Scribner-Snyder Community School   District

Re-opening Plan

The purpose of this document is to provide a framework for how the Scribner-Snyder Community School District will respond to the COVID-19 pandemic and its impact on the educational program at Scribner-Snyder Community Schools during the 2020-2021 school year. The framework is structured using the risk dial in order to allow the district to be responsive to changing public health circumstances. The presence of a formal more detailed plan will support the district in articulating this summary that will be used at the building level and provide guidance and training for our teachers at all levels.

Scribner-Snyder Mission Statement

Scribner-Snyder Community School's Vision is to promote
A School Community focused on kids,
Excellence, and innovation.

Return to School Committee

Susie Dostal, Elementary Teacher

Becky Lundry, Food Service Director

Sharon Meyer, Business Manager

Anthony Ruzicka, Special Education

Shelly Schulenberg, HS Secretary

Deb Wegner, Elementary Secretary

Leah Fischer, School Counselor

Deron Meyer, AD/Tech Coordinator

Joe Peitzmeier, Superintendent

Linda Schafer, Technology Teacher

Brad Stithem, Principal

Kevin Wisnieski, Maint/Custodian

COVID-19 Risk Dial
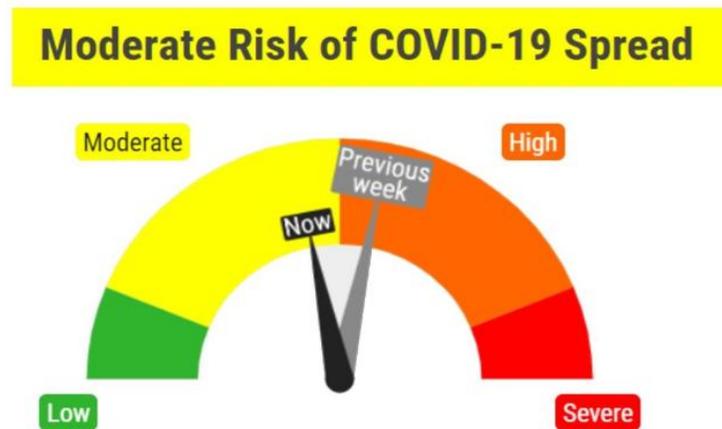
Working in conjunction with Three Rivers Health Department, a weekly level of risk will be assessed and communicated that will affect how the school conducts operations. The school will at a minimum continue to operate at a higher level of risk in regard to cleaning and sanitizing the building. Likewise, the school may choose to modify, change or alter plans that are not fulfilling the intent of the safeguards that they were created to convey. The intent behind the leveled model above is to proactively outline the actions that the district may take as circumstances change throughout the pandemic.

COVID Green: Low Risk of COVID-19 Spread

- Minimal cases of COVID-19 within the greater community.
- COVID-19 has minimal impact on local healthcare system
- Viral and antibody testing is readily available
- There are effective treatment modalities for COVID-19 and an effective vaccine is widely available
- PPE is easily obtainable through standard supply chains

COVID Yellow: Moderate Risk of COVID-19 Spread

- There is a downward trajectory in numbers of COVID positive cases OR percent positive cases due to community or regional spread
- There is a downward trajectory in levels of Flu-Like Symptoms OR COVID like syndromic cases in Three Rivers Health Region
- There is limited community spread within the Three Rivers Health Region
- COVID has a small impact on the local healthcare system capacity
- PPE supplies are adequate for critical workers and community needs
- Rapid COVID testing is available for all suspected cases and focused asymptomatic surveillance.
- Three Rivers Health Department is able to conduct investigation and contact tracing for new cases and associated contacts without assistance
- Critical medical equipment is readily available

COVID ORANGE: Elevated COVID-19 Spread Risk

- There are increasing or high stable numbers of COVID positive cases OR percent positive cases due to community or regional spread
- There is an increase in Flu-Like Symptoms OR COVID like syndromic cases in Three Rivers Health Region
- Clusters or outbreaks exist that are still likely in their early stages
- There is only enough testing available for symptomatic people
- Three Rivers Health Department must rely on assistance to conduct investigation for new cases and associated and contact tracing OR Three River Health Department must assist adjacent jurisdictions to conduct investigation and contact tracing

- PPE supplies are only adequate for critical workers
- Critical medical equipment is in limited supply

