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Trout Creek School

Re-Opening Plan



August 11, 2020

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The Trout Creek Public Schools School Reopening Health and Safety Plan is based on local, State, and federal guidelines as of August 7, 2020. The procedures contained within this document may contain information different from past procedures and will remain in effect during the duration of the board declared emergency or modifications by board approval.

Phased Re-Opening Plan

State or Local Health Directives		Safety and Health Protocols	On-site and/or Remote Learning
Phase 0	Local or State Stay at home order	<ul style="list-style-type: none"> All school facilities are closed to the public. 	REMOTE SCHOOL MODEL <ul style="list-style-type: none"> Full time remote learning
Phase 1	Limited student access depending on restricted local or state operations Limits on group size at 10—15, without social distancing, as per local or state order.	<ul style="list-style-type: none"> Health screening and hand sanitization for students and staff conducted upon arrival at school. TBD Monitoring during the day. Symptomatic individuals isolated and sent home. Handwashing and steps to limit germ transmission are pro-actively taught and dedicated time throughout the day. Frequent sanitization of common areas surfaces and bathrooms. Face covering required for all students, faculty and staff; always while indoors and on buses. Required for outdoor activities when social/physical distancing is not possible. Face coverings available for staff and students upon request. Public visitors to schools limited to only essential school business (deliveries, contractors) Parent transport student to/from school for identified 1:1 checks for academic and/or social/emotional support. Food service 100% remote (Grab-n-Go or delivery) No bus transportation unless authorized by Board of Trustees. 	PRIMARY REMOTE/LIMITED ONSITE SCHOOL MODEL <ul style="list-style-type: none"> Primary delivery of instruction will be remote with the possibility and on a very limited and targeted basis, the ability for our Principal to work collaboratively with staff to determine if a student should be invited for a 1:1 check for academic and/or social/emotional support. Teachers, Principal and staff allowed limited, scheduled and approved onsite visitation and use of facility District may adopt an alternative schedule to accommodate smaller groups in the case of extended closure. In the event there is a confirmed case of COVID-19, either staff or student, there could be a short-term school closure as recommended by Sanders County Board of Health per approval of the Board of Trustees. During such closure, 100% remote learning is option. No extra-curricular activities. No field trips. No student or staff school-related travel. All school facilities closed to public use. Families may choose remote learning option.

