

**Seeley Lake Elementary School District  
Safe Return to School and Continuity of Services Plan**

Date of Original Adoption: August 20, 2020

Date Plan was Last Revised: May 5, 2021

Next Regularly Scheduled Month for Consideration (At least quarterly): June 21, 2021

Dates Reviewed:

**March 2020 - June 2021**

1. The Seeley Lake Elementary School District was ordered to close to in person instruction on March 15, 2020, under an executive order issued by then-Governor Bullock. Districts were provided a two week period of time during which they could remain fully closed to instruction of any kind while developing a plan for remote instruction required by the Governor. Although our district was authorized to remain closed, we quickly mobilized and began remote instruction during the timeframe when we were authorized to remain closed. Thereafter, our district continued pursuant to a reopening plan approved by the Governor beginning March 30, 2020.
2. On April 22, 2020, then-Governor Bullock lifted his Stay at Home Order, and Announced a Plan to Begin Phased Reopening of Montana. As part of that plan, effective May 7, 2020, all schools were provided the option to return to in-classroom teaching at the discretion of local school boards. Our school district finished the 2019-2020 school year through remote instruction. During the 2020-21 school year, our means of operation utilized a hybrid approach. Families were given the option to attend classes in person or asynchronous remote learning. In person and remote students participated in the same learning activities.
3. Our district developed a plan for reopening to in person instruction, with contingencies, and we implemented that plan for the 2020-21 school year. The reopening plan, details regarding which are provided below, included adoption of various guidelines provided by Montana OPI, Missoula County Health department and guidance from the Governor's Office. This plan was developed with special considerations to CDC guidance regarding mitigation strategies to limit exposure to and transmission of COVID-19 in school settings.
4. Our district is finishing the 2020-21 school year strong, having provided high quality learning opportunities to the students in our community in safe and effective learning environments.
5. We embraced a fundamental principle of providing extensive transparency to our community throughout the above timeframe. We publicly noticed, held meetings regarding, and provided extensive opportunities for our community to provide us

with feedback regarding the School District's plans and we carefully considered such feedback in developing and refining the School District's plans throughout the last 14-15 months.

## **Safe Return to Schools and Continuity of Services Plan Contents:**

### **March 2020-June 2021**

#### **Part I: Documentation of Meaningful Consultation in Developing and Refining the School District's plan from March 2020 Through June 2021:**

We noticed, held, and invited public comment on our evolving plans for a safe return to school and continuity of services on the following dates since March 2020:

1. March 16, 2020
2. April 20, 2020
3. May 18, 2020
4. June 15, 2020
5. July 20, 2020
6. August 20, 2020
7. May 5, 2021

Our invitation for public input included a general opportunity for the public to provide input and was provided to everyone interested, including:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and stakeholders representing the interests of children with disabilities, children experiencing homelessness, children in foster care, children who are incarcerated, and other underserved students.

#### **Part II: Contents of The School District's plan for Safe Return to In-Person Instruction and Continuity of Services:**

1. A description of how the district will maintain the health and safety of students, educators, and other staff:

Following the lifting of the Stay-at-Home Order and subsequent reopening of the state on April 22, 2020, Seeley Lake Elementary School District utilized the Montana Public Education Center *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies*. Utilizing these resources supported our district's continued service to students with transparency and accountability while ensuring the operations of the school district reflected the circumstances in our community.

The reopening plan ensured our Board of Trustees and school leaders honored the following priorities: quality instruction to students; a healthy and safe setting for

students, staff, and the community; needed support of teachers and staff; and responsible financial and operational procedures. The policies provided an actionable plan for completing the 2020-2021 school fiscal year in a manner that met these priorities and secured district funding while providing an operational platform for considering long term innovations in the delivery of education services.

Seeley Lake Elementary School District implemented reopening plan options that facilitated collaboration between the Board of Trustees, administrative team, employees, parents, students, health officials, and community as we established protocols aligned with CDC guidance addressing how instruction was to be delivered to students; how gatherings and events would take place on school property; how the health and safety of staff and students would be protected and preserved while schools were open; and how financial and operational functions of the school district would continue during the period of public health emergency.

Seeley Lake Elementary School District reviewed, considered, and addressed numerous areas of operation in our reopening process. On the topic of school district policy and procedures, the district considered emergency policies and procedures, adoption and amendment of policies, suspension of policies, and administrative procedures. To support students' academic, mental, social and emotional success, the district considered alternative grading, counseling, extended school year, student instruction proficiency determinations and declarations, support for particularly vulnerable students, transportation services, access to internet for students, food preparation and service, summer school and additional student instruction resources. To ensure the health and safety of students, teachers, and staff, the district considered cleaning and disinfection, community use of facilities, county board of health orders, diagnosis and confidentiality, hand washing and related hygiene protocols, telework, school closure orders, stay at home orders, symptom monitoring and isolation, travel quarantines, visitors, volunteers, vulnerable individuals, masks and personal protective equipment, and physical distancing.

