



Manson School District

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www.manson.org

Reopening Plan 2020-21 School Year



Superintendent Message

I am very excited to start the year as the new superintendent of Manson School District. In the few short months, I have been able to see the true compassion and grit the staff, students and community members here are known for. This reopening plan is a reflection of our best thinking to date on how we intend to open schools for the 20-21 school year. This plan provides quality remote learning and hybrid learning options while taking all of the necessary precautions to protect the health of our students, staff and community.

A focus on equity is a driving force behind our reopening plan. We know that our students who are at high risk for failure need the vital services provided through our schools. This is why it is our desire to return to in-person learning as soon as local medical experts deem it safe.

Creating a new model for public education is likely not going to make everyone happy. We all have differing viewpoints on how schools should open. In our plan we have attempted to provide quality learning in formats that are flexible based on current conditions. Families can choose to participate in Enhanced Distance Learning remotely provided by their classroom teacher or continue their child's education through our new internet academy for the full year. Giving these options allows our families to decide what is best for their children.

Focused on student learning,

Yvonne (Voni) Walker
Superintendent
Manson School District



Manson Will Ensure

1. Each student has access to learning. We will provide educational justice to those students with significant barriers to learning as identified by a district team. This may include, not limited to, an Individual Education Plan (IEP), no connectivity, and language acquisition.
2. Each student is provided rigorous, meaningful instruction focused on reaching the standards of academic achievement put forth by the state and the Manson School Board.
3. Each student is provided daily synchronous (live) contact with teachers and peers to begin the process of resocialization.
4. Families are able to support multiple students in the home with a predictable schedule.

Reopening Priorities



Health, Safety, and Wellness

Follow all Department of Health guidelines for physical health. Systems in place to support relationships and emotional well being of students.



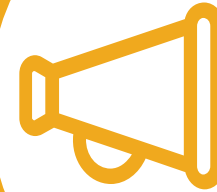
Equity

Address systemic inequities, and provide additional support to students who need it.



Face to Face Instruction

Plan for face-to-face instruction for as many students as possible under the health guidelines. Prioritize face to face instruction based on needs.



Communication

Engage and clearly communicate with all stakeholders.



Academic Progress

Implement high quality instruction for all students. Support students who need additional instruction for lost learning time due to recent closure.

Decision Tree for Provision of in Person Learning among Public and Private K-12 Students during COVID-19

Should your community provide in person learning and for whom?

For School Administrators, Local Health Officers, and Community Stakeholders

The risk of COVID-19 being introduced into the school depends on the level of COVID-19 spread in the community and the health and safety measures taken by schools. Consider the following educational modalities based on community transmission and other health and education risks and benefits.

COVID-19 Activity Level	Education Modality*	Extracurricular
HIGH >75 cases/100K/14 days Other considerations: <ul style="list-style-type: none"> Increasing trend in cases or hospitalizations Test positivity >5% Other health and education risks and benefits to children and their families 	Strongly recommend distance learning with the option for limited in-person learning in small groups, or cohorts, of students for the highest need students, such as students with disabilities, students living homeless, those farthest from educational justice, and younger learners.	Strongly recommend canceling or postponing all in person extra-curricular activities, including sports, performances, clubs, events, etc.
MODERATE 25–75 cases/100K/14 days Other considerations: <ul style="list-style-type: none"> Increasing trend in cases or hospitalizations Test positivity >5% Other health and education risks and benefits to children and their families 	Recommend distance learning as described above. In addition, consider expanding in person learning to elementary students. Over time, consider adding hybrid in person learning for middle or high school students if limited COVID transmission occurs in schools.	Strongly recommend canceling or postponing all in-person extra-curricular activities. Consider low risk activities when all students have some level of in person learning.
LOW <25 cases/100K/14 days	Encourage full-time in person learning for all elementary students and hybrid learning for middle and high school. Over time and if physical space allows, consider full-time in person learning for middle and high school.	Consider low and moderate risk in person extra-curricular activities.

When any in-person



Can the school(s) implement recommended COVID-19 health and safety measures?

For School Administrators and Staff

The risk of COVID-19 spreading in schools depends on the ability of the school to implement [DOH's K-12 health and safety measures](#).

Does the school have the plans, staff, space, and supplies to do the following?

