

Reimagine, Recharge, Return

2020-2021



WISE COUNTY PUBLIC SCHOOLS

RETURN TO SCHOOL PLAN

Fall 2020

Task Force Assignments

<u>Key Topics</u>	<u>Chair of Committee</u>	<u>Committee Members</u>
<u>Instructional Equity</u>	<u>Marcia Shortt - Director of Primary and Middle Schools</u>	<u>Mark Giles - Coordinator of Transportation/Secondary Education</u> <u>Jerrie Adams - Director of Special Education</u> <u>Scott Kiser - Director of Technology</u> <u>Rick Bolling - Principal</u> <u>David Stanley - Principal</u> <u>Greg Jessee -Principal</u> <u>Susan Mullins - Principal</u> <u>Deidre Church - Principal</u> <u>Amber Boggs – Coordinator of Title Programs</u> <u>Greg Mullins - Superintendent</u> <u>Bryan Crutchfield - Principal</u> <u>Paul Clendenon - Principal</u> <u>Heather Sykes - Principal</u> <u>Mike Goforth - Principal</u> <u>Karen Dickenson - Principal</u> <u>Carmon Arquette - Principal</u> <u>Dan Roop -Principal</u> <u>William Austin - Principal</u>
<u>Technology</u>	<u>Scott Kiser – Director of Technology</u>	<u>Daniel Vanover – ITRT</u> <u>Jesse Roberts - ITRT</u> <u>Kevin Marcus – ITRT</u> <u>Josh Reynolds – ITRT</u> <u>Jason Hicks - ITRT</u> <u>Zac Lawson – Student Information System Manager</u> <u>Jerrie Adams – Director of Special Education</u> <u>Gary Potter – Network Administrator</u>
<u>Food Services</u>	<u>Brandi Bates - Director of Food Services</u>	<u>Kim Wells – Food Service Administrative Assistant</u> <u>Gary Lawson – Director of Maintenance</u> <u>Mark Giles – Coordinator of Transportation/Secondary Ed</u> <u>Marcia Shortt – Director of Primary and Middle Schools</u> <u>Joyce Addington – Coordinator of School Health Services</u>

<p><u>Extra-curricular Activities</u></p>	<p><u>Greg Mullins - Superintendent</u></p>	<p><u>Mark Giles - Coordinator of Transportation/Secondary Ed</u> <u>Bryan Crutchfield - Principal</u> <u>Patrick Damron – Assistant Principal</u> <u>Mike Goforth – Principal</u> <u>Elijah Helton – Assistant Principal</u> <u>David Stanley – Principal</u> <u>TJ McAmis – Assistant Principal</u> <u>Joyce Addington – Coordinator of School Health Services</u> <u>Cari Braddock – School Social Worker</u></p>
<p><u>Facilities</u></p>	<p><u>Gary Lawson – Director of Facilities and Grounds</u></p>	<p><u>Joyce Addington – Coordinator of School Health Services</u> <u>Susan Mullins – Principal</u> <u>Rick Bolling – Principal</u> <u>Mike Goforth – Principal</u> <u>Carmon Arquette – Principal</u> <u>Bryan Crutchfield – Principal</u> <u>Karen Dickenson – Principal</u> <u>Heather Sykes – Principal</u> <u>Greg Mullins - Superintendent</u> <u>Lynn Wells – Maintenance Technician</u> <u>Dana Page - Custodian</u> <u>Debbie Large - Custodian</u> <u>Violet Mabe Custodian</u> <u>James Slemph - Custodian</u></p>
<p><u>Transportation</u></p>	<p><u>Mark Giles – Coordinator of Transportation /Secondary Education</u></p>	<p><u>Heather Lane – Transportation Administrative Assistant</u> <u>Marcia Shortt – Director Primary and Middle Schools</u> <u>Joyce Addington – Coordinator of School Health Services</u> <u>Gary Lawson - Director of Buildings and Grounds</u> <u>Jerry Slemph – Transportation Technician</u> <u>Doug Wells – Special Needs Transportation</u></p>

<p><u>Student and Staff Support</u></p>	<p><u>Jerrie Adams – Director of Special Education and Student Support Services</u></p> <p><u>Marcia Shortt - Director of Primary and Middle Schools</u></p> <p><u>Mark Giles - Director of Transportation/Secondary Ed</u></p>	<p><u>Joyce Addington - Coordinator of School Health Services</u> <u>Cari Braddock – School Social Worker</u> <u>Heather Boggs – Special Education Administrative Assistant</u> <u>Susan Mullins - School Psychologist</u> <u>Amy Brock – School Psychologist</u> <u>Scott Kiser – Director of Technology</u> <u>Beth Shupe - Director of Finance</u> <u>Brandi Bates - Director of Food Service</u> <u>Judy Durham – Administrative Assistant to the Superintendent</u> <u>Amber Boggs – Coordinator of Title programs</u> <u>School Administrators</u></p>
<p><u>Communications</u></p>	<p><u>Greg Mullins - Superintendent</u></p>	<p><u>Scott Kiser – Director of Technology</u> <u>Mark Giles – Coordinator of Transportation/Blackboard Connects Division Coordinator</u></p>
<p><u>Financial Implications – Human Resources</u></p>	<p><u>Beth Shupe - Director of Budget and Finance</u></p>	<p><u>Ken Smith – Payroll Department</u> <u>Judy Durham – HR/Administrative Assistant to the Superintendent</u> <u>Marcia Shortt – Director of Primary Middle schools</u> <u>Greg Mullins – Superintendent</u> <u>Betty Sexton – Information Systems Technician</u> <u>Lora Mills – Finance Technician</u> <u>Sandee Shortt – Finance Technician</u></p>

<p><u>Health and Safety</u></p>	<p><u>Joyce Addington – Coordinator of School Health Services</u></p>	<p><u>Dr. Eleanor Cantrell – Lenowisco Health District Director</u> <u>Michelle McPheron – Cumberland Plateau District Health Nurse Manager</u> <u>Jerrie Adams – Director of Special Education and Student Health Services</u> <u>Gary Lawson – Directors of Buildings and Grounds</u> <u>Greg Mullins – Superintendent</u> <u>Marcia Shortt – Director of Primary and Middle Schools</u> <u>Mark Giles – Coordinator of Transportation</u> <u>Beth Shupe – Director of Finance</u> <u>Amber Boggs – Coordinator of Title Program</u> <u>Lynn Wells – Maintenance Department Liaison</u> <u>Debbie Large – Custodian</u> <u>School Administrators</u> <u>School Nurses</u></p>
<p><u>Special Education</u></p>	<p><u>Jerrie Adams - Director of Special Education/Student Services</u></p>	<p><u>Marcia Shortt - Director of Primary and Middle Schools</u> <u>Mark Giles - Coordinator of Transportation/Secondary Ed</u> <u>Scott Kiser - Director Technology</u> <u>Heather Boggs - Administrative Assistant - Special Education Department</u> <u>Greg Mullins - Superintendent</u></p>

COMMUNICATION PLAN:

The WCPS health plan will be communicated with families, school personnel, and the community through various social media outlets such as the school website, Facebook, Twitter, email, and phone calls. In addition, information will be sent home to families as part of the beginning of school packets.

