



*Every Student Matters, Every Moment Counts*

**Morton School District #214**  
**Home of the Timberwolves!**  
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**Morton Elementary School**  
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**Public Service Announcement**  
**Re-Opening of MSD**

This is the re-opening for Morton School District facilities and operation plans. The four phases coincide with the four phases as defined by the Governor’s office in relation to the COVID-19 pandemic. This document is a ‘living’ document and is subject to frequent changes as more information becomes available, availability of resources, and several other factors that may arise.

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Facilities Access (Staff Only)</b>	<input type="checkbox"/> Modified business hours <input type="checkbox"/> Facilities closed to the public <input type="checkbox"/> Essential employees only	<input type="checkbox"/> Modified business hours <input type="checkbox"/> Facilities closed to the public for walk-ins <input type="checkbox"/> Essential employees only <input type="checkbox"/> Scheduled appointments allowed that follow the group size of this phase	<input type="checkbox"/> Regular business hours <input type="checkbox"/> Facilities closed to the public for walk-ins <input type="checkbox"/> Essential employees only <input type="checkbox"/> Scheduled appointments allowed that follow the group size of this phase	<input type="checkbox"/> Regular business hours
<b>Group Sizes</b>	<input type="checkbox"/> No group or in-person meetings allowed	<input type="checkbox"/> Meetings limited to 5 people or less <input type="checkbox"/> Must maintain social distancing of six (6) feet apart	<input type="checkbox"/> Meetings limited to the lesser of 50 people <input type="checkbox"/> Must maintain social distancing of six (6) feet apart	<input type="checkbox"/> In-person meetings allowed to full room capacity <input type="checkbox"/> Must maintain social distancing of six (6) feet apart

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, [jhannah@morton.k12.wa.us](mailto:jhannah@morton.k12.wa.us), or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, [bbrooks@morton.k12.wa.us](mailto:bbrooks@morton.k12.wa.us).*

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Common Spaces</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - Closed</li> <li><input type="checkbox"/> Workrooms - Limited to one essential staff member at a time</li> <li><input type="checkbox"/> Breakrooms - Limited to one essential staff member at a time</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - Closed</li> <li><input type="checkbox"/> Workrooms - Limited to one essential staff member at a time</li> <li><input type="checkbox"/> Breakrooms - Limited to one essential staff member at a time</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - By appointment and maintain social distancing</li> <li><input type="checkbox"/> Workrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Breakrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reception - Open and maintain social distancing</li> <li><input type="checkbox"/> Workrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Breakrooms - Maintain group size of this phase</li> <li><input type="checkbox"/> Restrooms - Maintain group size of this phase</li> </ul>
<b>Personal Work Spaces</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily sanitize after use by each employee</li> <li><input type="checkbox"/> Single-use workspaces only</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily sanitize after use by each employee</li> <li><input type="checkbox"/> Single-use workspaces only</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Daily sanitize after use by each employee</li> <li><input type="checkbox"/> Shared workspaces allowed</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sanitization is done by the custodial crew</li> <li><input type="checkbox"/> Social distancing to be maintained</li> </ul>
<b>Work Assignments</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Telework expected of all staff</li> <li><input type="checkbox"/> Maintenance, Custodial, and other assigned staff work on-site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Telework expected of all staff</li> <li><input type="checkbox"/> Maintenance, Custodial, and other staff work on-site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Telework encouraged for staff with administrator approval</li> <li><input type="checkbox"/> Maintenance, Custodial, and other staff work on-site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff work on-site</li> </ul>
<b>General Health Guidance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing while on-site</li> <li><input type="checkbox"/> Follow sanitization schedule for this phase in personal workspace description</li> <li><input type="checkbox"/> Regular handwashing</li> <li><input type="checkbox"/> Screening protocol of staff upon arrival (<a href="#">DOH</a>)</li> <li><input type="checkbox"/> No staff admittance with any symptoms present</li> </ul>			
<b>PPE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must follow OSPI, DOH, L&amp;I and Lewis County Public Health Officer guidance and regulations</li> </ul>			
<b>Staff Screening</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervisors and District office staff will self-screen</li> <li><input type="checkbox"/> On-site and assigned staff will report to identified screening locations</li> <li><input type="checkbox"/> Staff may use attestation tool</li> </ul>			
<b>Use of Leave</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All leave as normal, or as provided by Washington State</li> </ul>			