✓	Protect staff and students at higher risk for severe COVID-19 while ensuring access to learning
✓	Transport or facilitate drop-off and pick-up of students
✓	Group students (required in elementary, recommended for middle and high school)
✓	Practice physical distancing of ≥6 feet among students and staff.
✓	Promote frequent hand washing or sanitizing
✓	Promote and ensure face covering use among students and staff
✓	Increase cleaning and disinfection
✓	Improve ventilation

Are all staff trained on health and safety practices?

When all YES



Is the school and health system ready to monitor for and respond to suspected and confirmed cases of COVID-19?

For Schools and Local Public Health

COVID-19 cases in the school should be expected. The risk of COVID-19 spreading in schools depends on the ability to quickly identify and respond to suspected and confirmed cases and the level of community transmission.

✓	Can <u>the school</u> ensure monitoring of symptoms and history of exposure among students and staff? (attestation acceptable)
✓	Is <u>the school</u> prepared to manage students and/or staff who get sick onsite?
✓	Does <u>the school</u> have letters drafted to inform families and staff about confirmed cases or outbreaks?
✓	Is there adequate access to testing in the community <u>health</u> system for ill students and staff?
✓	Is there capacity in your <u>local health department</u> to investigate confirmed COVID-19 cases, quarantine their close contacts and assess whether transmission is occurring in the school?
✓	Can <u>local public health</u> monitor the level of community spread to determine when a change in education modality is needed?

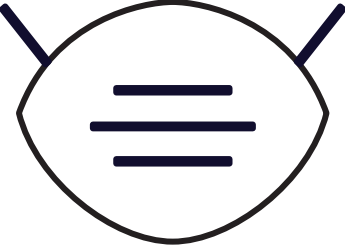


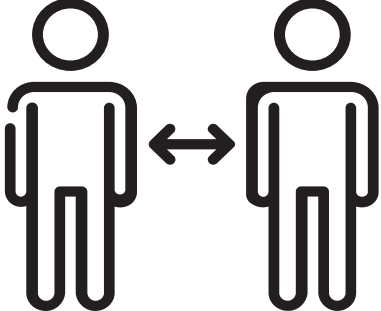
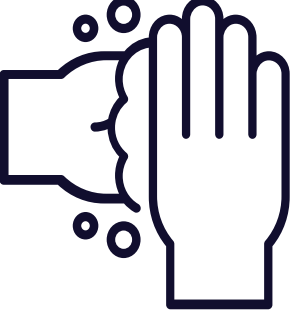
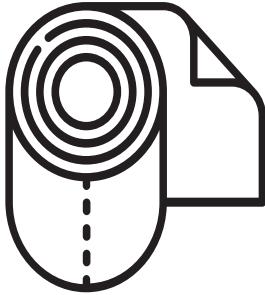
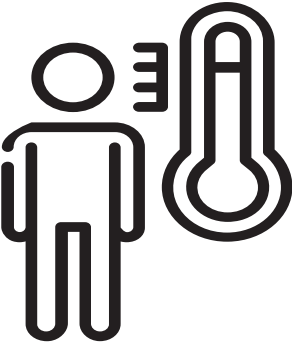
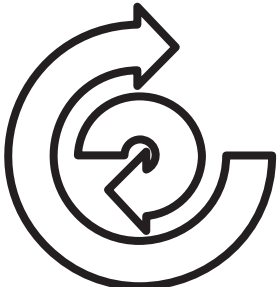


When all YES

Begin in-Person Learning Model and Monitor

*Staff may work in school at any COVID-19 activity level if the school follows DOH and LNI health and safety guidance

Health and Safety Requirements

<p>Cloth or Disposable Face Coverings</p> 	<p>Health Screening</p> 	<p>Stay Home if Sick or Exposed to COVID-19</p> 	<p>Physical Distancing</p> 
<p>Hygiene Practices</p> 	<p>Cleaning and Disinfecting</p> 	<p>Separate those with Symptoms</p> 	<p>Ventilation and Outdoors</p> 