Following the *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* ensured Seeley Lake Elementary School District has remained in compliance with guidance and best practices provided by federal, state, or local health officials. Our school district has continued to adapt and adjust our reopening plan as new and updated guidance and best practices have become available.

Further, the reopening plan provides options for consideration through input from our board of trustees, administrative team, employees, parents, students, health officials, and community as collaborative partners as we have worked our way through ever evolving changes due to the pandemic. By considering all possible perspectives and factors when making the decisions to adopt or adjust a policy, or to implement a policy, we focused on the health and safety of our students, staff, and community for delivery of learning and services to our students. The policies have enabled us to adjust our

procedures and practices during different phases in compliance with guidance and best practices provided by federal, state, and local agencies.

Seeley Lake Elementary School District will continue to follow the policies noted below while engaging in a quarterly reevaluation process to continue to ensure the health, safety and wellbeing of our students, teachers, staff, and community through 2024.

2. The extent to which the district has adopted reopening plans, and a description of any such plans, on each of the following safety recommendations established by the CDC:

<b>Topic</b>	<b>Description of protocols</b> (All referenced protocols can be found at the end of this document.)
<p>Universal and correct wearing of masks.</p>	<p>The School District has adopted the protocols outlined in our reopening plan during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.</p> <p>We will enforce all State of Montana and Missoula City County Health Department directives. When masks are mandatory, we will schedule recess/mask breaks for all K-8 Students. In absences of state or county directives, the following guidelines will be used.</p> <ul style="list-style-type: none"> <li>- Wearing face coverings in the classroom is optional for both students and staff members. When inside school facilities, all adults will be required to wear face masks, except for staff members while working in their own work areas (i.e.- classrooms, offices, or kitchen.</li> <li>- Times when masks will need to be worn by students would be limited to situations in the classroom where groups of students who are unable to reasonably social distance.</li> <li>- Masks may be required on the bus, in the hallways and other scenarios.</li> </ul> <p>Notes: 4 year olds in transitional Kindergarten will follow Governor’s mask directives In the event that a mandate only applies to half of a class, the mandate will be implemented for that entire class. Example: 12 and older are required to wear a mask. 6th grade is mixed with 11 and 12 year olds. The mask mandate would apply to ALL students in 6th grade.</p>
<p>Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).</p>	<p>The School District has adopted the protocols outlined in our reopening plan during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The protocols establish regulations regarding physical distancing by requiring the following;</p> <ul style="list-style-type: none"> <li>- Physical Distancing of students and staff will occur to the degree necessary for the activity, event and location. In most classrooms 3-6 feet is achievable and will be observed. The wearing of masks will be required</li> </ul>

	<p>in some settings, especially where optimal physical distancing cannot occur (i.e.: on school buses, in hallways, at arrival and dismissal). Hallways will be marked for directional traffic flow and some offices will have transparent barriers for student and staff protection</p> <ul style="list-style-type: none"> <li>- Students will remain in their classroom with specials either coming into the room or moving the students to a different area that has been sanitized. The schedule is designed to limit large gatherings or multiple groups from utilizing indoor portions of the facility (i.e.: Library, Gym, Cafeteria).</li> <li>-</li> </ul>
Handwashing and respiratory etiquette.	The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The reopening plan establishes regulations regarding healthy hand hygiene behavior and symptoms of illness.
Cleaning and maintaining healthy facilities, including improving ventilation.	The School District has adopted the protocols outlined in our reopening plan during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, cleaning and disinfecting, temperature screening, vulnerable individuals, food preparation and meal service, and transportation services.
Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.	<p>The School District has adopted the protocols outlined in our reopening plan during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The plan establishes regulations regarding symptoms of illness, temperature screening, public awareness, and confidentiality.</p> <p><b>3417:</b> In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.</p>
Diagnostic and screening testing.	The School District has adopted the protocols outlined in our reopening plan during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property.