<p>Phase 2</p>	<p>Modified local or State operations. Limits on group size at 50, without social distancing, as per local or State order</p>	<ul style="list-style-type: none"> • Health screening completed by parent before the child/ren leave the home each morning • Health screening and hand sanitization for students and staff conducted upon arrival at school. Monitoring during the day. • Symptomatic individuals isolated and sent home. • Handwashing and steps to limit germ transmission are pro-actively taught and dedicated time throughout the day. • Frequent sanitizing of any common areas, surfaces, and bathrooms. • Face coverings required for all staff and faculty; always while indoors, on buses and when unable to maintain 6' physical distance. • Face coverings are strongly recommended for students and required for all students while traveling on buses and when physical distancing is not possible. • Face coverings available to staff and students upon request. • Student groups will be kept together in static groups (aka cohort groups) for contact tracing and limiting transmission whenever possible. • Visitor access to buildings will be very limited and access will continue for essential school business (deliveries, contractors). Individuals strongly encouraged to use other modes of communication with school staff. • Modified bus schedule TBD with sanitization before/after every route. Assigned seating. Family members may be required to sit together. Frequent sanitization of high contact surfaces. Hand sanitizer available on all buses. • Parent transport student to/from school per parent choice. • Food service on site with for Grab-and-Go options for remote students. 	<p>MODIFIED TRADITIONAL SCHOOL MODEL</p> <ul style="list-style-type: none"> • Resume on-site learning as primary delivery of instruction with traditional or modified traditional schedules. • Families may request educational instruction through remote learning. • Modified school schedule, block schedule, and/or blended onsite/remote to allow for static groups of students and limit mixing of students. TBD • Modified operations and school activities (lunch, bus schedules, recess, etc.) TBD • In the event there is a confirmed case of COVID-19, either staff or student, there could be a short-term school closure as recommended by Sanders County Board of Health per approval of Board Trustees. • No or very limited extra-curricular activities in order to minimize mixing of groups. Any extracurricular activities that resume will be in compliance with limitations on crowd/group size, activity type, health protocols and MHSA regulations. TBD • No field trips or student-related travel. • No staff school-related travel without pre-authorization. Staff will be required to follow face covering and other District health and safety protocols while off site for school-related travel. If traveling by car, staff may only travel with no more than 2 others and all are required to wear face covering. • All school facilities closed to public use.
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Phase 3	<p>Return to normal local or state operations. There may be limits on group size</p>	<ul style="list-style-type: none"> • Health screening completed by parent before the child/ren leave the home each morning. • Hand sanitizing upon entry for students and staff conducted upon arrival at school. Health monitoring during the day. • Handwashing and steps to limit germs normal local transmission are pro-actively taught and dedicated time throughout the day • Frequent sanitizing of surfaces, buses and bathrooms. • Encourage social distancing. • Assess any large social gathering options. • Face coverings at discretion of individual • Visitors will be allowed. • Food service 100% on site. • Bus schedules return to normal route with hand sanitization upon entry and frequent sanitization of buses. 	<p>TRADITIONAL SCHOOL MODEL</p> <ul style="list-style-type: none"> • On-Site learning will return to every day for all students, with full schedule. • Students and staff will rotate through schedules and routines as normal. • Extra-curricular resume in compliance with limitations on crowd/group size, activity type, health protocols and MSHA regulations. • Remote learning options may be available to some based on personalized learning plan. • Accommodations will be extended to students and staff who are required to quarantine due to exposure or potential exposure • Restrictions on large social gatherings TBD. • All facilities open to public use with Board approval.
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It is the intention of the Trout Creek School District to open on August 26, 2020 in a face-to-face restrictive mode of operation for the 2020-2021 school year with remote learning options. To the greatest extent possible, students will be in static groups (aka cohort groups) to maximize physical distance and limit contact. TCS will not be holding large, unnecessary gatherings during the time of restriction. Lunch schedules and locations may be altered to minimize the number of students and staff in a collective area. Field trips and building access for guest speakers or similar gatherings will be suspended during the restrictive mode of operation. Visitor access to the buildings may be closed or limited and individuals will be strongly encouraged to use other modes of communication with school staff. Limited use of lockers will be encouraged. Until further notice, TCS will be operating in a “Restrictive Mode” of operation.

These are the Guiding Principles that inform decisions for our Re-Opening Plan:

- Safety and health of students, staff and families
- Social-emotional well-being of students and staff
- Equity
- Learning

We recognize the changing nature of the COVID-19 virus will mean that our plan will change and adapt to new guidance at any time during the year. We will continue to provide update to our plan for parents and families and appreciate your flexibility in advance.

Health and Safety

The safety of students, staff and families is paramount and one of the school district's guiding principles. In an effort to reduce the risk of disease transmission, Trout Creek School (TCS) needs a collective effort from each person in following all safety protocols. According to the Centers for Disease Control (CDC) and local health officials, the risk of spreading disease can be reduced by diligently by engaging in these fundamental actions:

- Maintaining physical distance
- Wearing an appropriate face covering
- Hand hygiene
- Avoiding crowds

Collaboration with Local and State Officials

TCS will develop and prioritize communication systems and ongoing collaboration with the county sanitarian, county health officials, local health care representatives, the Office of Public Instruction (OPI), Governor-directives and the county Board of Health regarding issues specific to COVID-19. The Principal, members of any ad hoc committee will prioritize attendance at any county-wide meetings and/or communications with regard to COVID-19 and share findings with the Principal and Board of Trustees in a timely fashion.