COVID RED: Severe COVID-19 Pandemic Outbreak

- Widespread community or regional transmission of COVID
- There is a significant increase in COVID positive cases or percent positive cases which may potentially overwhelm the local healthcare system
- There is a significant increase in Flu-Like Symptoms and COVID-like syndromic cases which may potentially overwhelm the local healthcare system
- Hospitals are utilizing Surge Capacity
- There is inadequate testing capacity for critical workers
- There is inadequate capacity to conduct investigation and contact tracing
- There are shortages of critical medical equipment or testing supplies
- There are PPE shortages impacting critical workers

Plan	Description	Rationale
A	School is in **Regular Session** on campus for all students and staff beginning on August 13th as originally scheduled.	Community health conditions warrant a return to school on campus with appropriate safety precautions based on a COVID Risk level of Green, Yellow and Orange.
B	**Alternate School Calendar**	Community health conditions warrant a delayed start, early dismissal or extended closures to the school year. In this scenario, the beginning/ending of school and/or vacation and/or PD days could be altered to meet instructional requirements as indicated by Rule 10.
C	**Hybrid Model**	Community health conditions warrant physical distancing practices that can only be obtained with smaller class sizes by having fewer students on-site and spreading students throughout the entire campus. This model may be used during Orange and Red levels of risk. Students will be divided alphabetically by family in each grade level in an attempt to have family members in attendance on the same days. Classes will be divided as equally as possible. Half of the class will be in class while the other half will be engaged remotely.
D	**Remote Learning** by all students PK-12 through a learning management system OR remote learning for quarantined students.	Due to a staff or student's COVID status, a short-term (2-5 day) closure is warranted, in order to clean, disinfect and contact-trace potential COVID exposures. Or if community health conditions warrant an extended closure of school. (More than a week). All student learning will occur remotely through learning management system. This model will be used with a Red level of Risk for ALL students OR any level where individual students need to be quarantined.

School Calendar and Modes of Operation

Detailed Operational Plans at the District level include:

Governance: includes the core structure that will guide district decision making and the response to the public health crisis including but not limited to board policy, administrative regulations or memorandums, and the framework that will guide the application of the district vision and mission during the pandemic.

Health Services/Screening: includes the delivery of services by school health personnel on campus during the pandemic including but not limited to how to handle symptomatic students and monitoring of on campus illness and absentee rates. Steps will be taken to assess students and staff for COVID-19 symptoms prior to engaging in the school environment.

School Operations: includes operational aspects of how schools run such as passing periods, visitor access, student movement throughout the school, staff meetings, recess, student attendance policies, etc.

Food Service: includes school meal services such as breakfast, lunch, and grab and go when school is operating on campus and during extended school closure.

Cleaning/Facility Modifications: includes guidelines for custodians and staff for how to proactively avoid the spread of germs and illness, how to respond when someone who has

tested positive for COVID-19 has been on campus, and any safety related facility modifications made.

Extracurricular Activities/External Facility Use: includes sports, activities, field trips, and co-curricular functions beyond core, within school day, instruction as well as access to school athletic facilities by external groups.

Technology Services: includes promotion and support for the use of instructional technology for in-person and remote learning as well as logistics related to the distribution of devices and technology support (device repair, internet access strategies, etc.) in the event of an extended school closure.

Transportation: includes plans to keep students safe and healthy on school vehicles within guidelines provided by public health experts.

Wellness: includes social and emotional support and programs for students and staff as well as the strategic promotion of good personal hygiene habits across Scribner-Snyder Community Schools.

Crisis Team: includes delivery modification plans related to providing crisis support for students, staff, and the Scribner-Snyder Community Schools community in the event of a tragic incident or death during the pandemic.

Governance

Attendance: Any student or staff who has a confirmed diagnosis of COVID or who is asked to self-quarantine will not count against their attendance at school. A doctor's note will be required. The administration will work with students or staff to make up work missed, some or all material could be waived and this will be handled on an individual basis depending upon the severity of the situation.

Active Case: If a student or staff has a confirmed case of COVID, all family members residing with that student or staff will also be asked to self-quarantine for 14 days.

Screening: Students will be monitored periodically by classroom teachers for COVID Symptoms, if a student has a temperature of 100.4 or higher, they will be sent home and may not return to school until they are temperature free for 24 hours. If a student or staff has a temperature of 100.4 for three consecutive days, that student or staff cannot return to school until they have had been tested for the Coronavirus. Scribner-Snyder Community Schools encourages all students and staff to receive a flu vaccination prior to the start of school.