	<p>The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The protocols establish regulations regarding physical distancing by requiring the following;</p> <ul style="list-style-type: none"> <li>- School District personnel are personally responsible on a daily basis to monitor their own health and potential COVID-19 exposure. If staff members are symptomatic or if they have been in close contact with a COVID positive individual, they must report that information to their supervisor and stay home until they have been cleared to return to work by a health official.</li> <li>- Students and parents will be asked to monitor for COVID-19 symptoms and potential exposure. If a student exhibits symptoms or has been exposed, then they must stay home from school. They may not return to school until they have been cleared to return to school by a health care official or become symptom free. If a student exhibits symptoms at or has been exposed, then they must stay home from school. They may not return to school until they have been cleared to return to school by a health care official or become symptom free. If a student exhibits symptoms at school, they will be isolated until a parent can be notified to pick the student up.</li> <li>- To support physical distancing efforts, the use of multiple points for entry and exit, without jeopardizing school safety, will be encouraged. Upon arriving at school, students will be directed to their designated area and/or point of entry as identified by building administration. At the conclusion of the school day, student dismissal may be staggered with multiple points of exits as feasible. Students will be asked to leave the school building and grounds to limit congregating. To assist the school district, it is imperative that families transporting their child make arrangements to limit congregation.</li> </ul>
<p>Efforts to provide vaccinations to school communities</p>	<p>Please note that House Bill 702 passed the 2021 Legislature and was signed into law effective May 14, 2021. New Section 1 of that law provides that it is an unlawful discriminatory practice for a governmental entity to refuse, withhold from, or deny to a person any local or state services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status. The law also provides it is unlawful for an employer to refuse employment to a person, to bar a person from employment, or to discriminate against a person in compensation or in a term, condition, or privilege of employment based on the person's vaccination status. Finally, House Bill 702 provides it is unlawful for a public accommodation to exclude, limit, segregate, refuse to serve, or otherwise discriminate against a person based on the person's vaccination status.</p> <p><b>3413:</b> Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.</p>
<p>Appropriate accommodations for children with disabilities with respect to health and safety policies.</p>	<p>The Board of Trustees authorizes the supervising teacher or district administrator to provide reopening plans to families requesting to opt-out of onsite instruction at the school facility for the duration of the declared public health emergency. Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District. Students of families opting out of onsite delivery shall be treated the same as students instructed at the school facility for purposes of grading, discipline, and other educational rights.</p>

	<p><b>2162:</b> It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards.</p> <p><b>2162P:</b> If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set in the policy.</p>
<p>Coordination with State and local health officials.</p>	<p>In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the board has organized its reopening plan School District The reopening plan is intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department or the Board of Trustees.</p> <p><b>3417:</b> The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.</p>
<p>How the district will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.</p>	<p>The School District has adopted the protocols outlined in this reopening plan to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but not limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy. The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.</p> <p>The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year affected by a public health emergency. The Board of Trustees authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year affected by a public health emergency. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes.</p>

	<p>Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting. The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of a school year affected by a public health emergency. The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect. This policy in no way limits or adjusts the School District's obligations to homeless students or students in foster care. Applicable District policies serving these students, or this population of students remain in full effect.</p> <p><b>2050:</b> The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy</p>
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**June 2021**

**Part III – Updated Compliance for the District’s Previously Adopted Plan for the Safe Return to In-person Instruction and Continuity of Services:**

Section 2001(i)(3) of the ARP Act states that a school district that developed a plan for the safe return to in-person instruction and continuity of services prior to the date of enactment of the ARP Act will be deemed to have met the requirement to develop a plan under section 2001(i)(1) as long as the plan meets the statutory requirements (*i.e.*, is publicly available on the LEA's website and was developed after the LEA sought and took into account public comment).

The School District’s plan meets the requirements of Section 2001(i)(1) and (i)(2) of the ARP Act. The School District’s plan is available on our website and, as noted above, was developed through a process that included extensive public comment. Further, we have, as part of the organization of the School District’s plan for purposes of the ARP Act, revised the School District’s plan at a meeting held on June 21, 2021 that included not just a notice of opportunity for public input but which specifically invited meaningful consultation with and input from:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, and other underserved students.

We have considered the input of all affected parties and have carefully deliberated regarding the best possible means by which our district can provide safe effective learning environments for each of our students.

**June 2021 - September 30, 2024**

**Part IV – Schedule for Future Review and Updates:**

Consideration of this Safe Return to Schools and Continuity of Services Plan shall be added as a standing agenda item on each regular and special meeting of the board of trustees throughout the 2021-24 school years. The agenda item shall, at a minimum, include notice of any changes to the plan recommended by the administration with an invitation for input, notice of opportunity for public input, and consultation with:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, and other underserved students.

**Appendix – Attach and/or provide a website URL for the school district’s adopted reopening plan in their entirety.**

**[MT-PEC](#) *A Roadmap for Safely Reopening Montana’s Public Schools Using Emergency School District Policies.***

## **SLE Reopening Plan 2020-2021: What You Can Expect**

As we put together our plan for reopening school, our guiding principles are:

1. Our plan will be responsive to the physical and mental health and wellness of our students and staff.
2. Our plan will be based on the COVID-19 outbreak conditions in Missoula and surrounding counties.
3. Our plan will adhere to the guidelines and directives of the Governor, the Missoula City County Health Department, the Montana Office of Public Instruction, and the Centers for Disease Control.
4. Our plan relies on flexibility, adaptation, and collaboration from students, families, staff, and the greater SLE community.
5. The changing nature of the COVID-19 virus will mean that our plan will change and adapt to new guidance.