Communication systems will be developed with county health officials regarding potential COVID-19 exposure to school buildings, students or staff. *Currently under review TBD in consultation with County Sanitarian, County Health Department and Sanders County Board of Health.*

Communication

TCS will communicate with staff, faculty, and families regarding the status and components of the Health and Safety Plan throughout the duration of the school year. Due to the nature of the COVID-19 virus, we stress that our plan will require flexibility as modifications are made.

COVID-19 Symptoms

The CDC reports that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

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Face Coverings

Phase 1: Face coverings will be required of students and staff while in indoors, while outdoors, and when social distancing is not possible.

Phase 2: Face coverings will be required of **staff** while indoors, if traveling on a bus and when social distancing is not possible (even if outdoors).

Face coverings are **strongly recommended for students** while indoors and while outdoors when social distancing is not possible. Face coverings are **required for all students while traveling on buses**.

- **Phase 3:** Face coverings may be worn at discretion of individual staff or student.

Face coverings must be worn properly as specified above *unless the student or staff member has a medical contraindication for wearing a face covering verified by a medical provider (MD, DO, NP, PA only)*. Students choosing not to wear a face covering during Phase 1 will not be allowed in the building or on District buses as alternative education opportunities are available. Students choosing not to wear a face covering while on a bus during Phase 2 will not be allowed in the building or on District buses as alternative education opportunities are available. Should a student choose not to wear face coverings as indicated above, the teacher and/or Principal will discuss the situation with the student privately and encourage and/or assist student. If the student chooses to not wear a face covering following the discussion, s/he will be escorted to a private area and the parent/guardian will be contacted to pick up the student. A meeting between the Principal, parents/caregivers and student will be scheduled to discuss. This meeting is not guaranteed to happen at the time of student pick up and may need to be scheduled at a mutually agreed-upon time.

Students, staff, volunteers, and visitors may not be required to wear a mask when consuming food or drink, engaged in physical activity, communicating with someone who is hearing impaired, giving a speech to a gathering separated by distance, identifying themselves, or receiving medical attention.

Supervised mask breaks can occur throughout the day. Breaks should occur when students can be six feet apart and ideally outside or at least with the windows open and always under supervision of staff.

It is strongly encouraged that face coverings be provided by families or individuals to maximize comfort and fit. Cloth face coverings should be regularly laundered at home. Face coverings are available from the school upon request. When utilizing outdoor spaces, students and staff may remove face coverings provided physical distance can be maintained. Individuals who cannot wear a face covering due to a documented medical reason/s will be required to follow physical distancing and hand hygiene protocols to ensure the safety of others and themselves. *Currently under review TBD by the Board of Trustees.*

Faculty & Staff Training

The District will develop a schedule and conduct training regarding the implementation of the Health and Safety Plan prior to the beginning of the schoolyear. Trainings will occur on an as-needed basis throughout the year as health or safety concerns require. Trainings will be provided for staff and students on the proper use of PPE.

Appropriate training will be made available in advance to individuals who may be called upon to substitute for staff during a COVID-related absence from their position.

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General Screening Protocols

Staff and families of students are requested to complete a temperature and symptom screening prior to departing their home before school. ***If an individual is ill, feeling ill, diagnosed as ill, running a fever of 100.4 Fahrenheit, or otherwise demonstrating symptoms of illness the staff or student must NOT come to school or work.***

Staff: Once the staff arrives at school, they will complete a daily general screening questionnaire and take and record their temperature. The employee will enter the data to a secure electronic platform and the information will be handled in a manner consistent with the law. The staff member should be in contact with the county health department regarding exchange of information. This information is confidential.