We are asking parents to screen children at home for symptoms including:

- Fever
- Chills
- Cough
- Shortness of Breath
- Fatigue
- Muscle/body aches
- Sore Throat
- Loss of Sense of Taste/Smell
  If symptomatic – call health care professional and DO NOT REPORT to school!

Remote Learning: If the school is required to go to remote learning, students and staff are expected to continue education with all grades and assignments due as if they were in school. Food Services will continue for those that request. Technology services will be available for those that need support. Ancillary personnel may be asked to perform duties other than their job description to fulfill hours.

Face Coverings: At some of the COVID risk levels, it is a requirement for students and staff to wear a mask or face shield. The school will provide 2 face masks per child. School issued masks will be collected at the end of each day and laundered by SSCS staff. The family is responsible for cleaning and sanitizing personal face masks. If there are extenuating circumstances that a student or staff member cannot wear a face covering, other accommodations through ADA can be made. If accommodations are not feasible, alternative placement that will allow a student or staff to continue to be educated or do their job can be achieved. The public health department is strongly encouraging masks at all risk levels.

Building Access/Visitors: At COVID risk level yellow only pre-approved visitors will be allowed to enter the building during school hours. They will be required to follow all rules associated with level Yellow. At COVID risk level orange, no outside visitors will be allowed to enter the building during school hours. Exceptions may be made for deliveries of school supplies.

Health Services/Screening

Temperature Checks: Staff and students will be monitored daily for COVID symptoms. Temperatures will be taken and recorded depending on individual situations. Physical distancing will be adhered to when possible. Adults entering the building when students and staff are present may have their temperature taken depending on the risk dial level at the time.

At- Risk or Vulnerable Populations: Every student and staff have different levels of risk. Although the school will operate under the guidance of the COVID risk dial, for those populations that have elevated risk, the school may make additional accommodations and operate at a higher risk level when dealing with this population.

Hygiene: Students and staff will be asked to wash their hands on a regular basis determined by COVID risk level. The higher the risk level, the more hygiene will be promoted.

Daily School Operations

	Green	**Yellow**	**Orange**	**Red**
School Academic Plan	A normal school day will proceed with physical distancing recommended when possible.	A normal school day will proceed with increased physical distancing and limited student contact.	A normal school day will proceed with increased physical distancing and limited student contact. A Hybrid model may be implemented	Distance Learning Plan Appendix A
Symptom Checks * We ask that parents screen their child each day for flu like symptoms including fever, cough and shortness of breath. Please do NOT send your child to school if they are feeling ill.	Students will be monitored throughout the day for COVID symptoms. Students with a temperature of 100.4 degrees or more will be isolated, and parents will be called to take home. Students must be fever free w/o medication for a full day (24 hours) to return. (student goes home on Monday – Returns Wednesday)	Students will be monitored throughout the day for COVID symptoms. Students with a temperature of 100.4 degrees or more will be isolated, and parents will be called to take home. Students must be fever free w/o medication for a full day (24 hours) to return. (student goes home on Monday – Returns Wednesday)	Students will be monitored throughout the day for COVID symptoms. Students with a temperature of 100.4 degrees or more will be isolated, and parents will be called to take home. Students must be fever free w/o medication for a full day (24 hours) to return. (student goes home on Monday – Returns Wednesday)	School will transition into remote learning which may consist of the hybrid model or full remote learning. In hybrid model, students on campus will follow Orange physical distancing plus may be spread over the entire campus.
Masks/Face Coverings The school has purchased enough masks for each student to have two. Students wishing to use their own mask may bring them from home. The school also has face shields for special situations.	Masks are encouraged but not required. (Except in vulnerable and at-risk teachers' rooms they will be required)	Masks are encouraged but not required. Masks will only be worn in common areas and during passing times. (Except in vulnerable and at-risk teachers' rooms they will required) (Face shields can be offered as an alternative)	Masks will be worn at all times except when outside or where masks are not possible. (Face shields can be offered as an alternative) – We understand that some younger children may have difficulty keeping a mask on and more breaks may be necessary.	

