



Hillsboro School

COVID-19 RESPONSE PLAN

May 26, 2021

Hillsboro Public School Families,

Thank you to our students, educators, staff, parents, and community of Hillsboro who have helped make our school year successful being face-to-face. We were able to produce a very normal school year of academics and activities.

Hillsboro School's goal for the fall of 2021 is to create a safe and effective learning environment for our learners, educators, and staff. To support this goal, we have developed this learning & health and safety plan for school board approval.

For academic, social-emotional, and economic reasons, we strive to return to an in-person model. We do not disregard the health and safety concerns associated with this virus. The district must consider all practical steps to keep our schools from contributing to virus spread in our community.

This plan encompasses the work of our administrative colleagues, with input from our learners, educators, staff, school board, local public health units, and parents. This group reviewed the guidelines given to ND schools, Centers for Disease Control and Prevention (CDC) recommendations, and survey feedback gathered from our facilitators of the planning committee.

We realize that reviewing this plan may not address every question you have. But we must remain open to what is possible and consider all options so we can move forward. As the status of the pandemic and recommendations for our response change, this information is subject to change.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, Hillsboro can provide quality education to our children in a safe manner, if we work together collaboratively.

Respectfully,

Paula Suda
Superintendent

Tim Kozojed
School Board President

Assumptions & Assurances

Hillsboro Public School believes:

- Ensure the safety and well-being of all students and employees.
- Promote equity and accessibility to learning for all students.
- Provide instructional delivery systems to meet the needs of all students.
- Foster positive relationships and interactions.

Our Planning Team

The Hillsboro Public School’s Return to Learning Plan was crafted and reviewed by a team consisting of the following:

- Learners
- Educators
- Custodial Staff
- Parents
- Cooks
- Trail County Health (NDDoH)
- Secretaries
- School Board members
- School Principals
- School Partners
- Transportation Manager

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing.

Anticipated Timeline

July 23, 2020 – 4:00PM	Planning Committee meeting to develop plan for submission to Hillsboro School Board.
Monday, July 27 th – 1:30PM	Elementary School Staff Input Webinar Meeting
Monday, July 27 th – 2:00PM	High School Staff Input Webinar Meeting
Wednesday, August 5 th – 7:00PM	Community Input Webinar Meeting
Thursday, August 6 th – 6:00PM	Planning Committee meeting in HS Gym
August 7, 2020 – 7:30AM	Present plan to Hillsboro School Board for Review/Approval
May 13, 2021 – 7:30AM	Hillsboro School Board Meeting – Mask Policy Update
May 26, 2021	Return to In-person Instruction & Continuity of Services Plan work by the Administration
June 14, 2021	Hillsboro School Board Review & Approval of Plan

COVID-19 Response Team & Coordinators

This organizational structure was created to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a responsive process to address issues that may not be recognized today, and may arise.

OPERATIONS – Superintendent

- Facilities
- Transportation
- Food Service
- Health Services
- Budget
- Staff
- School Board
- Parents
- Communication
- Community Relations

INSTRUCTION – Building Principals

- Curriculum
- Technology
- Special Education
- Learners
- Educators
- Parents
- Mental Health
- Professional Development
- EL