- If a staff person develops symptoms during the day, they should see the School Nurse or other designee to be evaluated for symptoms. If it is determined there are no COVID-19 symptoms, they must follow the District's protocols for being excused due to illness. If COVID-19 symptoms are presented, they must go home. It is the responsibility of the employee to report symptoms or exposure to their supervising administrator within 24 hours. If it is determined by the employee's health care provider or the Health Department that the employee needs to complete a COVID-19 test, the employee cannot return to work until test results are confirm (negative or positive); this process can take 3 – 14 days per the State Lab's capabilities. If their test returns negative, they must stay home until they are asymptomatic for 24 hours. If their test returns positive, they must remain at home. Staff members will be provided access to leave in accordance with Policy #1911, or the applicable contract or MOU. *Currently under review TBD in consultation with Sanders County Health Department and in collaboration with local health officials*

Students: Once a student arrives at school, they will complete a temperature check by the School Nurse or designee. The results of this check may or may not be (electronically) recorded under the advisement of local health authorities. TBD

- Students with a fever (100.4 Fahrenheit) or otherwise exhibiting signs of illness will be isolated in a designated area until such time as parents/caregivers arrive at school to retrieve the child. Parents/caregivers will need to immediately report to the school to pick up children with identified symptoms.
- Parents should contact their healthcare provider to determine if a COVID-19 test is warranted.
- Trout Creek School will follow policy #3417 and #3431 regarding Communicable Diseases and Emergency Treatment.
- A child may return to school when they have been fever-free without medication for 72 hours.
- All surface areas will be thoroughly cleaned one the student has vacated the area using cleaning protocols.
- Parents of other children attending the school may be notified that their child has been exposed to a communicable disease or virus without identifying the particular student who has the disease or virus.

Students may engage in alternative delivery of education services during the illness period and make up work in accordance with Policy #1906. *Currently under review TBD in consultation with County Sanitarian, County Health Department and local health officials.*

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Hand Hygiene

Hand hygiene is a simple, effective, and critical means in preventing the spread of disease. ***Evidence supports hand washing for 20 seconds to be the most effective practice***; thus, it will be the highly encouraged method used in hand hygiene. When possible, creatively incorporate hand hygiene into lessons, and students and staff are expected to follow hand hygiene protocols following recess/lunch, and other times as appropriate. When hand washing with soap and water is unavailable, the CDC's *Consideration for Schools* (2020) recommends using hand sanitizer that contains at least 60% alcohol for students and staff who can safely use it. To supplement hand hygiene, all schools will be equipped with hand sanitizer stations throughout the buildings and if possible, in each classroom.

All students, staff and others present in any school building will engage in hand hygiene at the following times, which include by are not limited to:

- Arrival to facility and after breaks
- Before or after preparing eating or handling food or drinks
- Before or after administering medication or screening temperatures
- Before and after recess
- After coming into contact with bodily fluid
- After garbage handling
- After assisting students with handwashing
- After use of the restroom

Health and Safety Plan Committee

The Health and Safety Plan Committee (HSPC) will serve as an ad hoc committee for the District and will facilitate changes to the Health and Safety Plan; in coordination with the Board of Trustees. The HSPC will implement the protocols in coordination with state and local health officials in response to the dynamic nature of the virus. Orders from the Governor, recommendations from OPI and CDC in consultation with local health and sanitation officials will be integrated into all aspects of any changes to the Health and Safety Plan. The committee will consist of the Principal, a Trustee, a member of the teacher's union, a CARES funding representative and the School Nurse. A Health and Safety Coordinator will be appointed by the Principal to assess the implementation of daily operations and protocols according to the Health and Safety Plan. The Health and Safety Coordinator may also access confidential information in conjunction with the Principal and the health department that the committee may not have access to review.

Physical Distancing

To the greatest extent possible, students and staff will practice physical distancing in classrooms, hallways, and other areas in school buildings, through restrictions on congregations and expediting transitional times. The CDC's *Consideration for Schools* (2020) recommends school and classroom space be maximized to allow for six feet of physical spacing when feasible, with desks/tables facing the same direction when feasible.

- Students and staff will work to create environments where the maximum amount of social distancing can be achieved. The recommended six feet distance between individuals may not always be feasible. When no students are present, staff members will maintain appropriate physical distance from their co-workers as permitted by their duties and work setting to minimize contact and risk of exposure. In all situations, all staff are expected to self-monitor their own behavior to ensure safe and sanitary practices.
- Students will be kept together in static groups whenever possible with separate designated classroom, seating charts and assigned seating.