Recess	Recess times as normal with physical distancing.	There will be a rotation for recess to limit the number of students on the playground and play equipment.	There will be a rotation for recess to limit the number of students on the playground. The playground equipment will be closed.
Hallways	Normal passing periods and movement by students.	All students and staff will walk on the right side of the hallway to help with physical distancing.	All students and staff will walk on the right side of the hallway to help with physical distancing.
Field Trips	Regular field trip opportunities	Field trips scheduled with administration approval	No Field trips scheduled
Specials	Students transition to specials	Some specials teachers will transition to classroom	All specials teachers will transition to classroom (except PE)
Handwashing/hand sanitizing	Do upon entering classroom, after touching face mask, or when appropriate. 7-12th Announcements supporting handwashing	Do upon entering classroom, after touching face mask, or when appropriate. 7-12th Announcements supporting handwashing	Do upon entering classroom, after touching face mask, or when appropriate. 7-12th Announcements supporting handwashing
Lockers	Normal locker use. No visiting while at lockers.	Limited and staggered use of lockers	Lockers will only be used first thing upon arrival and at the end of the day.
Drinking Fountains At the beginning of school every child will be encouraged to bring a water bottle.	Drinking fountains will be shut off and all students will be encouraged to bring a water bottle to use the bottle filler stations. Those students without a water bottle will be provided a water bottle to be turned in at the of each day for washing.	Drinking fountains will be shut off and all students will be encouraged to bring a water bottle to use the bottle filler stations. Those students without a water bottle will be provided a water bottle to be turned in at the of each day for washing.	Drinking fountains will be shut off and all students will be encouraged to bring a water bottle to use the bottle filler stations. Those students without a water bottle will be provided a water bottle to be turned in at the of each day for washing.
Restrooms Teachers will maintain a restroom use log	Normal use of restrooms	Staggered use of restrooms	Staggered and scheduled use of restrooms. (exceptions can be made)

Beginning of the Day All teachers are on-duty at 7:30am each day.	The main HS and Elementary doors will open at 7:30 am. Students will not be allowed in the building before that time. At 7:30 am until 8 am: 7-12th students eating breakfast may take a grab-and-go breakfast, proceed to lockers and then report to their assigned Trojan Time room where attendance will be taken and recorded. Students not eating breakfast will report directly to their assigned Trojan Time room. PK-6 students entering the elementary doors will proceed to their classroom first where they will be monitored for COVID symptoms by the teacher. Students eating breakfast will go to breakfast in the cafeteria. They will return to the classroom when finished. Students, not eating breakfast, will remain in the classroom. PK students will eat at the same time as a cohort group. Students arriving after 8am must report immediately to the building office where they will be monitored for COVID symptoms.	The main HS and Elementary doors will open at 7:30 am. Students will not be allowed in the building before that time. At 7:30 am until 8 am: 7-12th students eating breakfast may take a grab-and-go breakfast, proceed to lockers and then report to their assigned Trojan Time room where attendance will be taken and recorded. Students not eating breakfast will report directly to their assigned Trojan Time room. PK-6 students entering the elementary doors will proceed to their classroom first where they will be monitored for COVID symptoms by the teacher. Students eating breakfast will go to breakfast in the cafeteria. They will return to the classroom when finished. Students, not eating breakfast, will remain in the classroom. PK students will eat at the same time as a cohort group. Students arriving after 8am must report immediately to the building office where they will be monitored for COVID symptoms.	The main HS and Elementary doors will open at 7:30 am. Students will not be allowed in the building before that time. At 7:30 am until 8 am: 7-12th students eating breakfast may take a grab-and-go breakfast, proceed to lockers and then report to their assigned Trojan Time room where attendance will be taken and recorded. Students not eating breakfast will report directly to their assigned Trojan Time room. PK-6 students entering the elementary doors will proceed to their classroom first where they will be monitored for COVID symptoms by the teacher. Students eating breakfast will go to breakfast in the cafeteria. They will return to the classroom when finished. Students, not eating breakfast, will remain in the classroom. PK students will eat at the same time as a cohort group. Students arriving after 8am must report immediately to the building office where they will be monitored for COVID symptoms.	

	Green	Yellow	Orange	
	Parents may enter the building with their child if they need to meet with school personnel. Parents must check in at the office.	Parents are encouraged to NOT enter the building with students. Please call ahead if you need to visit in person with a staff member.	Parents are encouraged to NOT enter the building with students. Please call ahead if you need to visit in person with a staff member.	
End of Day	Regular dismissal. All students are asked to leave the building at the end of the day unless they are in Kid's Club, school activity or working with a teacher.	Regular dismissal. All students are asked to leave the building at the end of the day unless they are in Kid's Club, school activity or working with a teacher.	Dismissal may be staggered. Once dismissed all students are asked to leave the building at the end of the day unless they are in Kid's Club, school activity or working with a teacher.	
Kid's Club All Kid's Club staff and students will be monitored for COVID symptoms prior to beginning activities. Handwashing and sanitizing of all materials will be done daily.	Regular Kid's Club will continue with physical distancing practiced. All Green rules apply.	Regular Kid's Club will continue with physical distancing practiced. All Yellow rules apply.	Regular Kid's Club will continue with physical distancing practiced. All Orange rules apply. No Kid's Club if we have transitioned into a Hybrid model.	