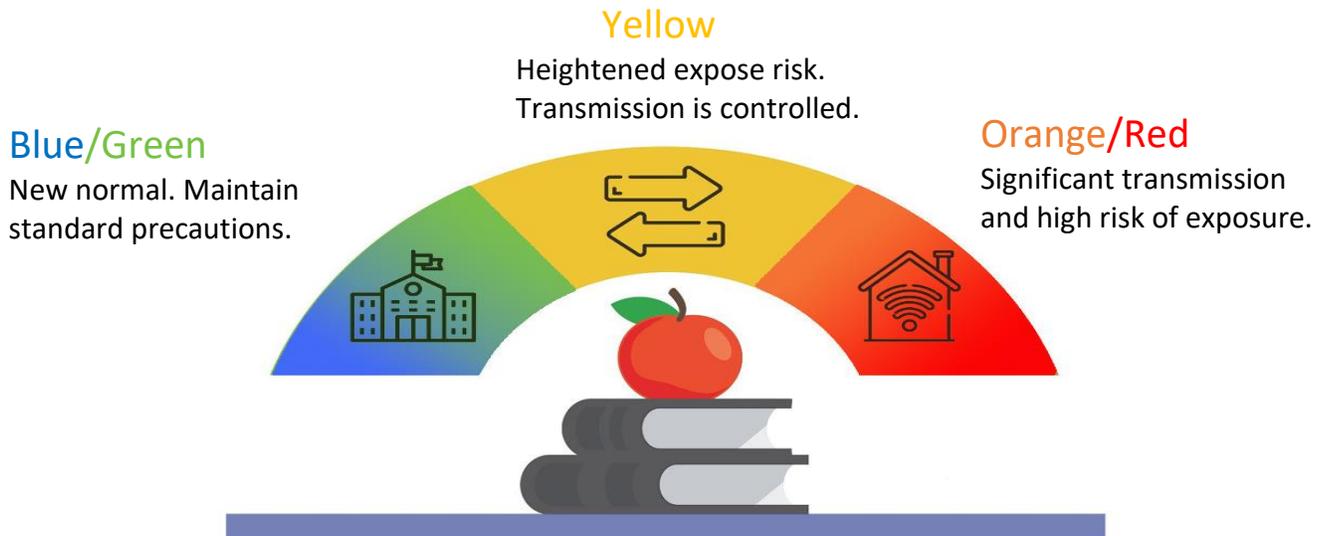
COVID-19 Building Level Coordinators

Each school building will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. Coordinators will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.

Building Principals will assume the role of building level coordinator in all Hillsboro Public School buildings. If the coordinator is unable to be reached the secondary contact will be the Superintendent.

Phases

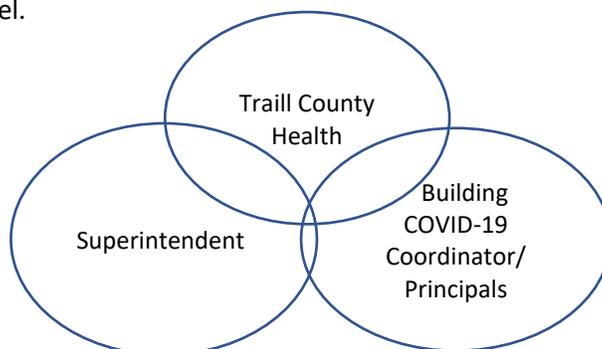
The following phases will be used to define the community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. [ND Smart Restart Plan](#)



Guidance for Grade Level & School Building Closures

The K-12 Smart Restart plan has adopted the color-coded guidance in the ND Smart Restart Plan. This plan categorizes reopening into five phases: red, orange, yellow, green and blue. These designations signal how restrictions on school, work, congregate settings and social interactions will ease in each county. This color-coded guidance can be applied during the levels of ND Smart Restart to protect the health, bolster confidence and provide more security. It is likely that counties across the state could be in different phases based on multiple factors used to determine health guidance.

School districts are required to utilize the phases outlined by the North Dakota Department of Health, North Dakota Department of Public Instruction and Governor's Office. The district has created guidelines that correspond with each phase. To accommodate specific needs within the school district and building levels, the district may opt to, as appropriate, implement health and safety measures in a higher tier. This may include, up to, school closures. This will only be done after consultation with Traill County Health, the superintendent, and the impacted Building(s) COVID-19 Coordinator. Any change to a phase would be immediately communicated to allow for appropriate implementation for families and at the building/district level.



Instructional Models

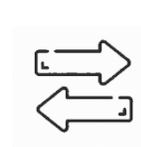
The instructional model used in the elementary and secondary levels may be different from each other. The instructional model may be influenced by additional factors such as student age, transportation limitations, instructional needs of the students and other factors.

The following models may be used alone or in concert with each other.



Traditional Daily Instruction

All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.



Modified On-Campus

Students report to school on a modified schedule. Student schedules may be varied to meet the learning needs of each child. Multiple hybrid models of instructional delivery may be appropriate. Instruction would be conducted in-person and online.



