



TFSD #411 Operational COVID Protocol

Draft 7-22-2020

Levels of Operation

Twin Falls School District #411 will operate under one of the following designations as long as Coronavirus is a concern in our community. The designation will be determined by the level of community spread utilizing metrics created by South Central Public Health District (SCPHD). Any change in level will be determined in conjunction with SCPHD and announced with as much preparation time for parents, students, and staff as is possible with safety being the highest priority.

● Green: Traditional Schedule (No Community Spread)

1. Cleaning/disinfection-plan approved by SCPHD ([see Maintenance- Cleaning/Disinfection section](#))
2. Encourage parents to screen students every morning before attending school and keep symptomatic students home
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
3. Plan for vulnerable students/staff
 - a. Staff: FMLA and FFCRA guidelines
 - b. Students: K-8 Online options--[Virtual schoolhouse](#)
7-12 Online Option--IDLA--See your counselor
 - c. Protocols for social distancing
 - d. Maintain social distancing as much as possible
 - i. Discuss social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
 - ii. Limit classroom activities that don't allow for 6 feet of distance between students as much as possible
 - iii. Limit/avoid mixing of student groups to reduce potential exposure
Examples:
 1. Lunch schedule
 2. Drop off and pick up
 3. Library usage
 4. Release times (including passing times)
 - iv. Separate desks/tables in the classroom as much as possible
 - v. Limit/avoid activities with large gatherings where social distancing cannot be maintained
4. Staff and students are recommended to utilize a face covering in the classroom and any time social distancing can't be maintained. All staff and students will be provided with washable masks for use. Face shields will be provided upon

request and availability. In addition, disposable masks will also be made available.

5. Staff will limit visitors/volunteers from non-school related persons-require face covering for all visitors in cases where social distancing cannot be maintained
6. Sick or symptomatic staff and students ([Separation and/or sent/stay home criteria](#)) will not be allowed at school until return to school status ([Return to School](#)) is met. Each site must have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in a designated “health room” until arrangements are made for the person to be picked up
7. Post signs in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found here: [CDC Coronavirus Print Resources](#)
8. Ensure policies and practices don't encourage students/staff to come to school sick

● Yellow: Enhanced Traditional (Minimal Community/School Spread)

1. Cleaning/disinfection-plan approved by SCPHD ([Maintenance- Cleaning/ Disinfection section](#))
2. Encourage parents to screen students every morning before attending school and keep symptomatic students home
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
3. Plan for vulnerable students/staff
 - a. Staff: FMLA and FFCRA guidelines
 - b. Students: K-8 Online options--[Virtual schoolhouse](#)
7-12 Option--IDLA--See your counselor
4. Protocols for social distancing
 - a. Maintain social distancing as much as possible--as close to 6 feet of separation as possible
 - i. Discuss/monitor social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
 - ii. Restrict classroom activities not considered essential that don't allow for 6 feet of distance between students as much as possible
 - iii. Restrict mixing of student groups to reduce potential exposure
Examples:
 1. Lunch schedule
 2. Drop off and pick up
 3. Library usage
 4. Release times (including passing times)

- iv. Separate desks/tables in the classroom and face students in the same direction as much as possible
 - v. Restrict activities not considered essential with large gatherings where social distancing cannot be maintained
- 5. Staff and students are required to utilize a face covering (mask or shield that covers nose and mouth) within the school building. Exceptions will be made for breakfast/lunch while eating and other instances designated by school administration where social distancing can be maintained (not less than six feet for 15 minutes). All staff and students will be provided with washable masks for use. Face shields will be provided upon request and availability. In addition, disposable masks will also be made available. Staff will ensure students have the opportunity for a “covering break” every hour with social distancing maintained. Considerations/exceptions will be made for staff and students who provide documentation from a state licensed medical professional stating the wearing of a face covering could be a health risk for that individual. Considerations/exceptions will also be made per IEP/504 team recommendation.
- 6. Restrict visitors/volunteers to essential individuals-All visitors/volunteers must have prior approval from the school administration or designee and are required to wear a face covering at all times.
- 7. Sick or symptomatic staff and students ([Separation and/or sent/stay home criteria](#)) will not be allowed at school until return to school status ([see Return to School](#)) is met. Each site must have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in a designated “health room” until arrangements are made for the person to be picked up
- 8. An off-site education delivery plan will be available in the event students remain home for extended periods of time and/or schools are closed
- 9. Signs will be posted in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found at: [CDC Coronavirus Print Resources](#)
- 10. Ensure policies and practices don't encourage students/staff to come to school sick
- 11. School Safety protocols
 - a. [Elementary Protocols](#)
 - b. [Secondary Protocols](#)
 - c. [Special Education Protocols](#)

Orange: Modified Schedule (Moderate Community/School Spread)

1. Cleaning/disinfection-plan approved by SCPHD [\(see Maintenance- Cleaning/ Disinfection section\)](#)
2. Encourage parents to screen students every morning before attending school and keep symptomatic students home
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
3. Plan for vulnerable students/staff
 - a. Staff: FMLA and FFCRA guidelines
 - b. Students: K-8 Online options--[Virtual schoolhouse](#)
7-12 Online Option--IDLA--See your counselor
4. School schedule designed to limit contact by reducing the number of students in the building at any one time.
 - a. [Elementary](#)
 - b. [Secondary](#)

Students whose last names begin with A-K will be the A group.

Students whose last names begin with L-Z will be the B group.

Administrators will work with blended families with different last names to keep family members on a common schedule.