### **Overview of Phasing Model for Return to School, Fall 2020**

Based on available data from the Missoula City-County Health Department, we will monitor the spread of COVID-19 in our community using data specific to Missoula County:

[Missoula City-County Health Department Epidemiology data](#), [University of Montana Center for Population Health Research COVID-19 Data website](#), and [COVID19ActNow.org](#)

# SLE Phased Reopening Outline

Phase	Safety and Health Protocols*	On-site and Remote Learning
<b>Phase 0</b>	<ul style="list-style-type: none"> <li>• All school facilities are closed to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Full time remote learning</li> </ul>
<b>Phase 1</b>	<ul style="list-style-type: none"> <li>• Health screening for students done at home.</li> <li>• Temperature checks at school</li> <li>• Handwashing and steps to limit germ transmission are taught and practiced throughout the day.</li> <li>• Student groups will be kept together in static groups (AKA Cohort Groups) for contact tracing and limiting germ transmission</li> <li>• Frequent sanitizing of surfaces and bathrooms</li> <li>• Face coverings required for grades K-8. This requirement will be adjusted with further guidance from Missoula County Health Department and Governor Bullock's directives.</li> <li>• No public visitors to schools</li> </ul>	<ul style="list-style-type: none"> <li>• Blended Model of on-site and remote learning</li> <li>• Learning will occur two days per week on-site, with the remaining three days per week occurring remotely</li> <li>• Classes will be divided into two groups alphabetically</li> <li>• Families could choose 100% remote learning</li> <li>• All school facilities closed to public rental</li> </ul>
<b>Phase 2</b>	<ul style="list-style-type: none"> <li>• Health screening for students, done at home.</li> <li>• Temperature checks at school</li> <li>• Handwashing and steps to limit germ transmission are taught and practiced throughout the day.</li> <li>• Student groups will be kept together in static groups (AKA cohort groups) for contact tracing and limiting transmission</li> <li>• Frequent sanitizing of surfaces and bathrooms</li> <li>• Face coverings required for grades K-8. This requirement will be adjusted with further guidance from Missoula County Health Department and Governor Bullock's directives.</li> <li>• No public visitors to schools</li> </ul>	<ul style="list-style-type: none"> <li>• On-site learning will return to every day for all students</li> <li>• Near to full capacity in schools with modified operations and school activities (modified lunch or recess to limit large grouping)</li> <li>• Modified school schedule to allow for static groupings of students and limit mixing of students during the day.</li> <li>• Families could choose 100% remote learning</li> <li>• Limits or restrictions on extra-curricular activities in order to minimize mixing of groups</li> <li>• All school facilities closed to public rental in the evenings</li> </ul>
<b>Phase 3</b>	<ul style="list-style-type: none"> <li>• Handwashing and steps to limit germ transmission are taught and practiced throughout the day</li> <li>• Frequent sanitizing of surfaces and bathrooms</li> <li>• Visitors will be allowed</li> </ul>	<ul style="list-style-type: none"> <li>• On-site learning will return to every day for all students</li> <li>• Students will rotate through schedules and routines as normal</li> <li>• No restrictions on extra-curricular activities</li> <li>• School facilities available for public rental</li> </ul>

**\*\*Remote Learning:** Regular classroom teacher is providing lessons and assessment through a virtual format or a blended learning format.

**100% Online Option:** 100% virtual format, not blended. Available for any student at SLE in Phase 0, 1, or 2. Lessons and content provided through a virtual classroom. Students enrolled in the 100% online option will be required to remain in the 100% online option until midterm or the end of a quarter.

<b>What the School Day Looks Like</b>	
<b>Grouping and Scheduling</b>	
<b>Phase 0</b>	Distance Learning will be implemented
<b>Phase 1</b>	A hybrid Model will be used. Students will be assigned into Black/Gold group. Grouping will align with SSHS to make it more convenient for families. Black Group will be in classroom Monday/Wednesday Gold will be in classroom Tuesday/Thursday Friday will be used to catch students up.
<b>Phase 2</b>	Students will remain in their classroom with specials either coming into the room or moving the students to a different area that has been sanitized. The schedule is designed to limit large gatherings or multiple groups from utilizing indoor portions of the facility (i.e.: Library, Gym, Cafeteria).
<b>Phase 3</b>	Students will begin moving as per pre-COVID-19 conditions (increased handwashing and large group activities will be limited)
<b>Educational Delivery Modes</b> <i>100% Remote will be offered in Phases 0-2</i>	
<b>Phase 0</b>	Structured Schedule will be followed for remote learning
<b>Phase 1</b>	A hybrid Model will be used. Students will be assigned into Black/Gold Group. Grouping will align with SSHS to make it more convenient for families.
<b>Phase 2</b>	Students in person. Social distancing and precautionary measure will be in place
<b>Face Coverings</b>	
We will enforce all State of Montana and Missoula City County Health Department directives. When masks are mandatory, we will schedule recess/mask breaks for all K-8 Students. In absences of state or county directives, the following guidelines will be used.	