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- Classroom arrangement, restructuring of courses, passing times, transportation services, and food services will be organized to allow for six feet of physical spacing when feasible.
- Staggered times for arrival, dismissal, and meals will be scheduled.
- Recess will continue as scheduled in accordance with physical distancing guidance with a staggered schedule, maintaining one group at a time and cleaning in between groups. If this is not possible, playground equipment will be prohibited.
- Parents who drop off students are asked to remain in their vehicles, to the extent possible, when dropping off or picking up students. If leaving the car is necessary, wait outside the building and follow social distancing guidelines.

Preventative Measures

As a general background, COVID-19 spreads when people are in relatively close proximity, through respiratory droplets generated through coughing, sneezing, or talking to an infected person. Among the most effective preventative measure – when used consistently and in combination – are face coverings, physical distancing, handwashing and cleaning frequently touched surfaces.

The Centers for Disease Control and Prevention (CDC) advise maintaining six feet of distance between yourself and others to avoid the transmission of COVID-19. In situations where six (6) feet of distance cannot be consistently guaranteed, face coverings/masks should always be worn. Face coverings decrease the likelihood of disease transmission but will not keep you from needing to be quarantined if you are identified as a close contact to a person who has tested positive for COVID-19.

To be considered a close contact to a case, a person needs to have spent (at least) fifteen (15) minutes within six (6) feet of the person diagnosed with COVID-19 or has had multiple shorter contacts with that person. One identified as a close contact; you will need to quarantine for fourteen (14) days *by order of Sanders County Public Health*. Even if you get a negative test result during that 14 days, you need to remain in quarantine. Wearing additional personal protective equipment (i.e. gowns, face shields, gloves) during contact with a person who tests positive for COVID-19 does not mean that you do not need to quarantine.

Per the current CDC guidelines and as recommended by the Sanders County Public Health Department, if you have been around someone who was identified as a close contact to a person with COVID-19, you should closely monitor yourself for any symptoms of COVID-19. You do NOT need to self-quarantine. Below are two specific examples:

- Person A is COVID-19 positive. Person B was exposed for 15 minutes or more to Person A and was determined to be a close contact. Person B must quarantine for 14 days.
- Person B has no COVID-19 symptoms. Person B lives with Person C. Person C had no contact with Person A. Person C does not need to quarantine. *Currently under review TBD in consultation with County Health Department.*

Symptomatic Isolation

These protocols supplement, not replace any state or local health and safety laws and regulations with which schools must comply.

- Designated Isolation Room: In the interest of safety for all and in alignment with guidance from the Sanders County Health Department and the Montana Office of Public Instruction, individuals who present with possible symptoms of COVID-19 while at school will be moved to the school designated health room for isolation, to help prevent exposure. Whenever possible, symptomatic students will be cared for by the School Nurse and/or other designee but will not have access to other students and/or employees. If possible, an isolated restroom will be available for use. Clear barriers may be used in the health room to block the spreading of illness via respiratory droplets from coughing or sneezing to

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minimize the student's direct contact with surfaces. The use of a face covering/mask may be strongly recommended by the School Nurse for a symptomatic student while in the designated isolation room.

- The School Nurse or a designated school staff member will contact families for student pick up; families will be strongly encouraged to contact their health care provider for further guidance. Following the pick-up of the student, the health room and restroom (if used) will be sanitized. ***It is imperative that parents/caregivers come immediately to school and pick up a symptomatic child when called.*** *Currently under review TBD in consultation with County Sanitarian and County Health Department.*

Visitors/Volunteers

Visitor access to school buildings will be very limited and, at times, only available to essential services. Individuals will be strongly encouraged to use other modes of communication with school staff during Phases 1 and 2. Volunteers performing essential duties to support student learning will be allowed in the building at a later date, still to be determined.

Academic

Attendance

The school district attendance policy and procedures will be followed as normal per policy/policies #3120-3122P and as found in the school handbook. