

## Savage Public School District # 7,7J, and 2

### Plan for Safe Return to In-Person Instruction and Continuity of Services

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**Date of Adoption: August 7, 2020**

**Dates of Revisions and Reviews: July 21, 2021, August 16, 2021, December 9, 2021**

**Dates of Board Meetings Approval of Policies, School Revisions and Reviews, Updates to Meet COVID Requirements, and Guidelines for Staff, Community, and Students:**

March 20, 2020: MCA 20-9-801 through MCA 20-1-806 Unforeseen Emergency Declaration

March 20, 2020: Policy 1005FE: Proficiency Based ANB

March 26, 2020: Policy 3650F: Data Privacy Agreement

March 26, 2020: Established Plan of Action

March 26, 2020: 1<sup>st</sup> MOA with Union

April 27, 2020: Policy 1901: COVID Emergency Measures

April 27, 2020: Policy 1907: School Declaration of Unforeseen Emergency

April 27, 2020: FMLA as Related to COVID of March 26, 2021 Extended to December 31, 2020

April 27, 2020: Board voted to remain remote for the last 8.5 days of school and approved grading all remote learning assignments as homework would be treated the same as on-site learning.

June 16, 2020: Board authorized the superintendent to make decisions pertaining to COVID school procedures, policies, and precautionary measures.

June 16, 2020: Board opened gym and weight room for school coaches and student athletes only, with the necessary measures of sanitation.

July 21, 2020: Board approved FP14 Out of District Pre-School Students only if an older sibling was already in attendance and approved.

July 21, 2020: Board approved superintendent to spend ESSER I funding according to state and federal guidelines.

August 7, 2020: Policy 1900: Emergency Policy

August 7, 2020: Policy 1903F: School Facility and Event Notice

August 7, 2020: Policy 1908: Family Engagement

August 7, 2020: Policy 1908 F: OPT Out Policy

August 7, 2020: Policy 1910F1: Employee Request Form

August 7, 2020: Policy 1911: School Budget: Adoption, Ammendment, and Audit

August 7, 2020: Board and Richland County Health Dept. Approved Savage’s Reopening Plan

August 7, 2020: Board approved limiting school facilities for only school functions.

August 7, 2020: Board extended the School Declaration of Unforeseen Emergency to June 30, 2021

August 18, 2020: Policy 2221P: School Closure: Instruction

August 18, 2020: Policy 2170: Digital Academy

August 18, 2020: Policy 2170P: Digital Academy Procedures

August 18, 2020: Policy 5230: Transmission of Disease Prevention

August 18, 2020: Policy 1909: Human Resources and Personnel

August 18, 2020: Board approved closing the district to any new out of district students.

August 18, 2020: Board hired technogology personnel for distance learning.

October 19, 2020: Board adopted all Title IX policies.

October 19, 2020: Revised Policy 2221: School Closure

November 17, 2020: Policies: 7220 Supplement for Title I and 7220P: Title I Methodology

January 19, 2021: Board approved opening the gym and weight room for Pre-K through 12 students and staff for mental health purposes following sanitation guidelines after school and on weekends when the gym was not in use with sanitation requirements.

March 15, 2021: Board approved opening the gym and weight room for the general public.

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June 21, 2021: Board adopted the following new and revised policies for 1<sup>st</sup> & Final Reading in accordance to policy 1310:

- A. Policy 1310: District Policy and Procedures (Required)
- B. Policy 2100: Instruction: School Year, Calendar, and Day (Required)
- C. Policy 2050: Instruction: Student Instruction (New because of State Statutes) Suspend Policy 1310
- D. Policy 2221: Instruction: School Emergencies and Closures (Revised because of State Statutes.) Suspend Policy 1310.
- E. Policy 2410P: Instruction: High School Graduation Requirements and Publication of Graduation Requirements (Revised because of State Statutes.) Suspend Policy 1310.
- F. Policy 3413: Student Immunization (Revised because of State Statutes.) Suspend Policy 1310.

June 21, 2021: Board Adopted the Revised Updated Reopening Plan for Savage Public School

**Revision Date: June 21, 2021**

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**Revision Date: July 19, 2021:** Board Approved Revisement of the August 18, 2020 language pertaining to out of district applicants, which stated the following: “Consider closing out of district applications for any new student not already enrolled, for the 2020-2021 School Year, after the August 18th, 2020 board meeting for the remainder of the Declared Public Health Emergency.” Revisement removed the word closing and reopened out of district student applications.