Food Service

Green	Yellow	Orange	Red
Cafeteria staff will check temperatures daily and wear required PPE equipment when appropriate. No Salad Bar PK-6 students will use cafeteria or other designated area to eat breakfast and lunch with physical distancing. 7-12 students will have grab and go breakfast and eat lunch in the cafeteria or other designated area with physical distancing. Celebration Food (such as Birthday treats to be prepackaged only.	Cafeteria staff will check temperatures daily and wear required PPE equipment when appropriate. No Salad Bar PK-6 students will use cafeteria or other designated area to eat breakfast and lunch with physical distancing. 7-12 students will have grab and go breakfast and eat lunch in the cafeteria or other designated area with physical distancing. Celebration Food (such as Birthday treats to be prepackaged only.	Cafeteria staff will check temperatures daily and wear required PPE equipment when appropriate. No Salad Bar PK-6 students will use cafeteria or other designated area to eat breakfast and lunch with physical distancing. 7-12 students will have grab and go breakfast and eat lunch in the cafeteria or other designated area with physical distancing. Celebration Food (such as Birthday treats to be prepackaged only. "Or discouraged	School will transition into remote learning which may consist of the hybrid model or full remote learning. Under full remote learning, meals will be delivered to those who request following same procedures as summer.

Cleaning of Facilities

Green	Yellow	Orange	Red
Cleaning at Level Yellow	Cleaning at Level Orange	Cleaning at Level Red	School is Remote: Deep cleaning of building. Building will be closed.
Normal cleaning procedures including disinfectant will be used.	Normal cleaning procedures including disinfectant will be used.	Normal cleaning procedures including disinfectant will be used.	
PK-6 classrooms will be disinfected 2 -3 times per day by students and teachers. 7-12 classrooms will be disinfected between each period by teachers and students. All classrooms will be cleaned each night by custodial staff, including wiping down door knobs, desks, chairs and common equipment.	PK-6 classrooms will be disinfected 2 -3 times per day by students and teachers. 7-12 classrooms will be disinfected between each period by teachers and students. All classrooms will be cleaned each night by custodial staff, including wiping down door knobs, desks, chairs and common equipment.	PK-6 classrooms will be disinfected 2 -3 times per day by students and teachers. 7-12 classrooms will be disinfected between each period by teachers and students. All classrooms will be cleaned each night by custodial staff, including wiping down door knobs, desks, chairs and common equipment.	
Lunchroom will be cleaned between groups and after breakfast and lunch each day.	Lunchroom will be cleaned between groups and after breakfast and lunch each day.	Lunchroom will be cleaned between groups and after breakfast and lunch each day.	
Hallways, light switches, entry doors will be cleaned each hour.	Hallways, light switches, entry doors will be cleaned each hour.	Hallways, light switches, entry doors will be cleaned each hour.	
Specials teachers will clean common areas and shared equipment between each class.	Gloves and PPE equipment by cleaning crew are required.	Gloves and PPE equipment by custodial crew are required.	
	Specials teachers will clean common areas and shared equipment between each class.	PE teacher will clean common areas and shared equipment between each class.	
* Facilities will always be cleaned at a higher level of the risk dial so we can ensure that we are staying ahead of the pandemic. We have hired additional staff and purchased additional cleaning agents to disinfect daily.			

Extra-Curricular and After School Program

Green	Yellow	Orange	Red
Sports and Activities will proceed with physical distancing recommended when possible. All co-op sports will follow lead school protocols.	Every coach and participant will be monitored for COVID symptoms daily and recorded. Students will be issued a water bottle if needed. Coaches will sanitize and wipe down equipment between groups. All co-op sports will follow lead school protocols.	Every coach and participant will be monitored for COVID symptoms daily and recorded. Students will be issued a water bottle if needed. Coaches will sanitize and wipe down equipment between groups. All co-op sports will follow lead school protocols.	School will transition into remote learning. Guidance for competition will come from NSAA. Practices and after school programs are suspended until further notice.
*Where physical distancing cannot be accomplished coaches and sponsors will wear a mask when they can.			