<p><b>Phases 0, 1, 2</b></p>	<ul style="list-style-type: none"> <li>- Wearing face coverings in the classroom is optional for both students and staff members. When inside school facilities, all adults will be required to wear face masks, except for staff members while working in their own work areas (i.e.- classrooms, offices, or kitchen.</li> <li>- Times when masks will need to be worn by students would be limited to situations in the classroom where groups of students who are unable to reasonably social distance.</li> <li>- Masks may be required on the bus, in the hallways and other scenarios.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- 4 year olds in transitional Kindergarten will follow Governor’s mask directives</li> <li>- In the event that a mandate only applies to half of a class, the mandate will be implemented for that entire class. Example: 12 and older are required to wear a mask. 6th grade is mixed with 11 and 12 year olds. The mask mandate would apply to ALL students in 6th grade.</li> </ul>
<p>Social Distancing</p>	
<p><b>Phases 0, 1, 2</b></p>	<p>Physical Distancing of students and staff will occur to the degree necessary for the activity, event and location. In most classrooms 3-6 feet is achievable and will be observed. The wearing of masks will be required in some settings, especially where optimal physical distancing cannot occur (i.e.: on school buses, in hallways, at arrival and dismissal). Hallways will be marked for directional traffic flow and some offices will have transparent barriers for student and staff protection</p>
<p>Health Screening</p>	
<p><b>Phases 0, 1, 2</b></p>	<p>School District personnel are personally responsible on a daily basis to monitor their own health and potential COVID-19 exposure. If staff members are symptomatic or if they have been in close contact with a COVID positive individual, they must report that information to their supervisor and stay home until they have been cleared to return to work by a health official.</p> <p>Students and parents will be asked to monitor for COVID-19 symptoms and potential exposure. If a student exhibits symptoms or has been exposed, then they must stay home from school. They may not return to school until they have been cleared to return to school by a health care official or become symptom free. If a student exhibits symptoms at or has been exposed, then they must stay home from school. They may not return to school until they have been cleared to return to school by a health care official or become symptom free. If a student exhibits symptoms at school, they will be isolated until a parent can be notified to pick the student up.</p>
<p>Busing</p>	

<b>Phases 1, 2</b>	<p>Parents are encouraged to transport students whenever it is feasible to do so.</p> <p><b>On the Bus:</b></p> <ul style="list-style-type: none"> <li>- Students will be assigned seats with no more than one student per seat (exception: Family groups of students will be assigned to sit together).</li> <li>- Masks will be worn by students on school buses.</li> <li>- Windows will be open to provide ventilation when feasible.</li> <li>- Students will use hand sanitizer as they enter the bus</li> <li>- Sanitation of seats and handrails will occur between routes whenever possible</li> </ul>
<b>Hallways / Lockers</b>	
<b>Phases 1, 2</b>	<p>Hallway traffic will be one way if possible otherwise clearly defined and marked flow directions will be posted. Routines and procedural expectations will be taught within content classes to accommodate physical distancing and safe practice</p>
<b>Playgrounds</b>	
<b>Phases 1, 2</b>	<p>Recess schedules will be established to keep cohort groups of students together on the playgrounds. Sanitation of playground equipment will occur on a scheduled basis.</p>
<b>Visitors &amp; Adult Protocols</b>	
<b>Phases 0, 1, 2</b>	<p>In order to protect our medically fragile and immunocompromised students and staff members, for the most part, schools will only be open to students and staff. The Seeley Lake Elementary campus will allow limited access for pre-approved family members, visitors, vendors and volunteers. In order to enable contact tracing and enhance the health of the District, approved visitors will not be allowed access beyond the Main Office without a mask or cloth face covering</p>
<b>Meals / Cafeteria</b>	
<b>Phases 1, 2</b>	<p>Breakfast: will be picked up in the cafeteria and eaten in the students' classroom.</p> <p>Lunch: Lunch will be served to students in a single line allowing for physical distancing. Students will travel as a cohort to the cafeteria where they will form a line outside of the serving area. The supervising adult will control the flow of students entering the serving area to ensure physical distancing. There will be no self-service items. Meals will be placed on the counter for contactless pick up Students will either eat in the cafeteria seated to allow for physical distancing, return to the classroom, or other available areas to consume the meal, depending upon administrative directive.</p>