Distance Learning (SEESAW, DOJO, OR GOOGLE CLASSROOM)

All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student.

-OR- Online K-8 curriculum through a learning management system. (Edgenuity or Statewide DL curriculum)



Online Courses through ND Center for Distance Education

An online educational opportunity for 9-12 students will be provided as an option for students/families that have concerns about returning to school this fall. Students who enroll in this option must do so for a full semester. This will be instructed and monitored by ND CDE, and paid for through the Hillsboro School District.

Every Day Schedule

The Hillsboro School District will default to traditional face to face learning instruction whenever the impact of the COVID-19 virus is low and manageable in our community. The district has experienced the academic and social-emotional challenges faced by students not present in school every day. Our Return to Learn Team identified that moving to a hybrid or online only schedule was not the best academic option for our students. All measures shall be taken to ensure students are provided face-to face daily instruction as much as possible.

Hybrid Schedules

We believe the best education happens in the classroom. If we need to move to a hybrid schedule we may look at keeping grades 7-9 on site and having grades 10-12 distance learn.

Example A – Alternating days -

M/T & W/TH – Fridays Band/Choir, Interventions & Distance Learning

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A					Band/Choir, Interventions & Distance Learning
Group B					Band/Choir, Interventions & Distance Learning

- Week 2 would be switched to allow Group B (M/T) and Group A (W/TH).

Virtual Academy

The district participates with the Center for Distance Education (CDE) for grades 9-12 to accommodate families that desire to continue to educate their child at home in partnership with Hillsboro Public Schools. Applicants will be required to meet with the enrollment team (HS principal and counselor) and meet requirements to be allowed admittance to CDE. Students enrolled in CDE will be required to maintain that enrollment for the duration of a grading period.

Special Populations (IEP, 504, EL, etc.)

The needs of students in special populations require the district to respond in as unique of ways, as the uniqueness of each student’s learning challenges. Students in these populations may be provided additional services, daily in-person instruction, small bubble groupings to ensure health and safety, and additional supports for the home.

Families with students in these populations should contact their building principal or case manager to discuss these options and plan for their child’s instructional model. Hillsboro School will also follow the recommendations from our [Griggs-Steele-Trail Unit](#).

Federal Programs & Funds

Hillsboro School District will continue to comply with guidance and regulations of all federal programs that affect the Hillsboro School District.

Health and Safety Guidance

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide a framework for the district's response to COVID-19.

Resources

ND Department of Public Instruction - <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-and-guidance-covid-19>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Please reference NDDoH decision tree for [Symptomatic Individuals](#) in Schools (as of 7/20/2020).

Best Intentions

Despite taking every reasonable precaution, there is not a guarantee that our schools will be without risk as it relates to COVID-19. The virus will be present on our buses, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from being in contact with the virus. As the status of the pandemic and recommendations for our response change, this information is subject to change.

Protect Yourself and Others

Wash your hands often



- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- Wash hands before eating, after using the restroom, after recess/gym/music or areas where students will have shared materials.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid close contact



- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Visual markings, such as arrows showing the flow of the hallway, and social distancing spots where necessary, will assist students in social distancing.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation, such as dividers may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Seating assignments in the classrooms and the lunchroom will allow for social distancing when feasible.
- Physical separation on busing, grouped by same household, with an open seat between households, will be recommended but cannot be guaranteed.

- Entry to school buildings, by visitors, shall be restricted to essential visitors only. No one will be allowed by the front office, without the permission of the building principal.
- Parents/Guardians/Visitors may accompany their child to the school building but are encouraged to remain outside the buildings. Parents can call the office and ask the office staff to send their child out of the building for pick-up.

Cover coughs and sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

Clean and disinfect



- School staff will clean and sanitize hard surfaces throughout the day including classrooms, restrooms, lunchrooms, and transportation vehicles.
- Shared materials (not recommended) will be cleaned.
- Classrooms will have scheduled cleaning mid-day and nightly by custodial staff.
- The playground equipment will be cleaned with an electro-static machine on a regular schedule before/during/after school by the custodial staff.