	Phase 1	Phase 2	Phase 3	Phase 4
<b>High-Risk Staff, and those Caring for High-Risk Individuals</b>	<input type="checkbox"/> Follow the guidance and definitions as provided by CDC and DOH <input type="checkbox"/> Staff will identify and provide documentation of high-risk to the District <input type="checkbox"/> District and Employee will work to resolve risk through additional PPE or other precautions first <input type="checkbox"/> If PPE and/or other precautions are not sufficient then reassignment will occur			
<b>Travel</b>	<input type="checkbox"/> No travel for business purposes without District approval <input type="checkbox"/> Regional travel only <input type="checkbox"/> No overnight stay allowed	<input type="checkbox"/> No travel for business purposes without District approval <input type="checkbox"/> Regional travel only <input type="checkbox"/> No overnight stay allowed	<input type="checkbox"/> Travel allowed for up to two employees traveling together with District approval	<input type="checkbox"/> Resume regular travel
<b>Professional Development</b>	<input type="checkbox"/> Online only	<input type="checkbox"/> Online only	<input type="checkbox"/> Must follow travel category guidance	
<b>Student Transportation</b>	<input type="checkbox"/> Will follow the guidance provided by OSPI			
<b>Facility Use by Outside Groups</b>	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Follow group size guidance <input type="checkbox"/> Must follow travel, transportation, PPE, Work Assignments, and General Health Guidelines of this phase <input type="checkbox"/> All groups must provide their own PPE and have it on hand during the use of facilities <input type="checkbox"/> Each group is to sanitize all high-touch areas upon exit after each use	

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Face-to-Face Instruction</b>	<input type="checkbox"/> This section will be updated as necessary according to guidance from OSPI			
<b>Campus/Modality</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Face-to-face instruction <input type="checkbox"/> Will follow OSPI, DOH, and L&I guidance	
<b>Screening</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> All students will go through screening station at their respective campus <input type="checkbox"/> Will follow <a href="#">DOH protocol</a> <input type="checkbox"/> Students/families may use attestation tool	
<b>Hand Hygiene</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Every room has hand sanitizer dispensers installed <input type="checkbox"/> Every exit door has hand sanitizer dispensers installed <input type="checkbox"/> Students, staff, and visitors will wash their hands upon entry to the building and each classroom	
<b>Cleaning</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> K-3: Tables and chairs will be disinfected prior to lunch departure each day <input type="checkbox"/> 4-6: Tables and chairs will be disinfected between class rotations and prior to lunch each day <input type="checkbox"/> Jr/Sr: Tables and chairs will be disinfected at the end of each period each day <input type="checkbox"/> District: Materials that are commonly shared among students will be disinfected before other students may use them and prior to storage <input type="checkbox"/> Staff: Teachers will disinfect high-touch areas on the exit of the classroom each day	
<b>Physical Distancing</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Assigned seats are 6' from all other assigned seats	
<b>Face Covering</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Masks are to be worn at all times <input type="checkbox"/> Face shields are made available for students who have or exhibit needs for them, including all primary grades when requested	

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Cohort Grouping</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> ES: Students will only eat lunch with their grade level <input type="checkbox"/> Jr/Sr: Students will only eat lunch with their grade level <input type="checkbox"/> Jr/Sr: 9-12 will have off-campus available to them	