Health and Safety Requirements

<p>Face Coverings</p> <p>All staff, students, volunteers, or guests must wear cloth or disposable face coverings at school.</p> <p>Some people cannot wear face coverings due to medical conditions, or other needs. A doctors exemption will be required.</p>	<p>Health Screening</p> <p>All staff and students will be checked for signs of illness at entry each day.</p> <p>People who do not pass the health screening will be sent home.</p>	<p>Stay Home if Sick or Exposed to COVID-19</p> <p>Students, staff, vendors, parents and guardians will be asked to stay home if they have symptoms of COVID-19 or been in close contact with someone with COVID-19 in the past 14 days.</p>	<p>Physical Distancing</p> <p>As much as possible students and staff will maintain a six foot distance between people.</p> <p>Elementary students will be in cohorts with limited movement between spaces for students.</p>
<p>Hygiene Practices</p> <p>Students and adults will wash hands when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. If soap and water are not readily available alcohol-based hand gel with at least 60 percent alcohol will be used.</p>	<p>Cleaning and Disinfecting</p> <p>Increased cleaning, sanitizing, and disinfecting of school buildings following CDC guidelines.</p> <p>If groups of students are moving from one area to another in shifts, cleaning will happen before the new group enters the area.</p>	<p>Separate those with Symptoms</p> <p>If someone develops symptoms while at school they will be separated from others, asked to keep a mask on, and sent home.</p> <p>Communication plan in place that includes staff, families, and the local health jurisdiction.</p>	<p>Ventilation and outdoors</p> <p>Ventilation including windows, fans, and HVAC settings will be used to maximize the amount of outside air entering program areas.</p> <p>Outdoor learning and activities will be encouraged as possible.</p>

LEVEL UP

Dear Students and Parents,

In Manson we value in-class education. We desire to return to class as quickly and fully as we can. We have developed a “level up” plan so that we can assess the current situation at each level and adjust accordingly. Our health department has given the recommendation to start in distance learning with the goal of moving to hybrid learning when we get under 75 new cases per 100,000 in our county over a two week timeline.



Educational Models

Enhanced Distance Learning 2.0 Levels 1,2,3

Our distance learning plan for the fall of 2020 will be more effective than what you experienced in the spring of 2020. We will use both synchronous learning (live on zoom) and asynchronous learning (directed but on your own). Both types of learning will be scheduled and will be more rigorous than in the spring. We look forward to training staff, students and parents on our new system. Each building will use a consistent learning management system (LMS) to make logging in and finding work easier. Each teacher will have daily times they zoom/connect with each class that will allow for a structure students and families can count on.

School Schedule Details

PK-5 students will follow a developmentally appropriate schedule that occurs within the 8:00-3:30 timeframes with synchronous learning 8:00-11:00am and asynchronous 12:30-3:30 each school day.

See Appendix for Schedule

6-12 remote learning student schedules will also be from 8:00-3:30 each day with asynchronous from 8:00-11:00 and synchronous learning from 12:30-3:30

See Appendix for Schedule

LEVEL UP

Educational Models

Hybrid Learning Levels 4,5,6

Our Hybrid model allows for us to return all students to campus each day while still limiting class sizes and cohorting (keeping students together) as much as possible. In the Hybrid model each student would attend school for 3 hours of learning and will do 3 hours of learning at home each day.

School Schedule Details

- Manson is implementing a cohort model during Hybrid Levels 4-6 in order to provide safe learning for students returning to campus
- Students will “level into” (PreK-3, 4-7, 8-12) learning onsite with in-person instruction 3 hours a day, 5 days a week
- PK-12 students will be in Cohort A – 8:00-11:00 or Cohort B – 12:30-3:30
- While not in the building, students access school via their LMS (SeeSaw PK-5 or Canvas 6-12) for asynchronous learning
- Cohorts are an effective way to reduce transmission and limit the number of students quarantined when an exposure occurs
- Cleaning/disinfecting will occur between on-site sessions
- Staff will be onsite for the purpose of planning and delivering instruction to both cohorts

See Appendix for Schedules

LEVEL UP

Educational Models

Opting for All Online Education Available in All Levels

Manson Internet Academy (MIA) is a way to stay online all-year and still stay connected with the Manson School District. It is a series of online courses that meet standards but are taught by Acellus in cooperation with a teacher of record in the Manson School district.

MIA Details

- Manson will offer a selection of standards-based courses K-12 aligned with the student's planned course of study
- Acellus courses are professionally filmed with some of the best equipment available in the cinematic industry
- Provided through Manson, Acellus course are accredited and recognized by the department of education
- Courses are supported by a Certificated Manson Staff member
- Classes have a start and end date with recommended due dates to stay on track
- Coursework may be completed and submitted at pace set by family
- Teacher of record located in Manson with high level of experience
- Teacher of record will communicate with families and student to support academic growth and staying on track
- Students and families stay connected to Manson School District

LEVEL WA

Return To Learn Plan

School will begin in either level 2 or 3. The district has petitioned the Chelan/Douglas county Health Department for permission to begin in level 3.