**August 16, 2021: Board Adopted the following additional language pertaining to masks:**

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*Staff, students, and visitors may wear a face covering, mask, or face shield while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration.*

*Allegations of harassment of any person wearing or not wearing a face covering, mask or face shield shall be promptly investigated in accordance with District policy pertaining to our Reopening Plan. A student, staff member, or visitor who, after an investigation, is found to have engaged in behavior that violates District policy is subject to redirection or discipline.*

**September 20, 2021: Board approved that no changes were necessary on the “Plan for Safe Return to In Person Instruction and Continuity of Services”.**

**October 18, 2021: Board approved that no changes were necessary on the “Plan for Safe Return to In Person Instruction and Continuity of Services” and Board Adopted the following policies:**

- Revision: Policy 1420R School Board Meeting Procedure First Reading in Accordance to Policy 1310.
- Revision: Policy 2140 Guidance and Counseling, First Reading in Accordance to Policy 1310
- Revision: Policy 2167 Correspondence Courses, First Reading in Accordance to Policy 1310
- Revision: Policy 2168R Distance, Online, and Technology- Delivered Learning, in Accordance to Policy 1310
- Revision: Policy 2221P School Closure Procedures, in Accordance to Policy 1310
- Revision: Policy 3121 Enrollment and Attendance Records, in Accordance to Policy 1310
- Revision: Policy 3231 Searches and Seizure, in Accordance to Policy 1310
- New Required: Policy 4125R District Social Media Presence, in Accordance to Policy 1310
- Revision: Policy 4330F School Facilities/Grounds Use and Liability Release Agreement, in Accordance to Policy 1310
- Revision: Policy 5140 Classified Employment and Assignment, in Accordance to Policy 1310
- Revision: Policy 5223 Personal Conduct, in Accordance to Policy 1310
- Revision: Policy 5314 Substitutes, in Accordance to Policy 1310
- New: Policy 7251 Disposal of School District Property, in Accordance to Policy 1310

**November 15, 2021: Board approved that no changes were necessary on the “Plan for Safe Return to In Person Instruction and Continuity of Services” and Board Adopted the following policies:**

- Revision: Policy 3222 Distribution and Posting of Materials
- Revision: Policy 4330P Rules and Regulations for Building Use/Facility/Equipment Use

**Administration Revision Date: December 9, 2021**

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## SAFETY MEASURES

The Savage Public School District was ordered to close to in person instruction on March 15, 2020, under an executive order issued by then-Governor Bullock. Districts were provided a two week period of time during

which they could remain fully closed to instruction of any kind while developing a plan for remote instruction required by the Governor.

Although our district was authorized to remain closed, we quickly mobilized and began remote instruction during the timeframe when we were authorized to remain closed. Thereafter, our district continued pursuant to a reopening plan approved by the Governor beginning March 30, 2020.

Steps taken:

1. Teachers met using masks and social distancing on Monday, March 16, 2020 and made a plan of delivery of instruction.
2. All teachers prepared two weeks of work and placed books, electronics, and yes, old fashioned worksheets, a cover letter with all the information of how to contact teachers, and finally the teachers shared that they would be phone calling families to check in.
3. We planned for special ed, 504, resource, and regular education in a blended form so all students could have access and work.
4. We delivered families their packets Tuesday morning and announced packets were being delivered through our alert messaging system.
5. Teachers are on site and/or working remotely and available fully during school hours.
6. We contacted our free and reduced lunch families and are providing lunches for those who wanted them.
7. We have been doing daily updates on the web and facebook for the community and mailed a bulk newsletter.
8. Hourly staff are working.
9. We have calculated our aggregate hours and we have over 1080 hours of instruction, as long as we can count the blended remote instruction as pupil instruction days.
10. We already had policy 1005 FE and are amending it at this Friday's board meeting to clarify proficiency from the required policy sent to us in October.

- Our school district finished the 2019-2020 school year through remote instruction.
- During the 2020-21 school year, our means of operation was in person learning with an "opt out" option.
- Having provided high quality learning opportunities to the students in our community in safe and effective learning environments.
- During the 2021-22 school year, our means of operation was in person learning with an "opt out" option.

We embraced a fundamental principle of providing extensive transparency to our community throughout the above timeframe. We publicly noticed, held meetings regarding, and provided extensive opportunities for our community to provide us with feedback regarding the School District's plans and we carefully considered such feedback in developing and refining the School District's plans throughout the last 14-15 months and into the 2021-2022 school year.