All stakeholders (including but not limited to leadership, teachers, parents, students, community members) have been involved in the decisions associated with opening schools and following the opening of schools. An extensive survey has been completed and the response from our parents/guardians was outstanding.

Decisions related to COVID-19 will be managed by the School Nurse Coordinator, Superintendent, and the Wise County School Board, who work closely with the local health department to stay abreast of community spread and any issues that may require attention.

Communication Strategies:

1. Effective Communication – All communication will be specifically directed to the intended audience. The communication will be complete and forthright. The communication will avoid educational or health related jargon. The communication will be specific, direct, and to the point.
2. Timely Communication – When possible, all communication will be proactive in nature rather than reactive. Information will be available as developments occur. Multiple modes of communication will be used to ensure that stakeholders have access to the information as soon as it is made available
3. Specific Communication – As we have learned throughout the current crisis, COVID-19 impacts every department in our division. All communication will be organized in a way that shares data about individual departments and the division as a whole.
4. Open Communication – Communication is a two-way street. The Superintendent, Central Office Staff, and Building Principals will make themselves available to answer questions about communications coming from the division or the individual schools. Our goal is to respond to all questions within one business day. Furthermore, formal and informal surveys will be used to gain information from our various stakeholders.
5. Easily Accessible Communication – In order to ensure that all stakeholders receive information in a timely manner the following modes of communication will be used as appropriate:
 - a. Blackboard, our automated phone system, will be used to call parents about updates to our COVID-19 Response Plan.
 - b. Emails will be sent to provide updates to our COVID-19 Response Plan.
 - c. Social updates Media (Facebook) will used to provide updates to our COVID-19 Response Plan.
 - d. Information about updates to our COVID-19 Response Plan will be provided to local television, newspaper, and radio outlets.
 - e. Information about updates to our COVID-19 Response Plan will be made available on the Wise County Public Schools website.
 - f. Information about updates to our COVID-19 Response Plan will be shared at monthly School Board Meetings.

In addition to communicating with our school based stakeholders, it will be important to maintain open lines of communication. The local Health Departments, Region 7 Superintendents, Rural Superintendents, VASS, VSBA, and staff at the Virginia Department of Education will be consulted as we implement and change our return to school plan.

HEALTH MITIGATION STRATEGIES:

We understand the importance of providing in person instruction to our students. However, our first priority must be the safety, health, and well-being of our students, staff, and community. In order to safely transport, educate, and interact with our students, a plethora of mitigation strategies must be implemented to ensure a successful opening of schools during Phase 3 of the Governor's Forward Virginia Plan.

DAILY OPERATION PROTOCOLS:

Wise County Public Schools (WCPS) has developed procedures and protocols for health screenings for all students, employees, and visitors within the school division. The following daily procedures will be followed:

Screening of Students (Car Riders/Student Drivers):

- Students who are transported to school in personal vehicles will be screened in the car-rider line. The school personnel assigned to the car rider line will wear PPE (gloves and face covering) and will scan students for temperatures as the student exits the vehicle.
- Student drivers will be screened prior to entering the school by an assigned staff member who will wear PPE (gloves and face covering).
- Students registering a temperature of 100 degrees or higher will not be allowed to attend classroom instruction. They will be given written information regarding COVID-19 symptoms, self-quarantine tips, and appropriate responses, as well as informing them that a school nurse will follow up with them later in the day. Students will be asked to follow up with a primary care physician. The student may return to school in 24 hours without fever/medication and no known exposure of Covid-19 has taken place.
- The names of such students, as well as their temperatures, will be recorded and the information will be given to the school nurse so that a follow-up contact to the family can be made.
- Students who cannot participate in in-person instruction will be required, health allowing, to participate in remote learning for the next 72 hours (if school days) before returning to school.
- Any student who is required to participate in remote learning will have the necessary school materials (electronic device, etc.) made available to them for pickup or delivery.

Screening of Students Transported on Buses:

- Parents are asked to screen children prior to sending them to the bus stop each morning.
- Students utilizing bus transportation will be asked to wear masks while on the bus. (Those with health related issues or disabilities that would prohibit the use of a mask would be scheduled on a case-by-case basis.
- Students will be seated one child per seat and will be alternately positioned with one row being near the window and the next row being seated near the aisle. (Students from the same household will be allowed to sit together in the same seat).
- Students will have their temperature upon arrival at the school.

Screening of Employees:

- Daily health screenings will be required for all faculty and staff. Each faculty or staff member will self-screen prior to beginning their workday.
- If a faculty or staff member registers a temperature of 100 degrees or more, they will call their administrator to secure a substitute.
- In addition, all faculty and staff will be expected to complete the Employee Self Screening form (see attachment) each day prior to coming to school.
- Once employees arrive at their assigned work location, a self-administered temperature check will be required.
- In the event an employee registers a temperature of 100 degrees or more they will be required to leave the site immediately and notify their administrator.
- The administrator will record the information and provide it to the school nurse. The school nurse will conduct a follow-up interview by telephone.

Screening of Visitors:

- Only essential visitors will be permitted to enter school premises.
- All visitors will be screened using a symptom checker form (in the appendix of this document) and a no-touch thermometer.
- Any visitor registering a temperature of 100 degrees or higher will not be permitted entrance to the school facility.
- Visitors will be issued a visitor badge/sticker that must be worn during their visit.
- Visitors will be required to follow current health and safety protocols during their visit.
- In addition, proper signage, flyers, and instructions will be a part of the instructional process for all students, employees and visitors to school facilities.