Organized Activities/Extracurricular	
<b>Phase 0</b>	Extracurriculars and organized activities will be cancelled
<b>Phase 1</b>	Extracurriculars and organized activities will likely be cancelled or adapted to phase guidelines
<b>Phase 2</b>	<p>Extracurriculars and organized activities will be offered. Traveling for sports will be determined by current status of COVID and the ability to find teams to play. If traveling is not possible, intramural sports will be offered.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Extracurriculars and sports are open to all students enrolled at SLE. This includes both students participating in in-person or remote learning options.</li> <li>- Temperature checks will happen at the start of each activity.</li> <li>- Fall sports will start practices as normal. Inter-team games/scrimmages are permitted at this time. Out of district play is set to start September 17. Out of district travel will be reassessed September 14th.</li> </ul>
Arrival/Dismissal/Student and Staff Movement	
<b>Phases 1, 2, 3</b>	To support physical distancing efforts, the use of multiple points for entry and exit, without jeopardizing school safety, will be encouraged. Upon arriving at school, students will be directed to their designated area and/or point of entry as identified by building administration. At the conclusion of the school day, student dismissal may be staggered with multiple points of exits as feasible. Students will be asked to leave the school building and grounds to limit congregating. To assist the school district, it is imperative that families transporting their child make arrangements to limit congregation.

## **What to expect from SLE and MCCHD when there is a confirmed COVID-19 case of a student or staff member.**

*Plan Developed by MCPS/MCCHD*

### **SLE response to COVID-19 in a staff member or a student**

We are working with our staff and the Missoula City County Health Department (MCCHD), and our students and families to create a safe environment for in-person learning. In order to allow our staff and our families to plan ahead, we want to share some basic information about our actions in the event we have a COVID-19 confirmed case or close contact within the district.

### **Definitions:**

#### **Close contact-**

- A close contact is defined as anyone who has been within 6 feet or less of someone for 15 minutes or more; minutes can be cumulative.
- A person is only determined to be a close contact, when they are in direct contact with a confirmed case.
- A secondary contact, a contact of a close contact, is not considered a close contact. In other words, a contact of a contact is not a close contact.
- *The MCCHD will determine and notify the close contacts, not the school.*

#### **Quarantine-**

- A requirement that separates and restricts movement of an individual exposed to Covid 19 to see if they become sick.
- May not come to school or activities during this time-14 days.
- The MCCHD will determine who will be required to quarantine.
- The MCCHD will determine the start and end date of the quarantine.
- School staff can ask for a verification to readmit the student or staff to school.

### **What will happen when there is a confirmed COVID-19 case in a staff member or a student while school is in session?**

- MCCHD will contact the individual staff member or student and start an investigation, also known as contract tracing.
- MCCHD will determine close contacts by talking with the confirmed positive case.
- MCCHD will contact the school to ask for seating charts and contact information for students or staff considered to be close contacts.
- MCCHD *will not* share personal information about the confirmed positive case as that information is protected by HIPAA.
- MCCHD will contact the close contacts and discuss the quarantine procedures. This is not the responsibility of the school.

### **Will we message the other students or staff in the school when we have a confirmed case?**

- Depending on the number of students or staff involved, there may be a need to send a general message to other families or staff in the class or in the school.
- Any messaging will protect the confidentiality of the confirmed case and those considered to be close contacts.

**What if Parents are concerned about the health of their own student, who may not be a close contact, but may be in the same class or school?**

- Parents who are concerned and wondering if their students are close contacts should be reminded that they would have been contacted by MCCHD if their student were considered a close contact.
- Parents who have COVID-19 related questions should contact the MCCHD help line: 258-INFO.
- Parents who have medical questions or concerns regarding their student should be encouraged to contact their medical provider.

**Will the school or classroom need to close when we have a confirmed case?**

- The school or classroom may not need to close.
- The decision for school or classroom closure will depend on the amount of spread within the school or classroom community. The decision will be made with advice and guidance from the MCCHD.
- The school will communicate with MCCHD to effectively contact trace. If it is determined that a closure would help with contact tracing, while reducing spread, then the school or class may close for a short period of time (2-7 days).
- The affected area(s)(classrooms) will be identified and temporarily closed off for cleaning.
- If it is determined that a large portion of a particular class is placed in quarantine, the decision may be to move to remote learning for that class.

**What if a staff member or student tests positive for COVID-19?**

- The staff member or student will be advised by the MCCHD to remain isolated at home until released by MCCHD.
- MCCHD will supply the staff or student with a letter verifying they have been released to return to school / work.
- These are the current criteria used by MCCHD for release from isolation:
  - At least 24 hours have passed since their fever returned to normal without the use of fever-reducing medications *AND*
  - Their respiratory symptoms (cough, shortness of breath, etc.) have improved, *AND*
  - At least 10 days have passed since symptoms first appeared.