Technology Services

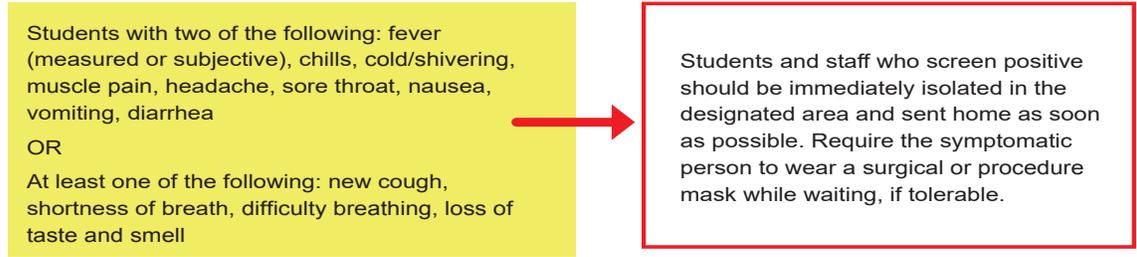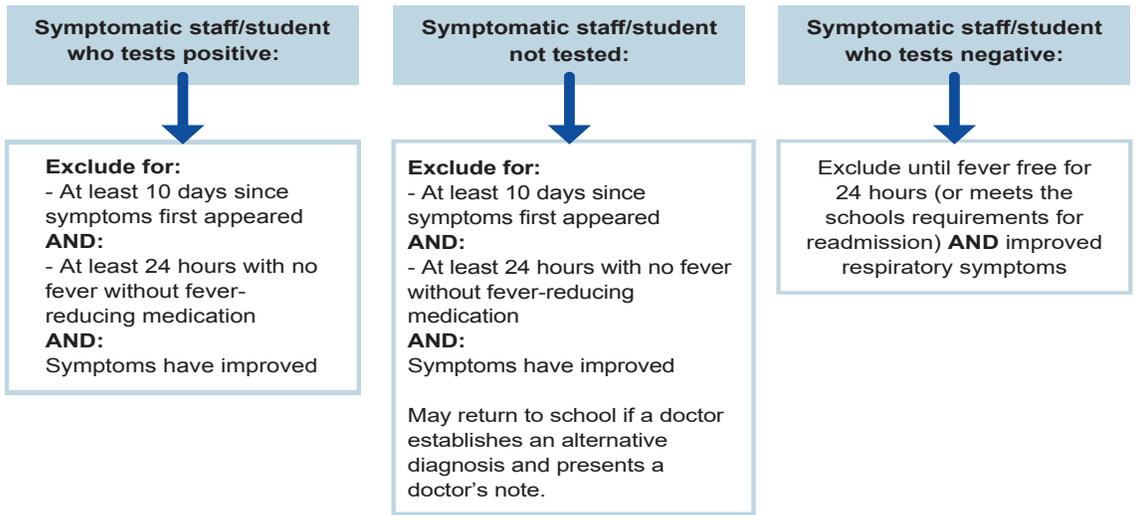| Green	Yellow	Orange	Red
K-6 students will be provided 1-1 devices which will remain at school. 7-12 Students will be provided 1-1 laptops. All devices should be wiped down daily.	K-6 students will be provided 1-1 devices which will remain at school. 7-12 Students will be provided 1-1 laptops. All devices should be wiped down daily.	K-6 students will be provided 1-1 devices. 7-12 Students will be provided 1-1 laptops. All devices should be wiped down daily.	K-12 will be allowed to take individual devices home for remote learning.

Transportation

Green	Yellow	Orange	Red
Drivers will self-monitor for COVID symptoms and record daily	Drivers will self-monitor for COVID symptoms and record daily	Drivers will self-monitor for COVID symptoms and record daily	School will transition into Hybrid model or remote learning.
Mask Optional	All students will use hand sanitizer as they enter the vehicle	All students will use hand sanitizer as they enter the bus	Hybrid model-(PK-6 students only) will follow Orange requirements except they will be seating every other seat.
Students may share seats		Masks Required by driver and students.	
Students will load back to front and unload front to back	Masks Required by driver and students.	One student per seat except siblings, rotate window/aisle - additional vehicles or additional routes may be necessary	Full remote learning-No transportation provided.
Driver will sanitize vehicle at end of route.	One student per seat except siblings, rotate window/aisle		
Students will be monitored for COVID symptoms prior to boarding the vehicle.	Students will load back to front and unload front to back	Students will load back to front and unload front to back	
	Driver will sanitize vehicle at end of route.	Driver will sanitize vehicle at end of route.	
	Students will be monitored for COVID symptoms prior to boarding the vehicle.	Students will be monitored for COVID symptoms prior to boarding the vehicle.	