PROTOCOL IN THE EVENT OF POSITIVE CASE(S) OF COVID-19:

In the event there is a suspected case based upon health screening, the student or staff member will be tested by the local health department or primary care provider.

If positive, the health department is and their staff will be responsible for all contact tracing.

All close contacts of an individual who has tested positive will be quarantined at home for 14 days. Individuals will self-monitor and report any Covid-19 symptoms to their primary care doctor and an assessment will be made regarding the need for testing.

The local health department may call schools and ask for classroom or bus contacts that may have been exposed, but no information should be released to the general public. When the health department notifies close contacts of a possible exposure, the identity of the student or staff member is not revealed.

Procedure for Closing Schools:

These decisions need to be made on a case-by-case basis and in consultation with the local health department and the Wise County School Board. The size of the class, extent of social distancing in place while the ill persons were present and infectious, extent of interaction and exposure in the area, and location of the case(s) in the class need to be assessed to determine the potential risk to others. Recommendations will be based on these assessments of risk and how instruction can continue in as safe a manner as possible.

WCPS will notify the local health department when outbreaks of COVID-19 in the school population are suspected or confirmed. Areas of the school where ill individuals spent time while infectious might need to be closed temporarily for [cleaning and disinfection](#) while unaffected areas continue to function as usual. Decisions about closure of a section of the school or the entire school will depend on the number of ill persons who have been sent home for a period of isolation and the number of exposed contacts who have been identified and placed into quarantine. The extent of the school facility and teaching staff affected by these factors will be a factor in determining whether educational services can continue to be provided. Again, the local health department and the Wise County School Board will be part of all of these discussions and decisions.

Attendance Monitoring:

Wise County Public Schools will collect student data on absenteeism, clinic visits, exclusions due to illness, reporting of COVID-19 incidents, recorded on the student information management system (e-school). When a student visits or is sent to the school nurse, information is entered in e-school to record reason/illness if necessary.

The school nurse will report suspected cases of COVID-19 to the principal and the division School Nurse Coordinator. The School Nurse Coordinator will report information to the superintendent and the local health department.

Screening, monitoring and testing are essential components of limiting the spread of COVID-19. An important part of keeping our school system safe is actively encouraging sick staff and students to stay home if they are ill. Self-reporting will be completed daily by all staff through use of an Employee System Checker form prior to entering the workplace (in the appendix of this document). If an employee answers yes to any of the questions, they must stay home and report to the building administrator.

If a student or employee experiences symptoms of COVID-19 while at school, move the individual out of the classroom or group setting, isolate in a predetermined location, and inform the school nurse or school health staff member. School health staff must wear personal protective equipment (PPE); including N-95 face mask or surgical face mask, goggles and gloves before entering into the room to evaluate the individual. Call the parent or family member of the employee to pick up and take home for 14 days of self-quarantine before returning to school. If symptoms persist or worsen, they should contact their healthcare provider.

CLEANING PROTOCOL:

WCPS will follow in-house standard operating procedures and CDC recommended sanitation guidelines to ensure that its facilities and grounds are as sanitary as possible to promote the well-being of students, faculty, staff, and other essential service providers.

The division will make accessible proper sanitation supplies such as soap, water, hand sanitizer, masks, paper towels, tissue paper, and other disposable health items. WCPS will have established cleanliness and sanitation protocols monitored by building and division level administration and will use an established inspection driven checklist to ensure the fidelity of our sanitation protocol. WCPS will base its disinfection and sanitation processes in accordance with industry best practices.

WCPS will place an emphasis on cleaning and disinfecting high touch areas within the educational setting (including bus transportation which will be cleaned and sanitized daily) such as but not limited to:

- Doorknobs
- Light switches
- Desktops
- Sink faucet and handles
- Water fountains
- Restrooms
- Keyboards
- Playground equipment
- Shared objects
- All countertops

WCPS maintenance staff will ensure ventilation systems are functioning properly and attempt to increase the circulation of outdoor air by opening windows and doors and using fans when appropriate. All HVAC systems including filters will be routinely checked/changed according to manufacturer recommendations.

WCPS utilizes an internal work order system to ensure administration will quickly obtain needed supplies. Maintenance and facility personnel will keep a detailed inventory of cleaning supplies and keep reserve supplies warehoused as much as possible and appropriate.

Physical Infrastructure:

Several mitigation strategies are being implemented by WCPS in order to adhere to social distancing and safety requirements:

- The physical infrastructure is being analyzed and evaluated by the leadership team to determine the capacity of each building to accommodate the appropriate social distancing measures for the return of students in the fall.
- Schools are prepared to relocate some classrooms and to use all available space to accommodate class sizes for social distancing purposes.
- Considerations have been made to maximize spacing in hallways and other areas around each campus.
- All schools will utilize signage to help with the flow of students and staff. This signage will be used to indicate one-way hallways, where necessary and appropriate distance markings to maintaining social distancing as much as possible.

NURSING:

WCPS recognizes that school nurses are critical to the success of our health plan. Dedicated time to training and preparing our nurses is a high priority for the school division. Several mitigation strategies are being considered and/or implemented:

- WCPS has a full-time nurse at each school.
The School Nurse Coordinator will also assist in the clinic setting as needed. IN the event the School Nurse Coordinator is not available, the next contact will be Yvonna O'Quinn, RN at AEC. is next Sheryl Bentley, RN at LFA is second, and Jessica Mullins, RN, UHS is third. This ensures that a coordinator is available at all times.
- Other staff may be asked to assist with health office tasks, based on need.
- School nurse substitutes could be used to assist primary nurses with screening and daily operations, especially during the first month of school. These would be hourly with a limit of 29 hours per week.

Isolation Rooms:

WCPS will establish an isolation room at each school. Students/staff who become ill with COVID-19 symptoms will be taken to this area as soon as possible, so that the regular nursing office can be used for non-COVID-19 related health services.

- Students/staff who become symptomatic will be required to wear a face covering, unless it cannot be tolerated due to health or disability issues.
- The ill symptomatic student/staff person will be sent home or for medical care as soon as possible.
- The Virginia Department of Health (VDH) will be consulted as needed and the chain of command to communicate with individuals will be followed.
- Follow-up sanitizing of isolation rooms will be provided and other areas of the school per CDC guidelines and the recommendation of VDH.