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Hybrid Instruction</b>	<input type="checkbox"/> Hybrid instruction will only occur, as needed in either Phase 3 or Phase 4.			
<b>Campus/Modality</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Hybrid instruction <input type="checkbox"/> Will follow OSPI, DOH, and L&I guidance	
<b>Schedule</b>	<input type="checkbox"/> Online Learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> ES: TBD <input type="checkbox"/> Jr/Sr: A/B schedule for Monday, Tuesday, Thursday, and Friday <input type="checkbox"/> Jr/Sr: Online on Wednesday	
<b>Screening</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Students will be screened prior to boarding of bus <input type="checkbox"/> Walking, driving, or drop-off students will go through screening station at their respective campus <input type="checkbox"/> Will follow <a href="#">DOH protocol</a> <input type="checkbox"/> Students/families may use attestation tool	
<b>Hand Hygiene</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Every room has hand sanitizer dispensers installed <input type="checkbox"/> Every exit door has hand sanitizer dispensers installed <input type="checkbox"/> Students, staff, and visitors will wash their hands upon entry to the building and each classroom	
<b>Cleaning</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> K-3: Tables and chairs will be disinfected prior to lunch departure each day <input type="checkbox"/> 4-6: Tables and chairs will be disinfected between class rotations and prior to lunch each day <input type="checkbox"/> Jr/Sr: Tables and chairs will be disinfected at the end of each period each day <input type="checkbox"/> District: Materials that are commonly shared among students will be disinfected before other students may use them and prior to storage <input type="checkbox"/> Staff: Teachers will disinfect high-touch areas on the exit of the classroom each day	
<b>Physical Distancing</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Assigned seats are 6' from all other assigned seats	

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Face Covering</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Masks are to be worn at all times <input type="checkbox"/> Face shields are made available for students who have or exhibit needs for them, including all primary grades when requested	
<b>Cohort Grouping</b>	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> Online learning only (See Below)	<input type="checkbox"/> ES: Students will only eat lunch with their grade level <input type="checkbox"/> Jr/Sr: Students will only eat lunch with their grade level <input type="checkbox"/> Jr/Sr: 9-12 will have off-campus available to them	

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Online Instruction</b>	<input type="checkbox"/> The online instruction will be utilized for Phase 1 and Phase 2. <input type="checkbox"/> Online instruction will also be utilized during times when the District must move to online instruction, which could occur during Phase 3 or Phase 4.			
<b>Schools</b>	<i>Elementary School (All Phases)</i>		<i>Jr/Sr High School (All Phases)</i>	
<b>Daily Schedule</b>	<input type="checkbox"/> Daily Check-in at 8:00 AM or 8:15 AM; Based on grade-level <input type="checkbox"/> 3 times daily for online learning, 30-45 minutes in length; Based on grade-level <input type="checkbox"/> 3 times daily for independent work or learning engagement; Based on grade level <input type="checkbox"/> 2-3 times daily set aside for meetings with families <input type="checkbox"/> Time set aside daily for one-on-one conferences with students <input type="checkbox"/> 2 times daily for recess time at home for students <input type="checkbox"/> 1 time daily for specialists, ie. PE, Music, Library		<input type="checkbox"/> Period 1 - 7:50 AM to 8:20 AM <input type="checkbox"/> Period 2 - 8:35 AM to 9:05 AM <input type="checkbox"/> Period 3 - 9:20 AM to 9:50 AM <input type="checkbox"/> Period 4 - 10:05 AM to 10:35 AM <input type="checkbox"/> Period 5 - 10:50 AM to 11:20 AM <input type="checkbox"/> Period 6 - 11:50 AM to 12:20 PM <input type="checkbox"/> Period 7 - 12:35 PM to 1:05 PM <input type="checkbox"/> Period 8 - 1:20 PM to 1:50 PM <input type="checkbox"/> 1:50 PM to 3:05 PM is reserved for small group online meetings, staff meetings, and other needs as they arise.	
<b>Student Work Time</b>	<input type="checkbox"/> Students at the elementary will be expected to complete work outside of their online class times. <input type="checkbox"/> The amount of time will be age-appropriate and communicated to both students and families during the beginning of online learning.		<input type="checkbox"/> The schedule above has students in online meetings for 30-minutes each day per period. <input type="checkbox"/> Students are expected to have about 30-minutes of additional time, independent work, outside of class for each class period.	
<b>Attendance</b>	<input type="checkbox"/> Staff will take attendance daily, counting students in attendance when they login and participate in the four core content sessions. <input type="checkbox"/> Students who miss logging in will be counted as absent for a full or half-day. <input type="checkbox"/> Teachers will communicate the expectation at the beginning of online learning.		<input type="checkbox"/> Attendance will be taken by teachers daily for each period using the Skyward system. <input type="checkbox"/> Students are considered present when they login on time to their period and participate in the online learning.	