Under 25 cases per 100,000

Level 6

Distance Learning 2.0
Only students who choose Distance Learning

On Site
All students in Hybrid Model

Level 5

Distance Learning 2.0
Students
8th-12th Grade

On Site
1. Students in grades PK-7th in Hybrid Model
2. Students with IEP
3. Students without connectivity
4. Students with other barriers

Between 25 and 75 cases per 100,000

Level 4

Distance Learning 2.0
Students
4th-12th Grade

On Site
1. Students in grades PK-3rd in Hybrid Model
2. Students with IEP
3. Students without connectivity
4. Students with other barriers

Level 3

Distance Learning 2.0
All Students
Pre K-12

On Site
1. Students with IEP
2. Students without connectivity
3. Students with other barriers

over 75 cases per 100,000

Level 2

Distance Learning 2.0
All Students
Pre K-12

On Site
School District Staff

Level 1

Distance Learning 2.0
All Students
Pre K-12

On Site
Building Closed

Full Return
Following Level 6 the next step would be a return to full-time class

Reopening Plan Overview

Physical Wellness



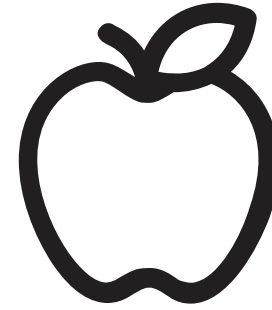
- ★ Follow all Department of Health directives
- ★ Dedicated entrances for cohorts
- ★ Only staff and students in buildings
- ★ Staff and student training

Social Emotional Wellness



- ★ Screening and evaluation for all students.
- ★ Elementary and Middle School scheduled SEL time
- ★ High school self-referral
- ★ Staff and parent referral process
- ★ Staff Training

Food Service



- ★ Provide meals for both in-person and at home students
- ★ Provide meals in classrooms when needed
- ★ Follow USDA meal guidelines

Reopening Plan Overview

Facilities



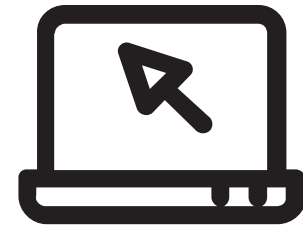
- ★ Prepare spaces for physical distancing
- ★ Install health and safety signs
- ★ Setup entry health checkpoints
- ★ Supply PPE for district staff
- ★ Hand sanitizer in area with no sinks

Transportation



- ★ Develop routes, and bus loading plans for physical distancing
- ★ Open windows and maximize ventilation on buses

Technology



- ★ One-to-one devices for all students K-12
- ★ Technology support over phone and web
- ★ Online tech resources
- ★ Student and family training
- ★ Staff training

Reopening Plan Details

Physical Wellness



Masks

-Students, staff, and community members will wear a mask when on campus. The District will provide a sanitized mask for each student each day they are on campus. Additional or alternative masks may be provided by families. It is recommended that the student's mask be washed each day to ensure cleanliness and reduce the risk of transmission.

-Staff members will receive a mask which is recommended that they wash each day on their own. Staff will wear a mask anytime they are in a space with 2+ people. Staff will also receive a shield with specific guidelines on when and how long this tool can be used in place of a mask and for what purposes. It is important to note that communication and learning are improved when able to see/read the speaker's lips; thus, transparency around the mouth area may be essential in select situations.

-Masks do not need to be worn outdoors (i.e. during recess or P.E.) as long as the social distancing of 6 feet is in effect. Each school will receive signage that promotes proper mask use.

-Health Officers have established a process for students and district staff who are seeking a waiver to the mask/face covering requirement. Waiver requirements for face shield approval include: 1) documentation of a specific diagnosis that justifies exclusion, 2) recommendation for an alternative droplet retention method (or, if none can be recommended, exclusion from school), and 3) approval by the county Health Officer of the exclusion request and the alternative method.

-Masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others (source control).

Reopening Plan Details

Physical Wellness



Daily Attestation

To maintain physical wellness, students or staff members must stay home if experiencing COVID-19 symptoms. Daily attestations will be available online or by a smartphone app that will link directly to MSD's data processing system, Skyward. Parents and students are responsible for completing the daily attestation prior to coming to school. If a student arrives at school without a daily attestation, they will be sent to the school health office for a screening.