Monitor your health daily



- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school. Use the screening guidance provided in this plan.
- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office by the secretary or office staff.
 - Symptomatic students will be isolated, and their guardians contacted.

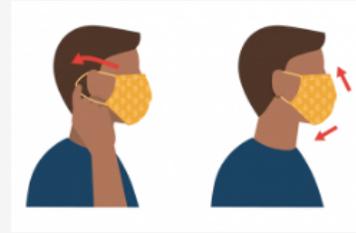
Masking Protocol - Cover your mouth and nose with a cloth face cover when around others.



- The wearing of masks will be applied in phases based on the phases within the [ND Smart Restart Guidance](#).
- Parents and Educators need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
 - Hillsboro School will provide educators with resources to instruct students and send emails to families during the school year.
 - CDC Guidance - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- The wearing of face masks/coverings will be expected, as it is key to slow the spread.
- Masks should be cleaned regularly.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Groups	Personal Protective Equipment
All staff	Recommended, but not required to wear a cloth face mask/covering/shield.
All Students	Dress code will be modified recommended, but not required to wear a cloth face mask/covering starting in the green and yellow phases. Masks will be optional when in the blue phase.
Bus Drivers	Recommended, but not required to wear when loading and unloading.
Students on Buses	Recommended, but not required to wear a cloth face cloth/covering.
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	Recommended, but not required to wear a cloth face mask/covering.
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. SPED, EL, OT, PT)	Building administrators in consultation with the educator will determine if face mask/coverings or face shields are recommended, or required. This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.

Health & Safety Protocols

Student & Staff Health

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Hillsboro Public School will take the following measures to ensure all students and staff are healthy while they are at school. As the status of the pandemic and recommendations for our response change, this information is subject to change.

Identifying Students & Staff at Higher Risk

- Parents shall be provided the “Before School” checklist to assist them in determining if their child is well enough to attend school each day.
- If your child has a diagnosed risk factor inform your building principal (COVID-19 Coordinator).
- The Business Manager/HR will inquire of all employees if they are at-risk, based on a health professionals’ diagnosis. The building principal will work with the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or Traill County Health inform the district of a student or staff member that is COVID-19 positive that information will be passed on to HR or the COVID-19 Coordinator as allowable within district policy and law.
- The temperature checking of all students is not required in the Blue-Green or Yellow phases. If a child is believed to be exhibiting COVID-19 symptoms we will follow the student sick procedure.

Isolation & Quarantine

- Definitions (see appendix for more information).
 - **Isolation** – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
 - **Quarantine** – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Hillsboro Public School will follow isolation and quarantine guidelines and directives as set by NDDOH and Traill County Health.

Return to School

- When a student or staff member has been isolated or quarantined as directed by NDDoH, Traill County Health, a medical professional, they will be allowed to return to school after following the guidance above.

Facility Accommodations & Protocols

Modest accommodations of Hillsboro Public School facilities will allow us to provide a safe and healthy environment for our students and staff. The following protocols and processes should be considered by school teams.

Modify Layouts

- Arrange desks and tables to face in the same direction when feasible.
- Assigned seating on buses and in classrooms is encouraged to assist in contact tracing, if needed.

Food Service

Providing nourishing meals to students is important for our students. The district shall take the following actions to ensure our students receive nourishing meals safely.

Safety Measures

- Touchless points of sale will be used when appropriate, or food service staff will enter all student lunch numbers to limit touching equipment.
- Food items commonly on salad bars, may be individually served in containers.

Transportation

Providing safe and reliable transportation for our students and families is always important. Families should be aware that the school district is unable to ensure social distancing is adhered to on all buses, all the time.

The health and safety of our students, on district transportation, will be enhanced with the following procedures during the COVID-19 pandemic.



Bus Stops

- Students should maintain social distancing from other riders, particularly if not from the same family group.

On the Bus

- Face maskmasks should be worn in accordance with the PPE guidance.
- Hand sanitizer will be available on the bus.
- Students may be assigned seats.
- Students will be asked to share seats with members of the same household.