*Vans will seat students by capacity of vehicle not by seat number.
*Parents are encouraged to bring their child to school if they can to assist with physical distancing on buses.

Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools

The following symptom screening criteria for ill students and staff is based on the most current research. Because people with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness, the following criteria has been developed to assist schools in identifying presumptive positive COVID-19 cases.

Students with two of the following: fever (measured or subjective), chills, cold/shivering, muscle pain, headache, sore throat, nausea, vomiting, diarrhea

OR

At least one of the following: new cough, shortness of breath, difficulty breathing, loss of taste and smell

Students and staff who screen positive should be immediately isolated in the designated area and sent home as soon as possible. Require the symptomatic person to wear a surgical or procedure mask while waiting, if tolerable.

Re-Admittance to School

Symptomatic staff/student who tests positive:	Symptomatic staff/student not tested:	Symptomatic staff/student who tests negative:
Exclude for: - At least 10 days since symptoms first appeared **AND:** - At least 24 hours with no fever without fever-reducing medication **AND:** Symptoms have improved	**Exclude for:** - At least 10 days since symptoms first appeared **AND:** - At least 24 hours with no fever without fever-reducing medication **AND:** Symptoms have improved May return to school if a doctor establishes an alternative diagnosis and presents a doctor's note.	Exclude until fever free for 24 hours (or meets the schools requirements for readmission) **AND** improved respiratory symptoms

There is no reason for a student or staff member to get a "negative test" to be cleared for the return to school. A COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return.

If a student or staff member tests positive for COVID-19, please call the Three Rivers Public Health Department at 42-727-5396.

THREE RIVERS
PUBLIC HEALTH DEPARTMENT
Dodge, Saunders & Washington Counties

7/22/2020

Scribner-Snyder Community Schools
Distance Learning Plan
(Appendix A)

School Roles	
Administration	Support teachers, students, and parents in the E-learning environment.
	Provide plan and communication for delivery of student materials.
	Ensure communication between students/teachers.
	Implement a plan for continuity of learning.
	Help parents obtain internet service if needed.
Technology Department	Provide computer devices (preferably 1:1) to all students.
	Support families and troubleshoot technology in the home.
	Assist teachers in providing distance learning.
	Monitor student activity in regards to school owned devices.
PK-12 Core Teachers	Design a distance learning plan that works for them and their students.
	Determine type of resources to be utilized with students.
	Communicate with parents as to what online resources that will be used and how to access them.
	Communicate with students to meet their needs, be available during the school day.
	Make accommodations as needed.
	Provide feedback and deliver materials in a timely manner
SPED/Title	Provide prior written notification and determine a plan to help meet the needs of students on their caseload.
	Help provide supplemental activities to help parents work with students via distance learning.
	Provide regular communication with students on caseload.
	Document support that is given to students.
K-12 Specials/Exploratory Classes	Develop activities that the families could do with their students in the home.
	Communicate with families that request assistance.
School Counselor	Provide assistance to students and families as needed.
	Help communicate with students that are high risk and may be in crisis.
	Transitioning students and helping with the scholarship process for graduating seniors.
	Deal with any mental health concerns as needed.

Student Roles
Create a daily routine to complete learning activities during the school week.
Have a space in the home to work effectively.
Regularly monitor your online learning via Gmail, Google Classroom, Canvas, etc.
Communicate with teachers regularly about assignments, questions, requests for assistance, etc.
Follow rules and guidelines for online use of school devices and expectations of the school district.

Questions	Contact
Assignments, Classes, Resources	Specific Teacher
Technology issues	Mr. Meyer, Technology Coordinator
Social/Emotional issues	Mrs. Fischer, School Counselor
Distance Learning issues	Administration

Parent Roles
Create a routine and expectations at home.
Establish a space for your child to work at.
Monitor communications from teachers and administration.
Have daily check-ins.
Be active in your child's learning process.
Communicate with administration, teachers, school counselor if extra support is needed.