	Phase 1	Phase 2	Phase 3	Phase 4
<b>Assignments/Grading</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The expectation is that every class has at minimum, 2-3 grades entered into the grade book each week.</li> <li><input type="checkbox"/> Grades should include life skills, but not only life skills.</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> The expectation is that every class has at minimum, 2-3 grades entered into the grade book each week.</li> <li><input type="checkbox"/> Grades should include life skills, but not only life skills.</li> <li><input type="checkbox"/> All courses, all assignments, will use the building-wide rubric.</li> </ul>	
<b>Grades</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Grades will use our traditional grades for elementary school of 1 through 4.</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Grades will use our traditional grades for secondary schools of A through F and I.</li> </ul>	
<b>Canvas (LMS)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and courses will use Canvas as their Learning Management System.</li> <li><input type="checkbox"/> This is a District-wide directive.</li> <li><input type="checkbox"/> Students will be engaging their work through Canvas, as grade-appropriate.</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and courses will use Canvas as their Learning Management System.</li> <li><input type="checkbox"/> This is a District-wide directive.</li> <li><input type="checkbox"/> Students will be engaging their work through Canvas.</li> </ul>	
<b>Parent/Home Contact</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> During online learning there will be an increased focus on parent/home contact. Below is the building's current plan for parent/home contact: <ul style="list-style-type: none"> <li><input type="checkbox"/> For all students: <ul style="list-style-type: none"> <li><input type="checkbox"/> The building will send out a mid-quarter progress report to all families.</li> </ul> </li> <li><input type="checkbox"/> Students who are periodic with their attendance: <ul style="list-style-type: none"> <li><input type="checkbox"/> First: Parents will be emailed with teacher concern about attendance.</li> <li><input type="checkbox"/> Second: With no improvement, parents will be contacted via phone by teacher.</li> <li><input type="checkbox"/> Third: With no improvement, the matter will be handed over to building administration.</li> </ul> </li> <li><input type="checkbox"/> Students who are often absent from online learning: <ul style="list-style-type: none"> <li><input type="checkbox"/> First: Teachers will call home and send a letter home via mail; and,</li> <li><input type="checkbox"/> The matter will be handed over to building administration.</li> </ul> </li> </ul> </li> </ul>			

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Athletics</b>	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Must follow all group size restrictions for this phase, both inside and outside of the building <input type="checkbox"/> Must follow PPE restrictions for this phase <input type="checkbox"/> All athletic activities must be scheduled through the Athletic Director to ensure group size is maintained <input type="checkbox"/> Must follow student transportation restrictions for this phase <input type="checkbox"/> Must sanitize all high touch areas while exiting the building <input type="checkbox"/> Must sanitize all equipment according to the personal workspace restrictions of this phase <input type="checkbox"/> All objects (ie. equipment, gear, balls, etc.) to be sanitized often prior to changes in groups or individual use	<input type="checkbox"/> Must follow all group size restrictions for this phase, both inside and outside of the building <input type="checkbox"/> Must follow PPE restrictions for this phase <input type="checkbox"/> All athletic activities must be scheduled through the Athletic Director to ensure group size is maintained <input type="checkbox"/> Must follow student transportation restrictions for this phase

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