• **Immunizations and Annual School Screenings:**

- Immunization clinics will be held on-site when feasible, in partnership with VDH and local health department.
- WCPS will communicate with families regarding required immunizations and will assist families by sharing information concerning Health Care Providers.
- Vision and Hearing screenings will be conducted in small groups that will allow for physical distancing. The equipment will be sanitized between students as needed.
- Vision screenings will be provided with digital screening, no-touch equipment.
- Depending on community spread, WCPS will determine the PPE that will be required.
- If needed, the screening dates will be scheduled later in the school year; screenings will take a longer period of time to conduct due to small groups and social distancing.
- Additional screenings that are not required by the state of Virginia (i.e. height, weight and dental) will be waived for this school year.
- The additional screenings may be conducted at a later date, if needed.
- Additional PPE will be used as advised by CDC and VHSL guidelines.

Personal Protective Equipment:

WCPS has ordered face coverings for all staff members and students. Sanitizing wipes, hand sanitizer and gloves will be supplied to each classroom. Additional surgical mask, gowns, face shields, gloves and sanitizing supplies will be supplied to each school nurse/clinic and isolation room.

SAFETY PLAN FOR AT-RISK STUDENTS/STAFF:

Safety plans for at-risk teachers will be developed to address medical needs and concerns. Alternate work schedule modifications will be considered when necessary. Individual Learning Plans will be developed for all medically fragile students, which may include virtual instruction or in-home instruction.

MISCELLANEOUS:

WCPS will continue partnership with Wise Behavioral Health and other community agencies for mental health services. School counselors will also be providing social/emotional health assistance for faculty, staff and students. WCPS will continue to partner with the Wise County Health department, Virginia Department of Health and CDC for health support.

INSTRUCTION:

Potential Re-opening Plans:

Wise County Public Schools has considered several plans for beginning the school year. The following considerations are in discussion:

- Begin the year on August 6th with all students attending school in person
- Begin the year on August 6th with students attending 2 days per week in person and 3 days per week receiving instruction remotely.
- Group A group will attend on Monday and Tuesday and Group B group on Thursday and Friday.
- All students will work remotely on Wednesday as well as the two days when they are not receiving in-person instruction.
- Begin the year on August 6th with all students receiving instruction remotely.

As community spread has been relatively low for our area, without significant numbers of cases being reported at this time, the Instructional Equity Task Force is recommending that school begin on August 6th with students attending two days per week while receiving instruction three days per week remotely. This plan for reopening is recommended with the understanding that medically fragile students and families who may share concerns about sending their children back to school with so many uncertainties will be allowed to apply to have their child take part in an online curriculum and engage in learning from home.

Preparation continues in the development of an online curriculum. Our administrators and teachers have worked together as departments and grade levels to identify instructional gaps. Teachers will address instructional gaps and will use the pacing guides as outlined on the CIP website. A task force continues to finalize plans for remote learning.

Special Education:

Every child and adolescent with a disability is entitled to a free and appropriate education and is entitled to special education services based on their individualized education program (IEP). Students receiving special education services may be more negatively affected by distance-learning and may be disproportionately impacted by interruptions in regular education. It may not be feasible, depending on the needs of the individual child and adolescent, to adhere both to distancing guidelines and the criteria outlined in a specific IEP. Attempts to meet physical distancing guidelines should meet the needs of the individual child and may require creative solutions, often on a case-by-case basis.

Special education and related services staff will use reasonable caution in protecting the health and safety of students and flexibility in considering a variety of service delivery options in accordance with students' individual needs through the IEP process. Student progress will be monitored for IEP review and revision and for additional evaluations that may be required for the provision of special education and related services. Parents are an integral part of the IEP team and their input in the health and safety of their children and in how they participate in instruction will be considered through consultation in the development of the IEP. The provision of FAPE may include special education and related services provided through direct instruction or distance instruction that is provided virtually, online, or telephonically.

Framework for Online Learning:

Online Learning will combine both synchronous and asynchronous learning.

Synchronous learning will require students to attend online meetings via Google Meet or Zoom that affords the teacher the opportunity for direct instruction, or to provide clarity to students on current or future assignments.

Asynchronous learning delivered through Google Classroom will require students to work at their own pace and on their own with the assistance of parents/guardians/caregivers. Asynchronous learning, while self-paced, will include instructional videos followed by activities to ensure understanding of the material.

Teachers will work with students to fill instructional gaps and follow-up by using the pacing guides on the CIP website.

Management of Course Development:

While learning will take place online, all due dates and instructional participation is required. All instructional content is expected to be taught and all assignments completed. Building administrators will monitor each course and facilitate the necessary grade level meetings to ensure that content is being provided in a timely manner. Technology coaches will be available to all teachers as they design their online instruction.

Grade level meetings will allow teachers to plan for who will be providing content for each of the content areas within a grade level. Facilitators (Principals, Reading Coaches, and Reading Resource teachers will conduct periodic meetings to ensure that teachers are supplying content to Google Classroom in a timely manner.

Compete curriculum will be developed for each SOL area in all core areas. Supplemental programming can be provided when students are in class.

Instructional Guidelines:

Professional development has been delivered to our staff on providing online instruction. There are many thoughts regarding public education students that are participating in online instruction. The biggest concern is the availability of high-speed, unlimited, broadband Internet access. Instructional materials, including all video content, are being designed with these limitations in mind.

Teachers will provide online learners with content availability and due dates. Weekly materials are to be provided no later than Monday morning of each week. A minimum of two grades will be collected each week unless approved by the building administrator.

Rubrics will be posted with all subjective/project based assignments to support clear grading and expectations.

Office hours will be posted for each class.

Communication will be key to online learning. Emails, voicemails, or other communications between students and parents are expected to be returned within 24 hours (excluding Saturday or Sunday). For those that are receiving all their instruction online, teachers will be required to contact each student once per week. Each teacher will provide their students with office hours that they will be available throughout the week for them to contact via phone or virtual meeting.

Elementary/Middle School Grades:

Students will participate two days per week in person and three days per week remotely.

In some circumstances children with special needs may attend in person four days per week.

Some medically fragile students will receive all instruction remotely. These decisions will be made on a case-by-case basis.

English and Mathematics Instruction will be a top priority and focus especially in in-person instructional days.

Social Studies and Science Instruction will be incorporated within the English/Reading and Math instruction to the extent possible and will include supplemental materials provided by Google Classroom.

Resource Classes will be provided at school on a rotating schedule and follow-ups on Google Classroom on the other three days.