Questions	Contact
Assignments, Classes, Resources	Specific Teacher
Technology issues	Mr. Meyer, Technology Coordinator
Social/Emotional issues	Mrs. Fischer, School Counselor
Distance Learning issues	Administration

Guidelines for E-Learning	
Course Work	Teacher will provide course work in a variety of methods (Gmail, Canvas, Google Classroom, zoom, etc).
	Students will submit assignments electronically or turn in packets utilizing school established physical distancing guidelines
Instruction	Teachers will provide instruction using E-Learning tools.
	Class instruction will be released on a weekly basis.
	Teachers will collaborate with students as needed.
Grading	**7-12:**
	2 - 3 assignments per week
	TBD
	Elementary:
	2 - 3 Assignments per week in core areas
	TBD
Deadlines	Students will be granted ample time to complete assignments.
	Make sure all information for turning in work is clearly explained.

E-Learning Environment	Teachers will utilize district supported platforms - ie. Google classroom, Zoom, etc.
	Student interactions and expectations should be set up for their appropriate grade level.
	Provide opportunity for all students to be successful and provide support/guidance as needed.
Student Check-in/Assessment	Teachers are to assess students as necessary to ensure learning.
	Use On-line tools such as Canvas, Google Classroom, Google Forms, Zoom, and others to turn in assignments.
Office Hours	Teachers will establish "office hours" to answer student's or parent's questions.
	Administration will clearly create guidelines and expectations for office hours.
Instructional Packets	Elementary staff members may deliver learning packets instead of E-Learning materials as necessary.
	Students/Parents will receive these packets during meal pick up times using school developed physical distancing guidelines.
Instructional Materials	Students will be provided an electronic device, textbooks, library books, and necessary materials to be successful during E-Learning.

E-Learning Tools	**Technology Tools:**	
	*Google Classroom	*EdPuzzle
	*Zoom	*Canvas
	*Google Suite	*On-line Textbooks

Pre-School

Expectations	Learning will be focused in the area of Pre-School Curriculum -- Teaching Strategies -- GOLD program

Estimate of time per day:	
20 minutes per day	Literary Activities
20 minutes per day	Numeric Activities
20 minutes per day	Cognitive, Physical, Social/Emotional Development
Flexible Learning Activities	Reading Aloud
	Games
	New Skills
	Exercise
	Puzzles
	Play

Total Distance Learning Time	1.0 hour per day

Elementary (K-6)

Expectations	Priority of learning will mainly be focused on literacy and math.
	Students will have work using on-line materials and student packets.
	Tools for communication will be the use of Chromebooks and the tools defined specifically from each teacher.
	Teachers will provide instruction live via zoom or recordings to help students/parents work through the learning materials.

Estimate Time of Day:	
20 - 30 minutes per day	Reading
15 minutes per day	Writing
20 - 30 minutes per day	Math
20 - 30 minutes per day	Specials -- Art, P.E., Music, Exploratory

Flexible Learning Activities	Reading Aloud
	Games
	New Skills
	Exercise
	Puzzles
	Play

Total Distance Learning Time:	1.5 - 2.0 hours per day

7 - 12 Jr/Sr High School

Expectations	Teachers will focus content based priority standards established through our T.E.A.C.H. Pyramid.
	Students will learn via on-line learning activities.
	Communication will be through tools provided by the school and school devices distributed to each student.
	Teacher will provide live instruction via zoom or recorded activities for student learning.

Estimate of time per day:	
30 minutes	ELA
30 minutes	Writing
30 minutes	Mathematics
30 minutes	Social Studies
30 minutes	Science
20 - 30 minutes	Exploratory Classes/Electives

Flexible Learning Activities	Reading
	Critical Thinking Challenges
	Other ideas

Total Distance Learning Time:	3 - 4 hours per day

Serving Students with Disabilities	
Expectations:	Resource teachers will reach out to students to provide assistance with review materials and new content.
	All staff members will make a good faith effort to provide all of the necessary accommodations and modifications necessary to meet the needs of the students an I.E. P.
	Staff members will utilize Zoom, e-mail, and telephone to communicate with students.
	Prior written notice will be provided in explanation of change in learning environment.

The SSCS Special Education Department will continue to ensure that all students' individualized education programs are appropriate for each student's individual circumstances in light of the unique issues posed by COVID-19. The SSCS Special Education Department will communicate with parents regarding any necessary changes to their student's services, and will ensure that the student's IEP is amended as required by law.