5. Protocols for social distancing
 - a. Maintain social distancing--6 feet of separation
 - i. Discuss/monitor social distancing with students and teach and reinforce hand hygiene and respiratory etiquette
 - ii. Restrict classroom activities not considered essential that don't allow for 6 feet of distance between students as much as possible
 - iii. Restrict mixing of student groups to reduce potential exposure
Examples:
 1. Lunch schedule
 2. Drop off and pick up
 3. Library usage
 4. Release times (including passing times)
 - iv. Separate desks/tables in the classroom to maintain 6 feet and face all students the same direction
 - v. No large group activities where social distancing cannot be maintained.
6. Staff and students are required to utilize a face covering (mask or shield that covers nose and mouth) within the school building. Exceptions will be made for breakfast/lunch while eating and other instances designated by school administration where social distancing can be maintained (not less than six feet for 15 minutes). All staff and students will be provided with washable masks for use. Face shields will be provided upon request and availability. In addition, disposable masks will also be made available. Staff will ensure students have the opportunity for a "covering break" every hour with social distancing maintained.

Considerations/exceptions will be made for staff and students who provide documentation from a state licensed medical professional stating the wearing of a face covering could be a health risk for that individual.

Considerations/exceptions will also be made per IEP/504 team recommendation.

7. No visitors/volunteers allowed unless it is determined to be critically necessary by school administration. All admitted visitors/volunteers must have prior approval from the school administration or designee and are required to wear a face covering at all times.
8. Sick or symptomatic staff and students ([Separation and/or sent/stay home criteria](#)) will not be allowed at school until return to school status ([see Return to School](#)) is met. Each site must have a plan in place to allow for the immediate separation of students/staff who present COVID-19 symptoms at school in a designated “health room” until arrangements are made for the person to be picked up
9. An off-site education delivery plan will be available in the event students remain home for extended periods of time and/or schools are closed
10. Signs will be posted in highly visible locations (school entrances, bathrooms, etc.) that promote everyday protective measures. Signs from the CDC can be found at: [CDC Coronavirus Print Resources](#)
11. Ensure policies and practices don’t encourage students/staff to come to school sick
12. School Safety protocols
 - a. [Elementary Protocols](#)
 - b. [Secondary Protocols](#)
 - c. [Special Education Protocols](#)

Red: Full Distance Schedule (Substantial Community/School Spread)

1. Fully remote learning utilizing distance learning delivery strategies
2. No in-person school related activities (including extracurricular) allowed
3. A decision about staff work schedule (home vs school/office) will be made based on factors such as stay at home orders, etc.
4. School Safety protocols
 - a. [Elementary Protocols](#)
 - b. [Secondary Protocols](#)
 - c. [Special Education Protocols](#)



Confirmed COVID Case Protocols

Regardless of the level, the following outlines how the TFSD will respond to a confirmed case(s) of COVID-19 in a school or schools.

1. **Confirmed related case(s) in a school (same group of students)**
 - a. [Utilize communication plan](#)
 - b. Notify parents and staff of minimal, moderate, or high exposure while ensuring HIPAA compliance
 - c. Potential closure of individual school or classroom (including all in-person activities) for up to 5 days in coordination with SCPHD and on a case by case basis
 - d. Contact trace students/staff using the [exposure checklist](#) to identify students and staff with minimal, moderate, and high exposure. Those with close contact (high exposure) will be highly recommended to quarantine for 14 days (staff will be required to quarantine). This includes close contacts who may be in other schools. The CDC defines close contact as a person that has been within 6 feet of the infected person for a prolonged period of time (about 15 minutes) within two days of the onset of symptoms. Wearing a face covering while within 6 feet does not eliminate consideration as a close contact.
 - e. Deep cleaning of the school
2. **Two or more unrelated cases in the same period of time**
 - a. [Utilize communication plan](#)
 - b. Notify parents and staff of minimal, moderate, or high exposure while ensuring HIPAA compliance
 - c. Potential indefinite closure of school building or classroom (including all in-person activities)-no new cases for up to 15 days in coordination with SCPHD and on a case by case basis
 - d. Contact trace students/staff using the [exposure checklist](#) to identify students and staff with minimal, moderate, and high exposure. Those with close contact (high exposure) will be highly recommended to quarantine for 14 days (staff will be required to quarantine). This includes close contacts who may be in other schools. The CDC defines close contact as a person that has been within 6 feet of the infected person for a prolonged period of time (about 15 minutes) within two days of the onset of symptoms. Wearing a face covering while within 6 feet does not eliminate consideration as a close contact.
 - e. Deep cleaning of the school
3. **Multiple cases in several schools with significant number of contacts**
 - a. [Utilize communication plan](#)
 - b. Notify parents and staff of minimal, moderate, or high exposure while ensuring HIPAA compliance

- c. Potential indefinite closure of district or school (including all in-person activities)-no new cases for up to 15 days in coordination with SCPHD and on a case by case basis
- d. Contact trace students/staff using the [exposure checklist](#) to identify students and staff with minimal, moderate, and high exposure. Those with close contact (high exposure) will be highly recommended to quarantine for 14 days (staff will be required to quarantine). This includes close contacts who may be in other schools. The CDC defines close contact as a person that has been within 6 feet of the infected person for a prolonged period of time (about 15 minutes) within two days of the onset of symptoms. Wearing a face covering while within 6 feet does not eliminate consideration as a close contact.
- e. Deep cleaning of facilities

What increases the chance of school closures?

- 1. Experiencing a positive case or cluster of cases where physical distancing strategies are not in place, or
- 2. Experiencing a positive case or cluster of cases where students and staff do not consistently wear face coverings
- 3. Not cleaning and disinfecting appropriately
- 4. Not washing and/or sanitizing hands frequently
- 5. Not limiting the mixing of students
- 6. Holding mass gatherings, especially with attendees outside of your local community
- 7. Sick staff and/or students on campus when symptomatic
- 8. Rapid rise in positive cases in the local community that meet or exceed hospital capacity to manage

Separation and/or sent/stay home criteria

- 1. Students who exhibit the listed symptoms will not be allowed in school. Should the symptoms develop at school, the student will be isolated until he or she can be picked up.
 - a. A cough or shortness of breath or difficulty breathing
 - b. Two or more of the following:
 - i. Chills
 - ii. Fever
 - iii. Fatigue
 - iv. Repeated shaking with chills
 - v. Muscle or Body Ache
 - vi. Congestion or runny nose
 - vii. Nausea or Vomiting
 - viii. Headache
 - ix. Diarrhea
 - x. Sore throat

- xi. New loss of taste or smell
- 2. Students will not be allowed to return to school until:
 - a. The student is cleared to return to school by the student's physician, or
 - b. It has been 10 calendar days since symptoms first appeared with 3 days of no fever without the use of fever reducing medication and 3 days of symptom improvement.