High School Instruction:

Students will participate two days per week in person and three days per week remotely.

In some circumstances children with special needs may attend in person four days per week.

Some medically fragile students will receive all instruction remotely. These decisions will be made on a case by case basis.

Students will attend each course in which they are enrolled whether working remotely or receiving in person. Instruction.

Asynchronous Learning:

Teachers will meet with students in various formats with Google Classroom being the primary delivery system. Teachers will be available to provide one on one and small group instruction. Some teachers will use multiple methods to meet the accommodations of students with special needs.

The task force made the decision to use the Google Suite as the learning management system. Teachers are working collaboratively to develop the coursework and are sharing resources in Google Classroom.

The Remote Learning Plan makes allowances for students in vulnerable populations. In many ways, each student will receive an individualized learning plan, much like a student with a disability. Teachers will use various methods to assess reading levels, gaps in learning, and social emotional well-being. For students attending school in person, collecting this data will be easier. For students engaging in remote learning, virtual small groups and one on one meetings will be required.

Mitigation Strategies:

In several of the task forces, mitigation factors were discussed. For example, at least one student will be allowed in every seat on the bus by following a staggered seating pattern. Children in the same family will be allowed to sit in the same seat.

Another mitigation factor considered relates to social distancing. All classrooms are being evaluated to assess the number of students that can be allowed in the room with social distancing requirements in place. The follow mitigation model for social distancing will be in place:

- Varied options for modified social distancing will be provided. The World Health Organization recommends 1 meter of social distance while the CDC recommends 6 feet. Dr. Anthony Fauci, Director of the National Institute of Allergies and Infectious Disease recently suggested that regional considerations should be made for reopening and that desks should be placed as far away from each other as possible. Considering these medical recommendations, modifications may vary. WCPS will prioritize creating classroom environments that provide 6 feet of space between students. When that is not possible our mitigations will include the use of face coverings and could include moving classes to larger rooms.
- In some instances students with specific learning disabilities may attend classes in our buildings during all four in person days.

Plans are in place to declutter classrooms to maximize space. Additional facility considerations call for plans to place lines in hallways to support social distancing. For narrow hallways, the facility plan will call for masks or one-way traffic in halls as buildings permit.

Addressing Learning Gaps and Instructional Needs:

WCPS will be proactive in assessing the needs of all students and planning for any instructional gaps that may need to be addressed. Multiple forms of assessments will be used whether in face-to-face, hybrid, or remote instruction. The assessment formats that will be used include, but are not limited to, discussion boards, reflective journals, rubric based projects, open-ended questions, and computer-based assessments.

The Learning Management System, Google Classroom, will be used across the district for consistency with hybrid and remote learning. Diagnostic assessments will be completed the first two weeks of resuming school for language arts, mathematics, and sequential courses to determine the strengths and weaknesses of the students and identify the gaps. Weekly assignments will be integrated into lesson plans to assess student progress, especially during a time of hybrid or remote learning. Case managers will work individually with English Language Learners and Students with Disabilities to ensure accommodations are being offered to students and being used by the students for assessments.

Professional Development:

WCPS will provide continual professional development for teachers, students, parents/community, and administrators to prepare for the 2020-2021 school year. Teachers will be provided extensive training in our division-wide adoption of the LMS, Google Classroom. This training will include course development, content management, assignment management, the development of assessments, and how to communicate effectively through the LMS. They will also take part in professional development in which curriculum and pacing guides are revised to help fill in learning gaps created by last year's closure and provide for learning face to face or remotely.

Students will be provided with age appropriate training on technology and digital citizenship. The parents/community will have similar training to the student training as well as support on fostering successful remote learning for their children. Finally, administrators will be provided with training in supporting and evaluating teachers in situations requiring remote or hybrid instruction, the division-wide adoption of the Goggle Suite, and curriculum and pacing guide revisions. By providing these professional development opportunities for key stakeholders, WCPS will be prepared for regular face to face, hybrid, or remote learning situations.

Technology

Access to Equipment and Internet:

Wise County Public Schools will provide a device for any student that needs or desires one to participate in online learning. WCPS will also assist families without Internet access to ensure that they receive instructional materials in the most equitable manner possible. Families are encouraged to contact our technology department for assistance in determining options in acquiring Internet access if they do not currently have it available in the home. Technology needs were part of the survey that parents/guardians were asked to complete as part of the reopening planning. All equipment remains the property of WCPS and users must adhere to our Acceptable Use Policies.

Technical Support

Technical support will be provided to students in a tiered approach. The first line of support will be the Remote Learning Support Website (www.wisek12.org/rls). If students are unable to find the solution to their issue, the next step is to contact the student's teachers. If the teacher is unable to resolve the issue, they will direct students and their families to contact their building technical contact via email or cell phone. If the technician is unable to resolve the issue remotely, they will arrange the delivery of a new device.

Internet Safety:

Security, safety and privacy are vital components of the plan. All devices provided by our school division will have a filtering agent on them that provides the same degree of web filtering as on premise equipment. This provides some protection against malware, phishing, spam, etc as well. For privacy, teachers will be instructed on the various laws regarding student privacy (COPPA, CIPA, FERPA, HIPAA, etc.). Teachers will ensure that parental consent is obtained for collection of information by students 13 years and under. Internet safety training will be provided to students and families. Acceptable Use Policy and other disciplinary incidents will be dealt with in accordance with division policies. Any violation will be reported to the Principal who will determine the appropriate punishments. Parents and/or guardians will be notified as appropriate.

STUDENT AND STAFF SUPPORTS:

In addition to the obvious health risks associated with COVID 19 WCPS is also concerned about the impact the virus is having on the mental well-being of our students, staff, and other stakeholders. As a division who takes pride in the fact that we are not only trauma informed, but trauma responsive, we are dedicated to ensuring that the social and emotional needs of all of our stakeholders are addressed in our school reopening plan.

Social/Emotional Supports for School Staff:

With the reopening of school in August, teachers and educators will need to teach new routines, procedures, and expectations due to COVID-19 and required changes. However, re-engaging our students, building relationships and creating an environment that is conducive to learning will be paramount. For students of trauma, finding that one cheerleader, who is often their teacher, is imperative for student growth.

The WCPS instructional plan has been designed to allow for adjustment to our new normal while living with COVID-19. Utilizing the flexibility to begin this school year with a four-day AA, BB week will send a message to everyone that we are all in this together.