The District is taking the following measures to safely provide in-person instruction, including consideration of guidance by the CDC and state and local health officials as follows:

### **Universal and correct wearing of masks**

Students and Staff have the option to wear masks or other personal protective equipment, (PPE), unless masks become governmentally mandated. At that time students and staff will be provided a washable mask, which is the responsibility of the user.

Attendees to athletic events will be encouraged to practice proper physical distancing, wear a mask, or watch events via the school streaming network, as all home events will be broadcast.

### **Physical Distancing**

Student desks will be spaced as far apart as room allows. Classes with tables will be replaced with desks.

Schedules of arrival, dismissal, recesses, bathroom use, and lunch will be staggered so physical distancing and cleaning may occur.

Students must leave their book bags in their lockers for health reasons.

Students will clean the inside of their lockers weekly for health reasons.

Volunteers and non-essential visitors will not be allowed to work with students until further notice.

Bus will practice physical distancing as practical and the driver will clean and disinfect the bus between trips. (Including Car and Minivan).

**Presidential Mandate of 2021-2022 for Transportation: Buses have signage, masks, and drivers have been informed of the mandate.**

### **Handwashing and Respiratory Etiquette**

Signage will be placed throughout the school to continue to educate students, staff, and community about safe protocols in regard to COVID-19.

Teachers used videos to demonstrate handwashing techniques.

All staff took the COVID-19 MSGIA safety training.

The District has conducted a training for staff and students on common preventative measures for COVID-19 prevention including:

- Washing hands with soap for at least 20 seconds
- Avoiding touching eyes, nose, and mouth
- Covering coughs and sneezes with tissues and throwing away tissues
- Avoiding contact with others when sick

### **Cleaning and Maintaining Healthy Facilities (including improving ventilation)**

Mist sprayers and UVC lighting will be used at appropriate times to disinfect classrooms, bathrooms, equipment, lockers, gym, commons, shop, etc. A maintenance schedule was implemented.

Office staff will wipe down all high touch areas in the office area during school hours, then maintenance will disinfect the area.

Disinfectant wipes and misting bottles will be present in all rooms for staff to utilize as necessary for desks, tables, chairs, and sink area. (EPA approved.)

Office will be locked, and plexiglass will be placed on the counter to limit exposure by visitors for school year 2020-2021.

Office will be locked and plexiglass will be used if deemed necessary if cases increase in our school or community to limit exposure by visitors for the school year 2021-2022.

### **Contact Tracing**


In the event of a positive COVID-19 test of a student or staff member, administration will work with the Richland County Health Department determine the course of action. An automate phone call will go out to all school families stating necessary action. All cases are confidential. (There is a possibility of a 1-14-day closure, pending the Richland County Health Department course of action.)

- We will return to the Phase 1 protocol IF we have a school closure other than one day.
- When we miss one day of school within the week, we will use the Friday of the week or the next week as a make-up day.

Thermometers will be provided to all teachers, aides, and office staff for screening students as necessary.

- From August 24<sup>th</sup>, 2020 through September 3<sup>rd</sup>, 2020 school staff will be asked to establish baseline temperatures of each student. **Thermometer use to check temperatures will continue in the fall of 2021 for students showing symptoms of ill health.**
- Health information is always confidential.
- The baseline information will be used when a student presents feeling sick.
- Parents will be called to pick up students that have fevers which differ from the baseline data.
- Parents will be called should their child not feel well.
- Parents are responsible for contacting their primary care provider for next steps.
- NOTE: The chart below is our STANDARD POLICY for all staff and students. It is mandatory that the 24-hour fever, vomit, and diarrhea free will be enforced!

## I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, Itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

## I AM READY TO GO BACK TO SCHOOL WHEN I AM....

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.
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### HOWEVER!!! COVID STANDARDS ARE DIFFERENT!

- Individuals under isolation or quarantine for COVID-19 must provide a signed release from the Richland County Health Department in order to return to school.
- "Sick bay" room will be created as a place for sick students to be placed while awaiting pick up by parents.

### Diagnostic and Screening Testing

Savage Public measured students with the following tests: FastBridge (K-8), MAPS (K-11), SBAC (3-8 and 10), and ACT (11-12).

Analysis of student gaps have been considered and the 2021-2022 PIR Days will be addressing closing the gaps.

### Vaccinations

The District will act in accordance with state and federal law with respect to vaccinations for its staff and eligible students.

The board will consider policy 3413 pertaining to vaccinations through 1<sup>st</sup> and 2<sup>nd</sup> readings.

The District will not refuse, withhold from, or deny a person any services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status.

## **Accommodating Students with Disabilities**

The District will provide accommodations to its policies for students with disabilities as determined appropriate based upon the individual student needs and in accordance with a individual accommodation plan or individualized education plan. Students requiring accommodations should contact Angie Nelson, Special Education Teacher to request information on plans for students with disabilities.

Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP or 504 Plan 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 and 504 students.

Examples may include:

- The District is providing a Free and Appropriate Education for students with disabilities.
- The District is conducting IDEA and 504 meetings via electronic means and/or meeting in person, but complying with CDC Guidelines, State Guidelines and/or local health guidelines;
- The District is providing educational and related services, in collaboration with parents and staff, through all means available, including
  - Alternative learning sites
  - On-line learning
  - Video chats/tutoring
  - Phone conference calls
  - Hard copy packets of materials
  - Textbook guides

## **CONTINUITY OF SERVICES**

The District will provide for continuity of services as follows should the school be closed for on-site instruction.

### **Student Academic Needs**

The following represents the District's Plan of Action to address pupil instruction, the provision of school meals for students, compliance with IEP's and 504 plans of students with disabilities, and other services the District customarily provides to students:

Offsite learning instruction and structure: The District has the following structure in place to ensure off-site learning for students. The District has ensured that continuity plans for educational services can be accessed by all students, regardless of resources available at home. The strategies identified below are, of course, customized to meet the individual needs of each students.

Examples to include:

- Certified and Classified Staff will be on-site (at school) or teleworking (off-site) providing instruction to students through the following mechanism:
  - On-line courses
  - Video chats/tutoring
  - Phone conference calls



- Hard copy packets of materials
- Textbook guides
- In order to ensure that all students have access to on-line coursework, the District is
  - providing those students who don't have the necessary devices with laptops for checking out
  - using transportation funds (pursuant to 20-10-101(5)) to reimburse parents for the costs of internet access

Students who opt out of in person instruction will be provided remote learning education per quarter at this time.

- Option consists of assuring students meet the aggregate hours of instruction and proficiency -based requirements.
- The parents or guardian will be responsible for picking up daily assignments from the office each day and returning the work the next scheduled instructional day.
- Teachers will communicate with student and parent about student's work through email, phone or scheduled meetings to assist.

A remote learning model of online instruction will be used, should we have to close because of health regulations, a Governor's directive, or a School Board mandate.

Accommodations will be made for staff and students who are in a high-risk group or caring for individuals in a high-risk group according to law.

School reopening guidelines and training will be provided to all substitute employees of the district.

The School Reopening Committee will work with the trustees and the teacher's union in the event that the current school schedule/calendar has to be modified due to closure or loss of hours caused by the pandemic.

Students who opt out of on-site instruction will not be allowed to participate in any extra-curricular activities or travel with school groups unless there is an identified diagnosis, disability or other circumstance authorizing exemption.

When "opting in", students will follow the guidelines of MHSAA for season sports.

Homeschool students wanting to be enrolled in sports, academics or other school related programs will comply with our district policy on homeschool and the new state regulations.

### **Student Social, Emotional, and Mental Health Needs**

Accommodations will be made for staff and students who are in a high-risk group or caring for individuals in a high-risk group according to law.

School reopening guidelines and training will be provided to all substitute employees of the district.

The School Reopening Committee will work with the trustees and the teacher's union in the event that the current school schedule/calendar has to be modified due to closure or loss of hours caused by the pandemic.

Resources will be provided to staff, parents, and students to help in coping with trauma associated with COVID-19 events.

Staff will report to administration students who may be experiencing trauma due to the circumstances related to the COVID-19 pandemic so proper resources can be provided to the teacher and/or parent.

PIR Days for 2020-2021 School Year focused on Self-Care, Suicide Awareness, Happiness, and Mental Health.

During our school year of 2021-2022 we have focused on grades 7-12 universal monthly guidance on soft skills to build relationships and stabilize mental health needs.

During our school year 2021-2022 grades K-6 focus on a daily counseling message directed by an online provider with the teacher facilitating.

Providing certified counselor for staff, students, and families for emotional and social support is on-going.