Return to School (Staff and Students)-Confirmed Case of COVID-19

- 1. Follow guidance from SCPHD. All surveillance of positive cases or probable cases will be done by the Health Department and they will provide guidance. Presently, the standards for returning are:
 - a. If student/staff member tested positive or was presumed positive for COVID-19 *and had symptoms*, they can return to school after:
 - i. It has been 10 days since symptoms first appeared, and
 - ii. 24 hours with no fever without the use of fever reducing medication, and/or
 - iii. 24 hours of symptom improvement
 - b. If a student/staff member tested positive for COVID-19 *but did not have symptoms*, they can return to school after:
 - i. 10 days have passed since the test date
 - ii. No symptoms within those 10 days
 - c. If a student/staff member has had close contact (high exposure) with a person that has COVID-19, they should:
 - i. Stay home 14 days after the date of last contact and monitor for symptoms



Maintenance--Cleaning/Disinfection (Approved by SCPHD)

1. Cleaning Throughout the Day
 - a. Check all soap dispensers to make sure they are supplied with soap.
 - b. Check paper towel dispensers throughout the day to make sure they are adequately supplied
 - c. Check all hand sanitizer dispensers in hallways and classrooms to make sure they are supplied with hand sanitizer
 - d. Wipe down door handles and vending machines as much as possible with disinfectant
 - e. Restrooms will be cleaned and sanitized throughout the day as needed in each building.
2. Daily Cleaning - Classroom
 - a. Empty all trash and replace liners as needed
 - b. Clean whiteboards (Use proper whiteboard cleaner)
 - c. Disinfect sinks, countertops, and all hard surfaces. (approved disinfectant)
 - d. Teachers and staff - wipe down hard surfaces, manipulatives, supplies, etc. throughout the day with disinfectant. Limit shared items that may be difficult to clean or disinfect.
3. Daily Cleaning - Restrooms
 - a. Clean toilets and urinals with toilet bowl cleaner. (nightly)
 - b. Clean and disinfect sinks, walls behind sinks, and stall doors. (nightly)
 - c. Sweep and mop with disinfectant. (nightly)
 - d. Clean all mirrors with window cleaner. (nightly)
4. Daily Cleaning - Hallways
 - a. Clean and disinfect all entryway doors, door hardware, and door glass, as well as all hard surfaces in that area. (nightly)
 - b. Clean and disinfect all hallway surfaces with disinfectant. (nightly)
 - c. Sweep or vacuum hallways. (nightly)
 - d. Clean, polish, and disinfect drinking fountains. (nightly)
 - e. Wet mop hallways. (nightly with disinfectant)
5. Daily Cleaning - Weight Room
 - a. Wipe down all equipment after it is used by an individual with disinfectant.
 - b. Clean and disinfect weight room and all equipment each evening
6. Daily Cleaning - Gym and Locker Rooms
 - a. Gym floors and all hard surfaces will be disinfected at least nightly. Disinfectants will be available to the teacher to wipe down hard surfaces and equipment throughout the day.

- b. Locker rooms will be cleaned and sanitized each evening and on weekends after use. Floors will be mopped and sanitized nightly.
7. Daily Cleaning - Computer labs
- a. Keyboard and mouse will be wiped down with sanitizer after each use.

*In the case of a confirmed case, impacted school/classroom/area will be cleaned and sanitized. The impacted school/area will be allowed to sit for 24 hours per CDC recommendations before this process begins.

**All classrooms will be supplied with a dispenser full of hand sanitizer for all to use.

***Disinfectant bottles will be provided for all classrooms to use to wipe down surfaces as needed throughout the school day.

Health Protocols

1. Per CDC recommendation
 - a. Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
 - b. Teach and reinforce handwashing with soap and water for at least 20 seconds.
 - c. Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in trash and hands washed immediately.
 - d. Establish a "health room" in each building.

Food Service

1. Cafeteria:
 - a. Regular hot menu served in the cafeteria
 - b. Lunch time staggered to reduce occupants in the cafeteria
 - c. Offer options to eat outside and in other locations to maintain social distancing
 - d. Hand sanitizer at start of all serving lines
 - e. Self-service of items of pre-packaged items only
 - f. Food Service procedures
 - i. No student servers
 - ii. Masks and gloves will be worn by all food personnel
 - iii. Clean and sanitize between lines
 - iv. Face shields to be worn by cashier
 - v. Elementary - Student list will be used for point of service.
 - vi. Secondary - Students will use number or name at point of service
 - vii. Two lines at middle and HS locations
 - viii. No Bar lines
 - ix. Transport containers and/or sacks will be used for all meals (disposable)
2. Schools will need to do the following

- a. Develop staggered schedules in order to meet social distancing guidelines
- b. Select outside and alternate locations for students to eat when cafeteria seating is not available

Transportation

1. All buses will be sanitized by an approved disinfectant provided by Mid-Columbia Bus Company.
 - a. Prior to students riding the bus
 - b. After each group of students ride the bus
2. All students will be required to wear a face covering while riding on the bus. Students will be asked to provide a personal face covering, however, a supply of face coverings will be on each bus for those students who do not have one. Exceptions to wearing face coverings are granted only if an IEP team or health plan is developed stating otherwise.
3. Hand sanitizer will be available on each bus.
4. No more than two students to a seat for secondary students and no more than three for elementary students.
5. Students will fill the bus from back to front and unload front to back when possible (when picking up at schools in big groups and for delivery of bus loads to school).



Elementary, Middle, and High School
Orange Modified Day Schedule

Orange Hybrid Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Elementary K - 5th	A-Day and B-Day Students will Attend Alternating Mondays 8-11:30 and will have distance learning alternating Mondays	A-Day Students in School B-Day Students Distance Learning and packets	B-Day Students in School A-Day Students Distance Learning and packets	A-Day Students in School B-Day Students Distance Learning and packets	B-Day Students in School A-Day Students Distance Learning and packets
Secondary 6-12	All Secondary Students Working Online	A-Day Students in School & B-Day Students Working Online	B-Day Students in School & A-Day Students Working Online	A-Day Students in School & B-Day Students Working Online	B-Day Students in School & A-Day Students Working Online

Elementary Safety/Education Protocols for 20-21 School Year
This document is linked to the district protocols in the district plan.

Gatherings:

Schools will create plans for Open Houses that will allow for smaller gatherings to meet the teacher and hear classroom plans and procedures for the school year.

Schools will not hold activities that create large group gatherings in yellow, orange, or red, such as concerts, programs, parent involvement nights, school assemblies, field trips, etc.

Recess:

Schools will provide students with recess time and will take precautions such as not allowing the use of the big playground equipment (very hard to social distance), encouraging activities that do not require sharing of equipment, encouraging social distancing as much as possible (knowing that 6 feet distance will not be in place at all times), providing hand sanitizing stations in the classrooms and having students sanitize hands before going to recess and upon their return from recess, etc. Face covering are recommended, not required for recess time.

Schools will work to minimize large group gatherings during arrival and departure to and from school as much as possible, (knowing that 6 feet distance will not be able to be achieved at all times).

Breakfast and Lunch:

Schools will stagger schedules as much as feasible, work to limit the number of students in the cafeteria at one time as much as possible, encourage as much social distancing (not necessarily 6 feet apart) as possible, have students sit at tables assigned to their classrooms to make contact tracing easier, will not use the touchpoint but will track student meals served through staff keeping paper/pencil records, providing hand sanitizer stations in cafeterias, etc. Face coverings will not be required for meals.

Schools will limit visitors (including volunteers and parents) who are not staff or students in yellow and orange. Protocols for visitors are noted in the district protocol document for each color level.

Green/Yellow/Orange/Red

Teachers will communicate with parents and let them know which communication mode they will use on a regular basis (Class DOJO, Remind, e-mail, etc.)

Teachers will respond to parent communications within 1 work day of received e-mail and/or voicemail whenever possible.

Students will be assigned a digital device that will be for their use only. Students will use this for in-class work when needed, and to take home for online work when in orange (as assigned by the teacher) or red. Students will be taught the importance of only using their assigned devices. Students will be taught how to access google classroom and/or Seesaw on their devices and how to use these to complete distance learning while they are at school in person, for those times when distance learning is required.

The district provides an opportunity for students K-8 to attend the Venture Upward School, online, for the school year, if a family is concerned about their child attending brick and mortar school. Families must register their child by September 1 in order to attend this school. This school is a part of the Twin Falls School District and is free. A limited number of students will be able to attend. The district is working to provide a second option if more students request online than we have room for in this program.

Orange Schedule

Students will be assigned to the A (last name begin with letters A-K) or B (last name begins with letters L-Z) group and will follow that schedule during Orange. For Kindergarten, specific information will be provided by your child's school in regards to their attendance on the alternating Mondays. The half-day on Mondays for elementary was designed to provide teachers an opportunity to assess student learning and progression, without impacting the 2 in-person instructional days, affording as much in-person instruction as possible for students. Monday student times will be 8:00-11:30, with students coming on alternating Mondays. All other days of

the week will be full school days. Teachers will use Monday afternoons for planning and preparation for the week's instruction.

**Building administrators will work with families who have children with different last names to place all children in 1 family on the same schedule and will work with families who need a schedule other than the one assigned due to work schedules etc.

Elementary Orange Hybrid Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Elementary K - 5th	A-Day and B-Day Students will Attend In person alternating Mondays 8-11:30 and will have distance learning alternating Mondays	A-Day Students in School All Day B-Day Students Distance Learning and packets	B-Day Students in School All Day A-Day Students Distance Learning and packets	A-Day Students in School All Day B-Day Students Distance Learning and packets	B-Day Students in School All Day A-Day Students Distance Learning and packets

Classroom/School Safety Protocols (Yellow/Orange):

Families will be expected to monitor student use of devices in the home and to help children take care of devices and help assure that devices are transported from home to school for their use at school when students are in session.

Precautions will be taken by teachers by disinfecting any school supplies that students may need to share between uses. This will include manipulatives and classroom supplies like scissors, etc. Schools will minimize the sharing of materials from student to student as much as possible.

Seating charts will be kept by teachers so that we have a record of who students are in close proximity to, to assist with contact tracing in the event of a confirmed case in a school.

Classrooms will be arranged to allow for the most social distancing possible among student desks. If classrooms use tables instead of desks, efforts will be made to social distance and not have kids facing each other as much as possible.

Classroom doors will be kept open whenever possible to minimize the use of doorknobs by staff and students and to help with airflow.

Staff and students are required to utilize a face covering (mask or shield that covers nose and mouth) within the school building. Exceptions will be made for breakfast/lunch while eating and other instances designated by school administration where social distancing can be maintained (not less than six feet for 15 minutes). All staff and students will be provided with washable masks for their use. Face shields will be provided upon request and availability. Disposable masks will also be made available. Staff will ensure students have the opportunity for a “covering break” every hour with social distancing maintained. Considerations/exceptions will be made for staff and students who provide documentation from a state licensed medical professional stating the wearing of a face covering could be a health risk for that individual. Considerations/exceptions will also be made per IEP/504 team recommendation.

Masks breaks will be provided each hour.

Teachers will use a face shield if the use of a mask may impede the educational process. This includes whole group and small group work. Clear study carrels will also be made available for students when working in small groups with teachers at a group table.

Visitors and parents will be required to make an appointment to come into the school. Visitors and parents will be required to wear a face covering when in the school for their scheduled appointment.

Block Teachers (PE/Music/Computer Lab and Library) will provide services to students in the general education classroom, rather than students

visiting the gym, music room, computer lab, and library during both yellow and orange. Classes will not be combined for these activities in an effort to keep kids as safe as possible by not sharing spaces for these classes. PE will conduct their classes outside whenever weather permits.

Interventions and Special Education

Students may be pulled into small group settings for various intervention times. This will be limited to situations where needs cannot be met with push in interventions. Intervention and special ed teachers will document seating charts and keep them in case of need for contact tracing.

Orange/Red

Students will be expected to participate in distance learning and/or to complete packet work provided during distance learning days. Teachers will be teaching the standards and grading students with standards-based grading, based on completed work whether in person, online, or through packet work.

All students who are assigned Chromebooks as their device will have weekly lessons and assignments pushed out to families through Google Classroom.

All students who are assigned ipads as their device will have weekly lessons and assignments pushed out to families through Seesaw.

Teachers will provide guidance to parents and students about how to access the online instruction.

Families will need to help their child in accessing their distance learning, and will be expected to read communications sent out from the school and assist their child in their distance learning to the best of their abilities.

Students will have breakfast and lunch available (as in a normal school year) when they are attending school in person, even for the Mondays during orange.

Parents will be expected to help their children take care of the devices they are provided.

Red

When in RED, which is full distance learning, students will be provided a minimum of two google meets opportunities each week, where they can interact with their peers and their teacher in an online format. These meetings will be recorded so that they can be provided to students who are unable to attend the live session.

Teachers will also provide students and parents with instruction and assignments every week. Students will be held accountable for the work assigned, but it will not be required that the work be completed on the very day that it is scheduled by the teachers. Teachers will monitor student participation and completion of work each week, to determine student learning and provide extra assistance to families as needed to assure students are being active participants in their learning.

Teachers will communicate with parents so that they know which day of the week and what time the weekly lessons and assignments will be disseminated to parents/students.

Teachers will provide a minimum of 1 hour for office hours, through google meets, each week day and will communicate those to parents so that parents know the specific times that they will be able to get in direct contact with teachers for assistance.

Buildings will have plans for how packet work will be disseminated and returned if in extended closure. Packet work will be used as appropriate to determine grades on specific standards.

Families will be expected to make arrangements to pick up packets for their child and support their children in completing both packet and online work.

Orange Phase Expectations for Online Learning

Twin Falls School District Secondary Schools

In order to best fulfill the mission of the T.F.S.D., “to provide a quality education necessary for students to be successful in life,” it is of importance that teachers, students, and parents agree to commit the time and energy needed for students to become successful. In the event of the need to return to online/remote learning (red/orange status), the following criteria are designed to assist us in best supporting each other in this effort.

Secondary Orange Hybrid Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Secondary 6-12	All Secondary Students Working Online	A-Day Students in School & B-Day Students Working Online	B-Day Students in School & A-Day Students Working Online	A-Day Students in School & B-Day Students Working Online	B-Day Students in School & A-Day Students Working Online

Student Expectations:

- Adhere to our code of conduct; behave with integrity and honesty while participating in an online class.
- Participate in online courses for the minimum amount of time recommended.
- Communicate with your online instructor and mentor in a professional and respectful manner.
- Attend assigned Google Meets and complete coursework on time.
- Ensure you have a plan to access online courses or requested packets at all times.
- Be accountable for earning the letter grade you strive for; grades will *not* be pass/fail for the 2020-2021 school year.

Parent Recommendations:

- Ensure that my student has the necessary equipment to participate: access to a device, internet, or ability to pick up and return requested coursework/packets.
- Log in to Powerschool in order to stay attuned to your student’s progress; ask your student to show you his/her coursework and progress. It is recommended to check PowerSchool at least twice each week.
- Support your student in participating with integrity and honesty; for example, ensure that all tests are completed by your student without the aid of others.
- Encourage your student to seek help when stuck or frustrated.
- Support your student in earning the letter grade he/she strives for; grades will not be pass/fail for the 2020-2021 school year.

Teacher Expectations:

- Provide engaging online curriculum balancing high expectations and manageability for students.
- Communicate weekly course expectations for students each Monday by 9:00 AM. Students will need to have approximately 30 minutes worth of work for each course on Mondays and the two online days depending on if they are an A Day or B Day student.
- Posts two Updates/Announcements each week on the course homepage.
- Each Monday, designate one office hour opportunity for tutoring or feedback. (Math 9:00 -10:00, Science 10:00 -11:00, ELA 11:00 -12:00, Social Studies 12:00 -1:00, 1:00-2:00 CTE and Electives)

- Make every effort to respond to e-mail from students or parents within two working days.
- Grade assignments within one week with the exception of major papers and projects. Priority will be given to work submitted on time.
- Accommodate students' individual needs while grading in the Orange Phase; grades will not be pass/fail for the 2020-2021 school year.

Red Phase Expectations for Online Learning (DRAFT)

Twin Falls School District Secondary Schools

In order to best fulfill the mission of the T.F.S.D., “to provide a quality education necessary for students to be successful in life,” it is of importance that teachers, students, and parents agree to commit the time and energy needed for students to become successful. In the event of the need to return to online/remote learning (red/orange status), the following criteria are designed to assist us in best supporting each other in this effort.

Content Area Days (below) are designated to support students in focusing on major events for the identified content areas. Teachers may use designated days for Google Meets, additional office hours, synchronous instruction, online tutoring sessions, major tests, etc. Additionally, students will be expected to work on all of their courses every day Monday through Friday.

	High School	Middle School	Content Area
Monday	30 min per class or 4 hours per day	20-30 min per class or 4 hours per day	Weekly communication from all teachers
Tuesday	30 min per class or 4 hours per day	20-30 min per class or 4 hours per day	Math
Wednesday	30 min per class or 4 hours per day	20-30 min per class or 4 hours per day	Science and CTE
Thursday	30 min per class or 4 hours per day	20-30 min per class or 4 hours per day	English and Social Studies
Friday	30 min per class or 4 hours per day	20-30 min per class or 4 hours per day	Electives

Student Expectations:

- Adhere to our code of conduct; behave with integrity and honesty while participating in an online class.
- Participate in online courses for the minimum amount of time recommended.
- Communicate with your online instructor and mentor in a professional and respectful manner.
- Attend assigned Google Meets and complete coursework on time. If a student misses a Google Meet, he/she will need to contact the teacher to make it up.
- Ensure you have a plan to access online courses or requested packets at all times.
- Be accountable for earning the letter grade you strive for; grades will *not* be pass/fail for the 2020-2021 school year.

Parent Recommendations:

- Ensure that my student has the necessary equipment to participate: access to a device, internet, or ability to pick up and return requested coursework/packets.
- Log in to Powerschool in order to stay attuned to your student’s progress; ask your student to show you his/her coursework and progress. It is recommended to check PowerSchool at least twice each week.
- Support your student in participating with integrity and honesty; for example, ensure that all tests are completed by your student without the aid of others.
- Encourage your student to seek help when stuck or frustrated.
- Support your student in earning the letter grade he/she strives for; grades will not be pass/fail for the 2020-2021 school year.

Teacher Expectations:

- Provide engaging online curriculum balancing high expectations and manageability for students.
- Communicate weekly course expectations for students each Monday by 9:00 AM.
- Posts two Updates/Announcements each week on the course homepage.
- Google Meet link posted, at a minimum, for each course taught by the teacher (1 every other week to touch base with all students). Each school will have a calendar of the Google Meets so students can attend all of the required sessions.
- Designate a variety of office hour opportunities for tutoring or feedback. 4 – 6 hours per week so students can get questions answered and receive immediate feedback. Any other communications/questions would be subject to the two working days for a response guidance. Not the same as group chats or live lesson delivery. Schools will create a plan for office hours, similar to the schedule below, so that students have the opportunity to attend all desired office hours.

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Math, Science, Electives	ELA, SS, CTE	Math, Science, Electives	ELA, SS, CTE	Math, Science, Electives
Afternoon	ELA, SS, CTE	Math, Science, Electives	ELA, SS, CTE	Math, Science, Electives	ELA, SS, CTE

- Contact advisory students every other week.
- Make every effort to respond to e-mail from students or parents within two working days.
- Grade assignments within one week with the exception of major papers and projects. Priority will be given to work submitted on time.
- Accommodate students’ individual needs while grading in the red phase; grades will not be pass/fail for the 2020-2021 school year.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Secondary Safety/Education Protocols for 20-21 School Year

Gatherings:

Staff and students are required to utilize a face covering (mask or shield that covers nose and mouth) within the school building. Exceptions will be made for breakfast/lunch while eating and other instances designated by school administration where social distancing can be maintained (not less than six feet for 15 minutes). All staff and students will be provided with washable masks for use. Face shields will be provided upon request and availability. In addition, disposable masks will also be made available. Staff will ensure students have the opportunity for a “covering break” every hour with social distancing maintained. Considerations/exceptions will be made for staff and students who provide documentation from a state licensed medical professional stating the wearing of a face covering could be a health risk for that individual. Considerations/exceptions will also be made per IEP/504 team recommendation.

Schools will create plans for Open Houses that will allow for smaller gatherings to meet teachers and hear classroom plans and procedures for the school year.

Schools will not hold activities that create large group gatherings in yellow, orange, or red, such as dances, programs, parent involvement nights, school assemblies, field trips, etc.

Schools will work to minimize large group gatherings during arrival and departure to and from school and during lunch.

Breakfast and Lunch:

Schools will stagger schedules as much as feasible, work to limit the number of students in the cafeteria at one time as much as possible, encourage as much social distancing as possible, have students sit at tables in a way that allows them to social distance as much as possible, providing hand sanitizer stations in cafeterias, etc.

Schools will limit visitors (including volunteers and parents) who are not staff or students in yellow and orange. Protocols for visitors are noted in the district protocol document for each color level.

Green/Yellow/Orange/Red

Teachers will communicate with parents and let them know which communication mode they will use on a regular basis (Remind, e-mail, etc.)

Teachers will respond to parent communications within 2 work days of received email and/or voicemail whenever possible.

Students will be assigned a digital device that will be for their use only. Students will use this for in-class work when needed, and to take home for online work when in

orange or red. Students will be taught the importance of only using their assigned devices.

The district provides an opportunity for a students K-8 to attend the Venture Upward School, online, for the school year, if a family is concerned about their child attending brick and mortar school. Families must register their child by September 1 in order to attend this school. This school is a Twin Falls School District school.

Orange Schedule

Students will be assigned to Group A (last name begin with letters A-K) or Group B (last name begins with letters L-Z) and will follow that schedule during the Orange Schedule.

Mondays will be an online learning day for all secondary students. Teachers will use the Monday Collaboration time for collaborating, planning, and preparing for the upcoming week.

**Building administrators will work with families who have children with different last names to place all children (elementary, middle, and high school) in one family on the same schedule.

Secondary Orange Hybrid Schedule					
	Monday	Tuesday: A-Day	Wednesday: B-Day	Thursday: A-Day	Friday: B-Day
Secondary 6th - 12th Grades	Online Day for All Students	Group A Students in School Group B Students Distance Learning and packets	Group B Students in School Group A Students Distance Learning and packets	Group A Students in School Group B Students Distance Learning and packets	Group B Students in School Group A Students Distance Learning and packets

Classroom/School Safety Protocols (Yellow/Orange):

Families will be expected to monitor student use of devices in the home and to help children take care of devices and help assure that devices are transported from home to school for their use at school when students are in session.

Teachers will take precautions by disinfecting any school supplies that students may need to share between uses. This will include classroom supplies, lab equipment,

calculators, etc. Schools will make every effort to minimize the sharing of materials from student to student.

Teachers will keep seating charts so that we have a record of who students are in close proximity to, to assist with contact tracing in the event of a confirmed case in a school.

Classrooms will be arranged to allow for the most social distancing possible among student desks. If classrooms use tables instead of desks, efforts will be made to social distance and not have kids facing each other as much as possible.

When staff are working with students and are not able to social distance they will wear face masks or shields when they need to work with a student at a distance closer than 6 feet. This will include for small group intervention instruction or when students need 1-1 help.

Visitors and parents will be required to make an appointment to come into the school. Visitors and parents will be required to wear a mask when in the school for their scheduled appointment.

The music department is working on a safety plan for choir, performance choirs, orchestra, and band classes. They are still waiting on guidance from the state and national music teachers' organizations.

Interventions and Special Education

Students may be pulled into small group settings for various intervention times. This will be limited to situations where needs cannot be met with push in interventions. Intervention and special ed teachers will document seating charts and keep in case of need for contact tracing.

Orange/Red

Students will be expected to participate in distance learning and/or to complete packet work provided during distance learning days. See the student/parent/teacher expectations document for specific information.

All students who are assigned Chromebooks as their device will have weekly lessons and assignments pushed out to students and families through Google Classroom, Schoology, Moodle, and Buzz.

Teachers will provide guidance to parents and students about how to access the online instruction and assessments.

Families will need to help their child in accessing their distance learning, and are asked to read communications sent out from the school and assist their child in their distance learning to the best of their abilities.

Red

See the Expectations for Online Learning Document for specific guidance.

Teachers will provide students and parents with instruction and assignments every week. Students will be held accountable for the work assigned. Teachers will monitor student participation and completion of work each week, to determine student learning and provide assistance to families if needed to assure students are being active participants in their learning.

Teachers will communicate with parents so that they know which day of the week and what time the weekly lessons and assignments will be disseminated to parents/students.

Teachers will provide scheduled online office hours. Check the online course for specific office hours.

Buildings will have plans for how packet work will be disseminated and returned if in extended closure.

Families will be expected to make arrangements to pick up packets for their child and support their children in completing both packet and online work.



TFSD #411 Special Services COVID Protocol

General Guidance:

- We are committed to providing free and appropriate educational opportunities for students with disabilities, to the greatest extent possible in alignment with public health guidelines. Additionally, collaboration with families continues to be essential during this time.
- Ultimately all decisions are up to the IEP or 504 team, and each student's individual needs should be considered.
- In all levels of operation students in special education or on 504 plans should receive services comparable to what their general education peers are receiving.
- Students with IEPs/504s will be provided with materials in the same manner as general education students and have access to same instructional support via virtual platforms as their peers.
- IDEA and 504 Timelines are still in place in all levels of operation.
- Modifications and accommodations, as noted in student IEPs/504s will be provided to the extent possible and necessary, based on the type of instruction.
 - General Education Teachers:
 - Will be cognizant of IEP and 504 accommodations, and implement the extent that they can be applied.
 - Coordinate with the IEP and 504 case managers to implement accommodations.
 - Ensure that all materials are accessible to all their students.
 - 504 Case Managers:
 - Support general education teachers with lesson planning as needed to implement accommodations and modifications.
 - Support general education teachers with lesson planning as needed to ensure materials are accessible.
 - Will work on 504 paperwork, and meet required timelines.
 - Will communicate with parents regarding task options as needed.
 - Special Education Teachers and Related Service Providers:
 - Support general education teachers with lesson planning as needed to implement accommodations and modifications.
 - Support general education teachers with lesson planning as needed to ensure materials are accessible.
 - Design activities for their own classes using alternate forms of instruction; virtual, phone calls, work packets, parent instruction etc... Activities will be related to IEP goals outlined in each student's IEP.
 - Will work on IEP paperwork, and meet required timelines.
 - Will communicate with parents regarding task options as needed.
- Special Education and 504 Paperwork
 - Timelines are still in place no matter if we are in green, yellow , orange or red level. Special education teachers and related service providers will continue to work on IEP/504 and evaluation paperwork within required timelines.
 - Case managers will work with individual teams and parents if IEP/504 meetings are going to be held via phone or other virtual option.



TFSD #411 Special Services COVID Protocol

- all participants who are required to attend an in-person meeting, must attend in the virtual format.

- All initial or reevaluations that were put on hold during the school closure during the 2019-2020 school year will be completed within 45 calendar days if face-face assessments are safe.
- As annual reviews occur IEP and 504 teams need to consider and draft an [Individual Distance Learning Plan](#) that will address the red level and a potential school closure.
 - It is highly encouraged that those with smaller caseloads make contingency plans earlier.
- IEP and 504 plans will be written as if students will be attending school during the green level. The [Individual Distance Learning Plan](#) will outline what a students program will look like in the event of a red zone school closure.
- The Twin Falls School District Special Services Program will follow guidance from the Office of Special Education and the Idaho Department of Education.
 - [Office of Special Education Programs Q&A on Providing Services to Students During the COVID Outbreak](#)
 - [Idaho Department Of Education Guidelines for Providing Special Education Services During the COVID-19 Pandemic](#)
- **FAPE REQUIREMENTS** [Providing FAPE During School Closure](#)
 - Service times and instruction do not have to be exactly the amount as written in the IEP, but log all minutes of services will be provided.
 - Alternate modes of services still need to allow progress toward IEP goals.
 - Not required to amend or rewrite the IEP to include the alternate mode of providing services.
 - After extended closures, case managers are responsible for reviewing how the closure impacted the delivery of special education and related services to students with IEPs on a case by case basis to determine if compensatory services are required.
 - Service log and progress monitoring data will be critical for IEP and 504 teams to make future program decisions.



TFSD #411 Special Services COVID Protocol

Green: Traditional Schedule

- Follow district guidelines for PPE, cleaning and other safety measures
- Normal instruction.
- Normal IEP/evaluation process.
- Plan for vulnerable students:
 - IEP and 504 teams will meet to build a health care plan that allows the student to attend school safely.
 - Online options or other distance learning options
 - IEP and 504 teams will meet to build plans to meet individual student needs.
 - [Alternate Instruction Flowchart](#)
 - [Supporting Parents Through Alternate Instruction](#)
 - [Extended Absence Flow Chart](#)
 - Normal IEP process, but may need to have virtual IEP meeting.

Yellow: Enhanced Traditional

- Follow district guidelines for PPE, cleaning and other safety measures.
- Normal instruction.
- Normal IEP/evaluation process with enhanced safety precautions such as masks or barriers used in testing areas.
- Students that ride the special education and preschool buses will have their temperature taken before boarding using a no touch thermometer. If the student has a temperature of 100.4 or greater, the student will not be permitted on the bus.
 - Bus staff will wear face coverings.
- Students in the extended resource, intermediate resource, and preschool programs will have temperature checked each morning. If a student has a temperature of 100.4 or greater, the District ([Separation and/or sent/stay home criteria](#)) will be used. The student will not be allowed at school until return to school status is met ([see Return to School](#)).
- All related services therapists (OT, PT, SLP) will wear face coverings or use barriers.
 - All work areas and materials and will be cleaned after each session
 - Staff will wash hands or use hand sanitizer between sessions.



TFSD #411 Special Services COVID Protocol

- Plan for vulnerable students:
 - IEP and 504 teams will meet to build a health care plan that allows the student to attend school safely.
 - Online or other distance learning options
 - IEP and 504 teams will meet to build plans to meet individual student needs.
 - [Alternate Instruction Flowchart](#)
 - [Supporting Parents Through Alternate Instruction](#)
 - [Extended Absence Flow Chart](#)
 - Normal IEP process, but may need to have virtual IEP meeting. Follow District guidelines for social distancing.

Orange: Modified Schedule

- Follow district guidelines for PPE, cleaning and other safety measures.
- Special education programs will follow their respective school's modified schedule.
- Normal IEP/evaluation process with enhanced safety precautions such as masks or barriers used in testing areas.
- Students that ride the special education and preschool buses will have their temperature taken before boarding using a no touch thermometer. If the student has a temperature of 100.4 or greater, the student will not be permitted on the bus.
 - Bus staff will wear face coverings.
- Students in the extended resource, intermediate resource, and preschool programs will have temperature checked each morning. If a student has a temperature of 100.4 or greater, the District ([Separation and/or sent/stay home criteria](#)) will be used. The student will not be allowed at school until return to school status is met ([see Return to School](#)).
- All related services providers (OT, PT, SLP, CBRS, BI) will wear face coverings or barriers if social distancing is not feasible.
 - All work areas and materials and will be cleaned after each session.
 - Staff will wash hands or use hand sanitizer between sessions.
- Plan for vulnerable students:
 - IEP and 504 teams will meet to build a health care plan that allows the student to attend school safely.
 - Online options--Virtual schoolhouse or other distance learning options
 - IEP and 504 teams will meet to build plans to meet individual student needs.
 - [Extended Absence Flow Chart](#)



TFSD #411 Special Services COVID Protocol

- [Alternate Instruction Flowchart](#)
- [Supporting Parents Through Alternate Instruction](#)
- Preschool schedule A day Tuesday, Thursday B day Wednesday Friday. With screenings, IEP meetings and collaboration on Mondays.
- Normal IEP process, but only necessary staff should be in attendance. Virtual IEP meetings are encouraged.
 - [IEP Quick Guide](#)

Red: Full Distance Learning Schedule

- [Individual Distance Learning Plan](#) written for all students on an IEP.
 - [Alternate Instruction Flowchart](#)
 - [Supporting Parents Through Alternate Instruction](#)
- Progress monitoring toward IEP goals will continue.
- All IEP meetings should be conducted virtually.
 - All required members required at face-to face meetings are required at virtual meetings.
 - [IEP Quick Guide](#)
- IEPs will be written as if students will be attending school during the green level.
- Initial and Re-evaluations
 - [Initial Evaluation Quick Guide](#)
 - [Reevaluation Quick Guide](#)
 - Teams will existing data as much as possible
 - If the team determines that there is sufficient data to determine eligibility, then the IEP team should proceed to determine eligibility, and it would be appropriate to conduct the meeting as planned as a phone conference or virtual platform.
 - If the team does not have the data needed to complete the initial or re-evaluation:
 - Think about all the ways to get information - checklists, video of child engaged in specific activities you ask parent to engage with, engage in live / google hangout, zoom, etc conversation with student, parent interview, recordings of language sample, etc...
 - If an evaluation of a student with a disability requires a face-to-face assessment or observation, the evaluation would need to be delayed until school reopens. Evaluations and re-evaluations that do not require face-to-face assessments or observations may take place while schools are closed, so long as a student's parent or legal guardian consents. These same principles apply to similar



TFSD #411 Special Services COVID Protocol

activities conducted by appropriate personnel for a student with a disability who has a plan developed under Section 504, or who is being evaluated under Section 504.

- Document with written notice.
- All evaluations that were postponed will need to be completed within 45 days once it is deemed safe to conduct face to face assessments.