Quarantine for Individuals Diagnosed or Exposed to COVID-19

Pursuant to Washington Department of Health guidelines, families, caregivers and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify the school if they are quarantined.

Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days.

Personnel or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

Given the likelihood of increased absences due to illness or quarantine, virtual learning will be available for students who are absent for a significant period of time. Students will be able to continue engaging in learning. Manson School District will track attendance and notify Chelan Douglas County Health District (CDHD) of significant increases in absenteeism.

Personnel and students with confirmed or presumed COVID-19 must meet conditions prescribed by the CDHD prior to returning to school. It is expected there will be "flare-ups" of COVID-19 cases. In some cases, entire school buildings may close for purposes of cleaning and sanitizing or in recognition of high levels of student or staff illness. If a building closes, virtual learning will immediately begin for staff and students.

Reopening Plan Details

Physical Wellness



Hygiene

Handwashing

- Before breakfast and lunch
- After restroom activity
- After sneezing or blowing one's nose
- As necessary

Each classroom will also be stocked with hand sanitizer for students and staff to utilize throughout the day. Hand washing should be utilized more frequently than sanitizer, as it is a better way to stay well.

Hydration


Hydration is key. Staff and students are encouraged to bring water bottles to school. Water bottle fill stations will be available at each building. Fountains will be taped off and not used until further notice.

Sharing

Students and staff will limit the sharing of toys, learning tools, devices, books, and utensils.

Reopening Plan Details (cont.)

When students return to school they will have been out of school for over five months. We anticipate that although coming back to school is a welcome event for many students, anxiety and stress may come with the opening.

<p style="text-align: center;">Social Emotional Wellness</p> 	<p>Evaluation of Need</p> <ul style="list-style-type: none"> -Social emotional screening and evaluation for all students. -Staff and the Counselors will be the initial point of contact. <p>Social Emotional Intervention</p> <ul style="list-style-type: none"> -Teachers will provide regular social emotional check-ins for all students. -Middle and High school students will be provided information for self-advocacy and referral. <p>Services and Referrals</p> <ul style="list-style-type: none"> -Staff and parent referral procedure for social emotional health issues. -Provide services through contract and outside providers with space for in person or virtual services in all buildings. <p>Training</p> <ul style="list-style-type: none"> -Training for staff on identifying signs of mental health concerns, depression, or substance abuse. -On going social emotional professional development for staff.
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Reopening Plan Details (cont.)

Operations



Athletics and Activities

- High School seasons have been moved to all take place in the Winter and Spring
- ASB/Activities awaiting more guidance

Food Service

- Food service meal planning for both onsite and offsite scenarios
- In levels 1-3 of the "Level Up" plan food will be delivered to 8-10 community locations daily
- The plan to deliver food during the "Hybrid Model" is still awaiting state guidance

Transportation

- Restructured routes may be in effect
- Open windows and ventilation on buses
- Students and staff must wear masks on busses
- Buses will be loaded and unloaded in patterns that maximize social distancing
- Use of personal transport will be recommended

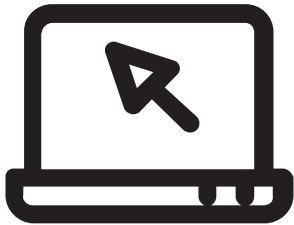


Facilities

- Install signage related to health and safety and protocols
- Measure and reconfigure classrooms/furniture for added space
- Designate health screening and entry points for staff
- Health screening supplies, including thermometers
- PPE for all facilities including cloth face coverings, disposable facecoverings, face shields
- Hand sanitizer supply at sites with no sinks
- Sanitizing and cleaning supplies for all facilities

Reopening Plan Details (cont.)

Technology



Technology Distribution

-One-to-one technology devices gradesK-12 have been supplied/made available to all Manson students

Technology Maintenance and Repair

-Device support and repair process at school and remotely when possible
-Access to online technology help resources

Technology Training and Support

-Required student and family contract to receive a device
-Digital citizenship lessons for students
-Family technology support sessions
-Training for teachers and paraeducators at the start of the school year
-Support for staff/students throughout the school year

Manson Enhanced Distance Learning 2.0 Appendix

The Manson School District will begin the 2020-21 school year with 100% distance learning through Manson Distance Learns 2.0. We desire to return to full face to face instruction as quickly as we can in a safe and consistent manner. We will be referring to this model as the backbone of our work and will use it when required for whole school, whole district, or cohort distance learning.