WCPS has made trauma informed/responsive practices a priority and these practices will be at the forefront of every decision made.

Special consideration should be considered for specific populations. Students returning to alternative programs, English Language Learners, Special Education students, and less engaged students may need consideration given to an alternative and individualized schedule. Discussions will need to be conducted with families and education decisions will need to be based on individual cases and always in the best interest of the student.

Social/Emotional Well-Being of Students and Families:

Effective communication with families in the school community is a priority. Surveys to gain family input on the opening of schools in August have been sent out and have been analyzed. Community agencies have also given input.

Home-based instruction and/or virtual instruction for students and families who have health concerns will continue to be reviewed and monitored based on each individual request. As various modes of

learning have been established, an application for remote learning will be made available to accommodate medically fragile students.

WCPS enjoys several community partnerships that provide resources to the school community. Some of them are as follows: United Way, Wise County Health Department, community churches, Department of Social Services, and the Wise County Board of Supervisors. Families and students who require services, particularly mental health services, crisis response, and wraparound services, will be connected to these agencies to assist them as needed.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The division's re-opening plan will be communicated with families, school personnel, and the community through various outlets such as the school website, Facebook, Twitter, email, and phone calls. In addition, information will be sent home to families in the start of school packet. Open communication and transparency will be shared through the superintendent's office via various social media outlets. The superintendent will consult with the school division attorney and the local health department to determine a plan for how to balance protecting students and families' privacy with coordination and communication with stakeholders regarding public health.

Consistent and transparent communications with families will continue by offering communications to:

- Families that are non-English speaking by utilizing a translator to ensure documents are provided in native languages.
- Families that require telephone communication by utilizing a division wide telephone calling database.
- Families who require alternative methods of communication due to a disability. By providing information in a variety of ways and addressing individual needs as necessary. Principals and counselors will be able to effectively communicate.

BEFORE AND AFTER SCHOOL PROGRAMS/CHILDCARE:

Data has been collected through a recently administered parent and staff survey. This data will be used by staff to reach out to all community childcare providers to determine availability. The division will share reopening of school plans with the United Way, daycare providers and other relevant community agencies to discuss protocols and procedures that WCPS will be following as students will not be attending school on Wednesdays, collaboration among agencies will be essential to meet child care demands of families.

TRANSPORTATION:

With current Phase 3 restrictions, pupil transportation will be one of the most challenging aspects of our school reopening plan. Without mitigations, CDC social distancing recommendations could limit some buses to only 11 students. By adding mitigations, we believe we can safely double that number. Cooperation and collaboration with families will be key to ensuring our transportation plan for reopening is successfully implemented. Principals will communicate transportation needs with the transportation office daily as well. This will allow the transportation to establish bus routes and control the maximum number of bus riders per load.

Transportation during a Staggered Schedule Reopening:

Based upon results of our survey regarding the number of families who wish for their students to return to in person instruction, we feel we will be able to accommodate them utilizing the current bus routes we have established. We will, however, need to apply for a variance that will allow for a child in each seat alternating positioning next to the window and next to the aisle. Children will be asked to wear masks while on the bus.

Transportation during a Fully Remote Reopening:

In the event that circumstances would require all students to participate in at-home instruction, transportation will focus on meal delivery, technology and instructional material delivery, while practicing social distancing as appropriately related to the Phase.

BUS TRANSPORTATION CLEANING PROTOCOLS:

WCPS will follow the latest guidelines provided by the VDOE and the CDC for maintaining a safe and clean environment on the school bus. Protocols for sanitizing the buses will be intensified according to CDC Guidelines, VDH recommendations, and industry best practices.

All WCPS school buses will be sanitized in multiple ways. Bus seats will be cleaned with proper CDC approved chemicals by fully trained staff prepared to handle these products. These cleaning products will be utilized per suggested use and potency to ensure maximum effectiveness. All buses will be thoroughly sanitized daily.

Additional Accommodations:

WCPS Transportation department prides itself in being flexible to provide many services to students. As always, every student will have access to transportation to ensure equitable delivery of educational services. Although some special education students offer unique challenges during the age of the pandemic, individual transportation plans are developed. Special arrangements are made for students who are identified as homeless. Transportation agreements with neighboring divisions are quickly worked out to best meet the needs of our homeless families.

Stakeholder Cooperation:

With social distancing demands also present on buses, parents will be surveyed and encouraged to transport students to school if possible during Phase 3. Although not required, this assistance from parents may allow the division to run a smaller number of bus routes.

FACILITIES:

One of the greatest areas of focus throughout the COVID 19 pandemic has been ensuring that our buildings are as clean and sanitary as possible. Since March 13, 2020 when our Governor closed our schools for the year, our staff has more than doubled our efforts to ensure that all areas of our buildings are cleaned in a safe, healthy, and effective way. We will continue to focus on this important areas of operations this Fall and heading into flu season.

Cleaning Protocols:

WCPS has modified its cleaning protocols to include COVID-19 procedures. All Standard Operating Procedure manuals will be updated with the latest Virginia Department of Health and Centers for

Disease Control recommendations. All staff will be fully trained in the new modified protocols which will include sanitizing procedures, equipment and chemicals. Sanitizing procedures will be employed by the staff daily to ensure that each surface has been cleaned thoroughly and that all high touch areas are cleaned several times throughout the day.

Maintenance of the ventilation systems will ensure proper air flow. New cleaning equipment, such as the Clorox 360 electrostatic sprayer will be in use at each building for a deep cleaning prior to the students and staff entering the building. This equipment will also be available during the day for areas of concern. Hand sanitizing stations have been added to many of the buildings at key location so all occupants have access. All chemicals will be checked for safety and effectiveness before being issued to the staff. During the school day all faculty and staff will be involved in keeping surfaces clean.

Signage Mitigations:

Signage related to hygiene, social distancing and face coverings will be placed in the hallways, classrooms, entrances and exits as appropriate. Several mitigation strategies are being implemented by WCPS in order to adhere to social distancing and safety requirements. Students will not utilize lockers at the middle and high schools. Water fountains will be turned off and each student will be asked to bring a personal water bottle. Bottled water will be made available for students and staff as needed. The physical infrastructure of each building is being analyzed and evaluated by the WCPS leadership team to determine their capacity to accommodate the appropriate social distancing measures for the return of students in the Fall. Considerations have been made to maximize spacing in hallways and other areas around each campus.

