 14 days from last exposure.

## Continuity of Learning

#### Learning Gaps

1. KSD Response to Intervention Plan will be implemented and followed with fidelity.

2. STAR 360 will be used to assess Reading, Math, and Early Literacy Skills to determine learning gaps, and to help inform teachers of current strengths/weaknesses.

3. DIBELS will be used to assess Early Literacy Skills. Analyses will be made by DO curriculum staff and shared with teachers. Plans for intervention will be designed at each site based on data.

4. Content Program Assessments will also be used to determine gaps in learning.

5. Schools will utilize 1:1 iPads and laptops for online assessments. No shared computers will be used; individually assigned devices are in place for each student and will be sanitized each time they are collected for uploads/downloads at the school site (COVID device collection protocols in place).

6. Classroom instruction will be based on rigorous Tier 1 instruction at each grade level, however review will be built into the lesson plans. Additionally, students will have access to supplemental programs that address individualized learning needs, as well as opportunities for extended learning (such as after school tutoring within cohort group teachers).

7. KSD referral for special education will be available. All information and forms are stored and accessible electronically. Teachers, parents, and administrators will continue to follow the standard SPED processes and submit the required documentation electronically.

### Interventions/Meeting the Needs of Students with Disabilities

1. Students will receive intervention based on individual needs in Reading, Writing, and Math.
2. The district literacy coach will help schools determine what literacy interventions are appropriate and will make recommendations for strategies and materials to be used.
3. After school tutoring programs may need to be staggered to allow for social distancing.
4. Initial SPED evaluations will be completed within the 90-day mandated timeline as prescribed by IDEA. All evaluations and re-evaluations will be conducted through a tele-based platform by required personnel. The student's teacher or aide will assist in facilitating the process. Reviews of the evaluation team report will be completed using a virtual format or via telephone. Participation and required signatures will be documented via email attachment, standard mail, electronic signature, or other electronic means.
5. All students receiving SPED services will have access to district provided, one-to-one electronic devices to ensure continuity of services in all environments or settings.
6. All related services (SLP, OT, PT, Counseling) will be provided through tele-therapy. SPED teachers, general teachers, and paraprofessionals will be designated to facilitate the process according to each student's IEP.
7. IEP Meetings will be held virtually or by phone. Participation and required signatures will be documented via email attachment, standard mail, electronic signature, or other electronic means.
8. If a student requires an accommodation such as a fidget or movement cushion those will be assigned to the student and not shared between students. Proper instructions for cleaning, disinfecting and sanitizing will be followed; preference will be given to non-porous coverings that can easily be sanitized on a daily basis.
9. SPED teachers will provide instruction in small groups and one-on-one as appropriate for the students' goals and scheduling. Appropriate PPE and social distancing will be observed. In some cases, in-person services may be supplemented by virtual services during asynchronous instruction days.
10. Assistive technology will be provided, as needed, during online learning or with electronic packets.
11. SPED teachers and paraprofessionals will follow universal precautions to minimize any cross contamination between students and staff during interactions with students requiring high levels of supports. This includes using gloves, face shields, face masks, sanitizer to clean surfaces, and hand washing between students. Staff will be provided with with the appropriate PPE for their job duties.

### School Schedules

1. Most schools will be open normal hours, larger schools will close earlier to facilitate cleaning and disinfecting. Staggered start times will be required for larger schools to accommodate the bus schedule.
2. In our larger schools with more than 25 students (AMNES, AJSHS, JOGES, ZLES, GMSHS), we have a schedule that keeps the same groups/cohorts of students together for most/all of the day. This requires our larger schools to separate groups of students into more than one room and/or use an A/B schedule.
3. In our small schools (GMS, JJSS, JESS, CVSS), schools will resume school with a normal schedule.
4. All classes will have an assigned seat for each student.
5. Each school site has designed a daily schedule that meets the needs of social distancing in the classroom, in the hallways, in bathrooms and on the bus.

#### Delivery Methods

1. Usual Delivery Methods will be used such as direct instruction with use of smart boards, document cameras, etc. Student cohort groups will be utilized in a set classroom, with teachers traveling to classrooms at the upper level when designated. Teachers will wear PPE and follow social distancing while teaching.
2. Teacher Direct Instruction, and use of classroom technology including one-to-one devices etc. for blended learning.
3. COVID precautions will be taken for small group learning, such as wearing masks, social distancing and minimizing traffic outside of designated cohort classroom.
4. All students will be assigned an iPad or Laptop computer for completing assignments, and accessing online curriculum. Devices will not be shared, and instructions for cleaning/disinfecting/sanitizing will be shared with teachers, students and parents/guardians.
5. Assessments will be given using 1:1 technology devices, which will not be shared among students.
6. If a parent decides to keep their child at home due to concerns of COVID-19, during a low/medium risk scenario the school will provide the 1:1 technology device along with the weekly lesson plans (that are being delivered in the classroom). The teacher will grade work when submitted and provide feedback. While in-person teaching is available at school sites, teachers will not be providing full time instruction to students who have chosen to stay at home. KSD will provide a device, lesson plans and guidance, but parents choosing the home option when in-person classrooms are operational will be responsible for the majority of teaching with the child.