**What if a student or staff member is determined by MCCHD to be a close contact to a confirmed COVID-19 case**

- The MCCHD will determine and notify the close contacts. Remember, a contact of a contact is not a close contact. Parents will be notified by MCCHD if their child is considered a close contact.
- The MCCHD will require that the staff member or student to quarantine at home until their 14-day quarantine period is complete.
- The MCCHD will define the start and end dates of the quarantine period. (Typically the 14-day quarantine starts when the individual was last exposed to the confirmed case.)
- School personnel may ask for written verification that the quarantine period has ended.
- While a close contact may be tested during the 14-day quarantine, a negative test will not shorten their length of quarantine.

**What if a staff member or student shows symptoms during the school day?**

- We will follow our typical school procedures for sick individuals
- A student who feels ill and/or displays symptoms of COVID-19 will be removed from the classroom and placed in an isolated room or area.
- The student's family will be notified immediately and informed to pick up the student and seek medical care.
- Staff members who feel ill during the school day will also be sent home by their supervisors, advised to seek medical care and not return to school until their symptoms are resolved.

**When can the student or staff member return to school?**

- If the student/staff is accepted for testing, they should not be in school while waiting for test results.
  - They may return to school if their COVID test result is negative *AND*
  - They are symptom-free for at least 24 hours without the use of fever-reducing medications.
  - *The exception would be if the child has been told to quarantine or isolate by MCCHD. See guidance for close contact.*
- If not accepted for testing, they must not be at school until symptom-free for at least 24 hours, with no help from symptom-reducing or relieving medicines.
- If the test was positive, we will follow guidance from MCCHD for a confirmed COVID case. MCCHD will release the student or staff member to return to school. See *guidance for a confirmed case.*

# Distance Learning Guidelines

**Teacher Preparation:** Because a stay at home order can occur without warning, the staff will participate in professional development to prepare. Professional Development will focus on updating the school website, recording and uploading videos to a private YouTube channel, Google Classroom Suite, Class Dojo tools, and Zoom. Instruction will be individualized based on teachers' strengths and weaknesses.

**Student Preparation:** Students in all grades will receive instruction on use of Chromebooks starting from the first day of school. Instruction and expectations will be targeted to the student's developmental level but will include the following skills as appropriate--please note this is not a comprehensive list: Keyboarding, using Google Suite, viewing YouTube videos, entering a Zoom session, participating in a Google Meet, accessing assignments on Google Classroom, using flash drives, emailing attachments.

**Parent Preparation:** Parents will be provided the opportunity to attend a one hour orientation prior to the start of school. At this time, we will instruct parents on how to use Google Classroom and how to access information on the school website. Other training opportunities will be provided if there is sufficient interest.

## Learning Tools

Students will be issued a school Chromebook. They will use that Chromebook at school and it will be sent home in the event of a school closure. The district expects families to permit students to use the Chromebook to complete school assignments. Use of the Chromebook should be LIMITED to schoolwork. The district may at its discretion check student usage to ensure it is in compliance with the district's Acceptable Use of Technology Policy.

Students will also be sent home with textbooks and workbooks as appropriate, binders of work and flash drives to access materials for families without Internet access. Internet access may be available through the parking lot at the school.

## Expectations for Students and Families

Students are expected to complete all assignments provided by their teachers in a timely fashion. The district recognizes the challenges of at home learning for children and families and is committed to working closely with families to mitigate barriers to successful at home learning and meeting the unique needs of each family. We recognize that at home learning is not the ideal and that factors such as work schedules, lack of child care, and other stressors can make it difficult to keep up with at home schooling. However, in order for students to grow academically, consistency is required. The district will work with families in these extenuating circumstances but also expects families to work with the district. Frequent, two way communication will help prevent misunderstandings and ensure that accommodations can be made on an as needed basis.

## Attendance

Attendance will be taken daily. The district is working to create a Generic background for students to use on Google Meets/Zoom. Students are required to keep their camera on during all live classes. Students are asked to be sitting at a desk or table. All school rules and guidelines will be enforced. This includes dress code and behavior expectations.

### **Grading**

Students will receive grades in ELA, Math, Social Studies and Science. Other subjects (PE, Music, Guidance, and Electives) may be assigned depending on grade level/teacher and may or not be graded using the district's standard report card.

Failure to complete work assigned may result in a determination that the student will be retained or otherwise not earn credit. Promotion to the next grade is at the discretion of the Superintendent in collaboration with the classroom teacher. Parent input will be sought before making a recommendation to retain a student.

# Safe Practices for Staff, Students and Families

To reduce communicable disease risk, it is imperative that we follow safe infection control practices as identified by the CDC as well as state and local health officials in order to help keep ourselves, our students, our families, and our communities healthy. We should assume that there is potential for community spread of COVID-19 in our community and use every effort to reduce risk of contracting or spreading communicable illness of any kind.