SCHOOL FOOD SERVICES:

The WCPS School Nutrition Department is very experienced at applying the flexibilities needed to provide healthy and nourishing meals to our students under many different scenarios of school opening. Having most of our schools providing meals under the Community Eligibility Provision for several years, in addition to our vast experience with the Summer Feeding Program, we are well positioned to continue to provide this vital service to our communities regardless of the obstacles that COVID-19 may bring.

Cafeteria:

Each school will evaluate the use of the cafeteria and whether students will walk through the meal line. Preliminary discussion suggests that some schools will eat in the classrooms; however, others may allow some students to eat in the cafeteria with mitigation strategies in place. Schools may modify that plan and allow some students to eat in the cafeteria. Whatever plan is developed; social distancing will be practiced.

Some Considerations are as follows:

- **Breakfast Grab and Go** – Students pick up meals as they enter the building and take with them to their classrooms.
- **Breakfast in the Classroom** – Meals delivered to the classroom or multiple delivery points close to the classroom where students pick up meals and take them back to the classroom.
- **Lunch Service in the Classroom** – Meals delivered to the classroom or to multiple points close to classrooms where students pick up and take back to the classroom.

- **Lunch Service in the Cafeteria** – It may be possible in certain settings for students to consume meals in the cafeteria as long as social distancing is practiced.
- Meals will be made available for students who are learning remotely.

Product Availability:

In order to provide meals when school opens in the Fall, we are monitoring food product inventory daily to ensure availability in order to obtain products and to provide meals as regulated under USDA guidelines. Our membership in the Southern Appalachian Mountains Food Buying Co-op offers availability of supplies and buying power with our distributor of 20+ years.

Food Presentation:

The School Nutrition Department is currently using disposable paper products, utensils, etc. We will continue to do so to ensure food safety and sanitation. Only food items packaged in individual containers will be available to customers. This offers cross contamination protection and adds an additional safety measure to lessen the potential spread of the COVID-19 virus. Outside food will be discouraged at all grade levels to lessen the chances of spreading the virus on items brought into the buildings.

Mitigation Strategies:

Social distancing markers will be in place in all areas of the Cafeteria. The School Nutrition Department has already implemented the use of facemasks, aprons, and gloves at all stages of food handling. A department wide refresher course will be mandatory for staff. Handwashing, social distancing and mask protocols will be reviewed. The training will occur before school opens to students and staff. All School Nutrition staff will strictly adhere to the appropriate handwashing, facemask and social distancing guidelines according to the CDC and Virginia Department of Health.

Students will take their meals to the designated area in each school with appropriate social distancing in practice. A no food sharing policy will be in place on the first day of meal service. Teachers and staff will monitor and reinforce this guideline. Social distancing provides best practice to visually monitor to ensure food sharing is not allowed.

A routine will be established for all students to wash their hands after leaving the classroom as they travel to the food service area. Students will then sanitize hands upon entry of food service area and again afterward upon reentry to classroom and before consuming any food.

FINANCE:

School divisions are facing unique challenges during the COVID-19 pandemic. The WCPS Finance and Human Resource Departments stand ready to provide forward thinking guidance and leadership to our division in our respective areas. By leveraging local, state, federal, and CARES Act funding, WCPS is dedicated to providing a learning environment that prepares all students to thrive in a dynamically changing world.

Resource Prioritization:

During the duration of the pandemic, WCPS will review expenditures weekly and evaluate the best funding source for each expenditure. In general, the most restrictive funds will be utilized first to allow for flexibility for future, possibly unknown, expenditures. Included in the weekly monitoring will be evaluation of year-to-date expenditures in relation to expected revenues with procedures in place to implement a hold on expenditures, if necessary.

We anticipate utilizing a portion of CARES funding in Fiscal Year 2020. WCPS plans to carefully evaluate the use of CARES, lottery, and textbook funding to meet the needs of our students. Our goal is to carryover some CARES, some lottery and some textbook funding as each of these are less restrictive than other funding streams. Unless necessary, unspent funds were not reallocated but were saved to assist with other expenditures so that carryover of CARES, lottery or textbook funding can be maximized. Wise County does not allow WCPS to maintain a fund balance. Therefore, the division will strategize to maximize carryover of CARES, lottery and textbook funding.

Potential Revenue Reductions:

It is anticipated that WCPS could lose some students during this unprecedented time of unknowns. The division would lose approximately \$7000 from State Basic Aid per student reduced. The Virginia Department of Education has indicated that they will be providing maximum flexibility for Average Daily Membership calculations.

Contingency Planning:

WCPS has reviewed internal spending controls in order to effectively manage uncertainty in revenue and expenditures. All options, such as spending freezes, furloughs, or budget reductions, will be on the table and will be considered throughout the duration of the pandemic. At this time, we will be cognizant of potential reductions in sales tax and lottery revenues and monitor expenditures accordingly. .

WCPS has been in contact with Virginia Association of Counties (VACORP), our liability and workers compensation provider and will continue to seek guidance, as needed, on possible issues relating to employees, students or community members and possible COVID-19 exposures or other related matters.

Supply Chain:

As part of WCPS business continuity plans, the Director of Maintenance and Grounds and Division School Health Coordinator of School Health will maintain a list of vendors and related supplies available for purchase. All purchases of cleaning supplies will go through the facilities and maintenance office and all PPE and health related purchases will go through the school nurse to maintain consistency of supplies and assure availability of supplies to priority needs. As the year progresses, the Director of Facilities and Logistics and Division School Health Coordinator will continue to be in contact with various vendors to access availability and pricing of needed supplies and equipment.

HUMAN RESOURCES:

Division policies or regulations will be reviewed and updated, as needed, with the protection and safety of students, staff and community in mind.

Staffing:

Although preliminary results do not indicate a significant shortage of personnel when school opens due to illness and/or fear of returning whatever the reason, WCPS plans to utilize Central Office support staff and other aides to ride buses, as needed, and to assist with temperature checks and other required return to school protocols.

Employee Contracts:

Most contracts appear to need to continue in order to maintain continuity of operations and WCPS feels sufficiently financially secure and will distribute contracts to all employee groups at the same time.

WCPS will distribute contracts to the individual schools and will allow scheduled pick up from the school building. For those who do not wish to pick up their contract, they will be mailed.