#### Professional Learning for Educators

1. The school district is partnering with YKHC to provide training for staff and students on health and safety protocols, with special attention to COVID-related updates.
2. Before school starts all staff will be trained on proper use of touchless thermometers, masks, gloves, hand washing, hand sanitizing, cleaning/ disinfecting/sanitizing classrooms, and social distancing.
3. PD will be done both virtually, and in-person when appropriate, as usual.
4. We will have 2 virtual district wide in-service events in August and November, and Sites will have additional in-service days in January.
5. Professional Learning will be based on educator needs, and district initiatives/ goals.
6. August in-service will have sessions on SEL and Trauma informed practices. Additionally, sessions to help teachers plan clearly defined lessons that can be used for both in-person instruction or for remote learning.
7. Additional training will be provided to teachers on utilizing 1:1 technology. Special focus will be given to literacy concerns during the first phase of training on 1:1 devices.
8. Wednesdays afternoons will be used for continuing PD, with a focus on continued development of delivery methodologies in the COVID classroom (given cohorts, social distancing, physical education in a COVID environment, etc.).

#### Staffing

1. Staffing needs for school sites will be met, as usual. Travel protocols for each village site will be followed; 14 days of quarantine upon arrival and a negative test result from the local village clinic (taken after arrival in the village).
2. Instructional Aides will only be assigned to one classroom/cohort
3. Janitors, Bus Drivers, and Cooks will receive additional hours for cleaning and disinfecting/sanitizing. Extended training in COVID protocols will be conducted.

#### Additional Considerations

1. KSD requests 5 additional PD Days in the KSD calendar to facilitate planning and training for increased focus on literacy and numeracy via blended and remote approaches.

#### Connections with Stakeholders

1. Increased stakeholder communication and education about COVID-related changes in schooling for each site via written, verbal and electronic venues.
2. Weekly communication with local health corporation concerning COVID updates for each school site/village.
3. Publish information on upcoming Echo webinars created to educate the community about COVID-related updates by specialists.

# **Capacities for Learning**

## **Connectivity**

1. Connectivity for most students in their homes is not practical or feasible for online instruction due to poor internet service including: reliability of internet service, lack of bandwidth availability, most households not having any connectivity, costs associated with data plans, and the lack of critical infrastructure needed to provide connectivity and support. Additionally, one district community does not have cell phone service. As a result, our plan has both online and paper components for most processes.

2. Students will be in the classroom, practicing social distancing, and using 1:1 technology devices connected to school internet

## **Federal Funding & Flexibility**

1. KSD has used FY20 and FY21 CARES funding to purchase 1:1 technology devices so each student has his/her own device to use in the classroom; this will allow more flexible planning if there is a need for remote learning.

2. The District has budgeted for additional classified hours for school bus drivers' extra runs, and janitor hours for increased cleaning/disinfecting/sanitizing.

3. KSD has purchased supplies needed such as masks for students and staff, touchless thermometers, hand sanitizer, individual school supplies for students, additional furniture, etc.

## **Student Activities & Travel**

1. ASAA Smart Start 2020 guidance on student activities and travel will be followed. This is contingent upon our insurance carriers to offer COVID coverage for these activities/travel. The district will also follow recommendations from YKHC in regards to school sports and travel.

## **Facilities Use and Sanitation Funding**

1. All non-essential facility use will be restricted to school related activities for at least the fall semester.

2. Use of school facilities for community activities such as funerals, wedding, basketball tournaments etc. will be postponed until at least January.

3. Facilities use will be revisited each quarter.

## **Considerations related Negotiated Agreements**

1. The Smart Start plan was developed with consideration to the MKEA Negotiated Agreement. The plan was shared with the MKEA Board for feedback/input prior to submitting it to the state. Adjustments to the plan were made based on MKEA feedback. KSD Leadership will continue to communicate and work together with MKEA as guidelines are updated and changes are needed in the plan.

2. Proper scheduling of staff lunch times must occur so that teachers receive a duty-free lunch period, and the safety of cohort groups is maintained within the school.

3. Staff will be provided with the appropriate PPE for their job duties.

#### Additional Considerations

1. KSD has three levels to our outbreak prevention/response plan:

**Level 1** means a student or staff member has a temperature of 100 degrees F (or higher) or is symptomatic at school. The student will be isolated and sent home. Parents will be advised to have students seen at the local health clinic.

**Level 2** means there is one COVID-19 positive test within the school. The working group decision based on privacy restrictions is that the YKHC Clinic will take the lead and notify all students in the cohort group, along with anyone else in the school that had contact with the individual with a positive test. The student and cohort group will be quarantined for 14 days.

**Level 3** means there is an official outbreak, which is defined as 2 positive cases within the school (staff or students); at this time the school will be closed until it's deemed safe to reopen.

**\*Note: Outbreaks are determined by local public health officials. The District will follow all village ordinances such as required lockdown/quarantine etc.**

2. The first point of contact for local and state health authorities for the district is the Superintendent, James Anderson. The principals and lead teachers will report to the Superintendent.