## **BEFORE arriving to school: Parents, students, and staff should ask themselves the following questions:**

- Is my temperature 100.4 ° F or higher?**
- Has my temperature been 100.4 ° F or higher in the past 72 hours (3 days)?**
- Do I have any symptoms of illness?**
  - coughing, headache, sneezing, sore throat, runny nose, nausea, vomiting, diarrhea, dizziness, shortness of breath, chest or nasal congestion, earache, swollen glands.
- Have I been asked in the last 14 days to remain in quarantine for COVID-19 testing, diagnosis, or treatment?**

If you answer **YES to any of the above, please stay home** and seek healthcare provider guidance if symptoms worsen or you need treatment.

## **WHEN arriving onsite: Students and staff:**

### **STAFF PROCEDURES**

1. **Temperature checks** - Staff or School Nurse will check students' temperatures before/as they enter the building. Each person's temperature must be below 100.4 ° F or student will be sent home.
2. **Masks** (face coverings) - Face coverings required for grades K-8. This requirement will be adjusted with further guidance from Missoula County Health Department and Governor Bullock's directives. These may include homemade or purchased face coverings. Remind students not to touch face coverings.
3. **Remind students of social/physical distancing** - Maintain six feet of distance when at all possible. Consider using tape to visually represent six foot boundaries.
4. **Have students wash/sanitize hands and remind them of expectations**
  - **Hand Hygiene** - Wash hands with soap and water, or use hand sanitizer between tasks.
  - **Touching** - Avoid touching your eyes, nose, or mouth. (If you must touch your face, clean your hands before and after.)
  - **Gloves** - Remember that gloves are effective for one time use in order to avoid contact with potentially contaminated surfaces. It is better to wash and clean your hands before and after touching potentially contaminated surfaces than to wear gloves for an extended length of time. Clean hands before and after gloving.
  - **Cover your mouth/nose** - Use a tissue, the inside of your collar, or your elbow, and then trash the tissue, and wash your hands.
  - **Sanitize** - Always disinfect any area of use after its use.



**Family Onsite Instruction Opt-Out Form**

Seeley Lake Elementary is offering full time remote opportunities to students and families aren't comfortable with sending their child to school. Because of the staffing needs for remote learning, students and families are asked to make a commitment to this endeavor until midterm or the end of the quarter. A family who does not want their student to receive instruction and educational services onsite at the school may request to have instruction completed offsite and/or online by completing this form.

Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

I, \_\_\_\_\_, Parent or Guardian of, \_\_\_\_\_ a student enrolled at Seeley Lake Elementary School District, request my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

I understand my student is expected to complete all assigned work and return it to the teacher in order to receive credit toward a grade to be considered for promotion or credit and in accordance with Policy 1902, if applicable. I further understand that failure to complete work assigned may result in a determination that my student will be retained or otherwise not earn credit.

\_\_\_\_\_  
Parent \_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Email: \_\_\_\_\_

## **Seeley Lake Elementary School District COVID-19 Risk Disclosure**

Seeley Lake Elementary School District will be offering activities for K-8 Students in its facilities. These activities include sports, clubs, and afterschool activities. Participation in these activities is voluntary; students will not be penalized for not participating.

Seeley Lake Elementary School District and its personnel will be taking precautionary measures recommended by the Governor of Montana, the Missoula City County Health Department, the Montana High School Association, and our local Board of Trustees. These measures include but are not limited to precautionary measures, social distancing, and wearing of face masks. Despite these precautions, there are no assurances these measures will prevent the spread of COVID-19 or related illnesses that could result by participating in this activity or being present in any District facility. Moreover, while the school's personnel will be taking precautions to mitigate the risk of exposure to COVID-19 and related illnesses, neither Seeley Lake Elementary School District nor any of its personnel have any control over the outside activities of any students, parents, or staff members. Individuals may be engaged in other conduct or activities where precautions are limited or nonexistent or have not been followed. Individuals also recognize that they or others may be vulnerable individuals and are at a higher risk of exposure to COVID-19.

By participating in the activity offered by Seeley Lake Elementary School District, the parent and student understand and acknowledge that there are risks inherent in the activity that cannot be eliminated which include, but are not limited to: injury, illness, hospitalization, chronic health issues arising out of COVID-19, quarantines of an unknown duration to be determined by governing authorities and death.

The parent and student understand and acknowledge that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death.

Seeley Lake Elementary School District and its personnel will provide all students participating in any activity sponsored by the school with a list of the precautions and guidelines to follow. The parent and student acknowledge that they will review such precautions and guidelines and agree to comply with all guidance as well as District policies. The parent and student understand and acknowledge that the student has responsibilities as a participant in any summer activity to listen to any instructions, warnings, or risk assessments of the staff member, to ask for instruction or clarification whenever needed, and to follow instructions.

The student and parent hereby consent to the student participating in the activity in spite of, and with full knowledge of, risks which may be associated with that activity.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