### **Other Student Needs**

Lunch/breakfast schedules will be staggered to allow for proper social distancing in the lunchroom during meals. Will allow time for cleaning between groups.

All components of the breakfast and lunch program will be delivered and handled by qualified, classified personnel.

School meals, consistent with what the District regularly provides: The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.

Examples may include:

- The District is serving grab-and-go breakfast and lunches.
- The District is delivering meals to students using your school buses.

### **Staff Social, Emotional, and Mental Health Needs**

Accommodations will be made for staff and students who are in a high-risk group or caring for individuals in a high-risk group according to law.

School reopening guidelines and training will be provided to all substitute employees of the district.

School Reopening committee will work with trustees and teacher's union in the event that the current school schedule/calendar has to be modified due to closure or loss of hours caused by the pandemic.

Resources will be provided to staff, parents, and students to help in coping with trauma associated with COVID-19 events.

Staff will report to administration students who may be experiencing trauma due to the circumstances related to the COVID-19 pandemic so proper resources can be provided to the teacher and/or parent.

PIR Days for 2020-2021 School Year focused on Self-Care, Suicide Awareness, Happiness, and Mental Health.

During the PIR days at the beginning of the 2021-2022, a “self-care” survey was given to all staff with resources from the Montana Small School Alliance Association. This practice will continue yearly so teachers can reflect and self monitor.

Providing certified counselor for staff, students, and families for emotional and social support.

### **Other Staff Needs**

#### **Business:**

The school will follow governmental mandates with the guidance of the Richland County Health Department, CDC, and school policy.

School policies and handbooks will be approved, reviewed, and updated to meet the needs of the district as changes occur.

School Officials will work with appropriate persons to ensure that technology status and operational needs are adequate to meet the needs of staff and students.

School officials will work with the teacher’s union in the event that change in working conditions or other requirements are placed on teachers due to the pandemic. A Memorandum of Agreement will be put into place.

During the 2019-2020 school year the staff and Board meetings were held in the gymnasium, auditorium or used “Google Meet” for physical distancing purposes. This option is always available as health needs arise for our school and community.

#### **Transportation:**

Bus drivers will clean and disinfect buses thoroughly between each route.

Students will be assigned seating with physical distancing as possible.

## **PUBLIC INPUT**

Committee Members: Orginal Document 2020-2021 School Year

Martha R. Potter- Superintendent

Angella Nelson- Principal, Special Education, and Parent

Michelle Miller- Administrative Assistant (Pending) and Parent

Alan Hoffmann- Teacher and Union President

Jean Candee- Teacher and Union Vice-Chairman

Tamara Hafemann- Custodial Staff and Parent

Kayleen Peters- Teacher and Parent

Montana Osterman- Teacher

Sarah Preeo- Teacher

Sandie Jepsen- Teacher

Tess Ler- Teacher

Myssie Sanders- Teacher and Activities Director

Cassandra Moos-Teacher

Darcy Kessel - School Foods

Gail Staffanson- Richland County Superintendent of Schools (Available via Phone)

Richland County Health Department

**Administration Revision : School Year 2021-2022**

**Martha R. Potter- Superintendent**

**Angella Nelson- Principal**

The Re-opening committee designed our plan in accordance to model of the phases that the nation and state were using:

Phase I-

- Savage Public School will be closed to onsite instruction and all student activities.
- Savage Public School will provide remote learning opportunities.
- Savage Public School will provide access to school meals.
- Savage Public School will provide services (in conjunction with the Special Ed Co-op) to students with disabilities, and any other services customarily provided in a school setting.

Phase II-

- Savage Public School will provide in-person instruction and remote learning opportunities after developing a Health and Safety Plan, developed in coordination with Richland County Health Officials.

Phase III-

- School district will provide in-person instruction only after developing a Health and Safety Plan, developed in coordination with local health officials.

Informing the Public:

- Parents and community members were to continually monitor the school webpage at [www.savagepublicschool.com](http://www.savagepublicschool.com) for changes to our School Re-opening Plan.

- Other important announcements and information continues be on our webpage, newsletters, and our Facebook page.
- All school board meetings are publically noticed on the school website, post office, school entrance and school bulletin board.
- Parents will be provided monthly helpful hints to ensure school success and safety.
- Provided parents health related resources.

The District continues to review our Re-opening Plan at noticed board meetings and monthly School Safety meetings. The public is provided an opportunity to attend meetings. We will make a monthly agenda item to always revisit our Re-opening Plan.