Manson Distance Learning Priorities

Each student has access to learning. We will provide academic justice to those students with significant barriers to learning as identified by a district team. This may include, not limited to, an Individual Education Plan (IEP), no connectivity, and language acquisition.

Each student is provided rigorous, meaningful instruction focused on reaching the standards of academic achievement put forth by the state and the Manson School Board.

Each student is provided daily synchronous (live) contact with teachers and peers to begin the process of resocialization.

Families are able to support multiple students in the home with a predictable and organized schedule.

The Backbone

100% Distance Learning: Level 1

All students participate in distance learning. Staff will be on-site for the purpose of planning and delivering online instruction.

100% Distance Learning: Level 2 & 3

All students participate in distance learning. Staff will be onsite for the purpose of planning and delivering online instruction. Students in greatest need of additional support as identified through an agreed upon set of criteria participate onsite with tailored instruction.

Elementary Schedule 8:00-11:00am

Students are receiving live instruction from their classroom teacher between 8am and 11am. Students will be on a fixed schedule that includes whole group instruction and/or small group instruction each day.

Individual teachers will create the schedule based on student need and present small group times to families in the first week of school.

Staff will continue to be on-site working through Seesaw, our elementary learning platform, between the hours of 12:30pm to 3:30pm.

Secondary Schedule 12:30-3:30pm

Secondary students will receive live instruction from their teachers between 12:30pm and 3:30pm based on the schedule below. Live instruction will include whole group and small group work.

Students are expected to use the hours of 8:00am to 11:00am to work on assignments and independent activities/instruction. Students are expected to be prepared for each class with at home work completed. Staff will be on-site between 8:00am and 11:00am to communicate through Canvas, the secondary learning platform.

1st period & SEL 12:30-1:05

2nd period 1:10-1:40

3 rd period	1:45-2:15
4 th period	2:20-2:50
5 th period	2:55-3:30

Manson Hybrid Learning Apendix

When the community transmission rate falls lower than 75 new cases per 100,000 for a 14-day period, the Manson School District will begin the transition to Manson Hybrid Learning. We desire to return to full face to face instruction as quickly as we can in a safe and consistent manner. We will transition between levels 4-6 as we can safely and without increased transmission in the community. We will use it when available for grade band (PK-3, 4-7, 8-12) or whole district learning.

Manson Hybrid Learning Priorities

Each student has access to learning. We will provide academic justice to those students with significant barriers to learning as identified by a district team. This may include, not limited to, an Individual Education Plan (IEP), no connectivity, and language acquisition.

Each student is provided rigorous, meaningful instruction focused on reaching the standards of academic achievement put forth by the state and the Manson School Board.

Each student is provided daily live contact with teachers and peers to continue the process of resocialization.

Families are able to support multiple students in the home with a predictable and organized schedule.

The Transition

Hybrid Learning: Levels 4,5 & 6

Groups of students will transition to receiving instruction on-site with face to face instruction. Staff will be on-site for the purpose of planning and delivering instruction.

Cohort A Schedule

On-site 8:00am-11:00am

Remote 12:30pm-3:30pm

Students are receiving on-site, face to face instruction from their classroom teacher between 8:00am and 11:00am.

Students will be expected to complete all assigned independent activities between the hours of 12:30pm and 3:30pm.

Cohort B Schedule

Remote 8:00am-11:00am

On-site 12:30pm-3:30pm

Students will be expected to complete all assigned independent activities between the hours of 8:00am and 11:00am.

Students are receiving on-site, face to face instruction from their classroom teacher between 12:30pm and 3:30pm.

Secondary Hybrid Schedule

Secondary students will receive face to face instruction from their teachers between for 3 hours a day based on the schedule below.

Students are expected to use the remaining hours to work on assignments and independent activities/instruction remotely. Students are expected to be prepared for each class with at home work completed.

Cohort A

Cohort B

1 st period	8:00-8:35	1 st period	12:30-1:05
2 nd period	8:40-9:10	2 nd period	1:10-1:40
3 rd period	9:15-9:45	3 rd period	1:45-2:15
4 th period	9:50-10:20	4 th period	2:20-2:50
5 th period	10:25-11:00	5 th period	2:55-3:30