WCPS contracts already have sufficient language to allow us to legally modify a teaching contract due to budget constraints and other specific matters and also allow for adjustments in school scheduling. WCPS is considering adding furlough language in form of a regulation in order to give employees a detailed explanation of what to expect in the event of a furlough.

Current contracts in use were previously vetted by the WCPS school board attorney. Furlough language is recommended in the event it would become necessary due to potential budget shortfalls.

Supplemental Stipends:

In relation to supplemental stipends, all WCPS coaching staff have worked diligently on various return to play options and scenarios and have created and established alternative training protocols to maintain cleanliness and safety. It may be necessary to consider pro-rating coaching contracts in the event seasons are shortened or canceled.

Hiring:

As operations gear back up and new staff are hired, new staff will go through regular onboarding processes, but in addition, all instructional staff will be trained in Google Classroom Learning Management System in preparation for full or partial remote instruction. Additionally, new staff will be informed of the current health and safety protocols in place.

Contingency Plan:

Should operational changes occur such as another school closure or need to revert to remote learning, contracted exempt staff will be paid as scheduled unless a furlough would be enforced. Additionally, WCPS will continue to keep all hourly employees working at their current status as long as CARES funding is available and/or the staff member's duties are required for the operational functions still in place. All hourly staff will be paid for hours worked.

STAFF SUPPORT:

The outbreak of COVID-19 has been stressful for many. Fear and anxiety about a disease can be overwhelming and cause strong emotions. WCPS plans to play an important role in helping staff cope and build resilience to support the well-being of the school community.

Directors and supervisors will consistently maintain communication with their teams. In addition to our students, the staff are a priority.

Our administration and technology department have also worked diligently over the past several weeks conducting various types of training and offering additional support to staff, students, and parents.

WCPS administration, guidance counselors, and Wise County Behavioral Health consistently provide support and training, as needed, to our teachers. In addition to in person response, the division has also shared several avenues of online courses/trainings for many different areas relevant to our teachers.

EXTRACURRICULAR ACTIVITIES:

WCPS understands the importance that extracurricular activities play in the development of the whole child. We are dedicated to providing these opportunities in a safe and healthy manner. The faculty and staff of WCPS will follow all established safety guidelines, social distancing procedures, health protocols, and athletics league rules when preparing for and serving the students and community with extracurricular activities during Phase 3 of Governor Northam's reopening structure.

Pre-season Workouts:

Prior to the beginning of athletics seasons, coaches and staff will be holding physical conditioning sessions to ensure that student-athletes are in acceptable physical condition once competitions begin. These workout sessions will be limited to an 8:2 athlete-to-trainer ratio and will occur on a regularly scheduled and rotating basis to ensure that proper social distancing can be maintained by all athletes and staff. Additionally, all participants will follow newly established enhanced cleaning protocols to sanitize facilities and equipment between users.

Mitigations:

WCPS is prepared to restrict or cancel athletics seasons depending upon guidance from and regulation by governing bodies. Guidance offered by the Virginia High School League concerning allowable activities during each season will inform decisions made by WCPS. During athletics and extracurricular activities seasons, all student-athletes, staff, and spectators (if allowed) will follow social distancing guidelines at all times during use of any school-owned transports and facilities. Access to those transports and facilities will be limited to allow for social distancing. Furthermore, access to facilities will be determined by capacity limits set forth by governing bodies. As per executive order, the wearing of face coverings will be required of indoor spectators. Destinations for athletics and extracurricular activities will be carefully screened to ensure that participants will be able to follow social distancing guidelines at all times during the activity.

In order to ensure the continual safety of student-athletes and staff, WCPS will implement several risk mitigation practices. Student-athletes and staff will be subject to temperature checks and health screenings before all practices, competitions, and activities. Additionally, students and staff will be encouraged to wear face coverings when social distancing is not possible. Furthermore, students, staff, and spectators will be strongly encouraged to stay home when not feeling well or when exhibiting symptoms that may indicate a COVID-19 infection.

Each school attendance area has a O-Zone sanitizing machine that that allows for all athletic equipment to be treated between uses. This process effectively destroys the Covid bacteria.

Social Emotional Considerations:

Finally, WCPS recognizes the vast importance of athletics and extracurricular activities for student wellbeing. Therefore, student mental health supports will remain in place, regardless of the availability of athletics and extracurricular activities. All students will have access to the support of school-employed mental health professionals. Additionally, students who show a greater need for intensive mental health services will be assisted in seeking help from community health organizations and mental health partners. WCPS will continue to ask coaches to check in on their student-athletes regardless of where we may be in our return to activity. We cannot underestimate the importance of the coach/athlete dynamic and relationship when it comes to the mental well-being for all involved.

Final Comments:

It is the desire of everyone to see our children return to school every day when it is safe to do so. We will continue to place the safety and well-being of our students, personnel, and communities at the forefront of all recommendations. We will base these decisions on scientific evidence and make every effort to insulate ourselves from the rhetoric and hearsay that seems to dominate each news cycle.

WISE COUNTY PUBLIC SCHOOLS
COVID-19 Visitor Screening Form

NAME: _____ SCHOOL: _____

DATE: _____

1. Have you travelled to another state in the last 14 days? _____
2. Have you been in close contact with anyone in the last 14 days that has been diagnosed with Covid-19? _____
3. Have you experienced any of these symptoms in the last week?
Fever (100.4 degrees F) or chills _____
Cough _____
Shortness of breath or difficulty breathing _____
Fatigue _____
Muscle or body aches _____
Headache _____
New loss of taste or smell _____
Sore throat _____
Nasal congestion and/or runny nose _____
Nausea or vomiting _____
Diarrhea _____

I hereby state the above information is true.

Visitor signature _____

WISE COUNTY PUBLIC SCHOOLS COVID-19
Student Screening Form

NAME: _____

SCHOOL: _____

DATE: _____

1. Have you travelled to another state in the last 14 days? _____
2. Have you been in close contact with anyone in the last 14 days that has been diagnosed with Covid-19? _____
3. Have you experienced any of these symptoms in the last week?

Fever (100.4 degrees F) or chills _____

Cough _____

Shortness of breath or difficulty breathing _____

Fatigue _____

Muscle or body aches _____

Headache _____

New loss of taste or smell _____

Sore throat _____

Nasal congestion and/or runny nose _____

Nausea or vomiting _____

Diarrhea _____

Information obtained by _____

Title _____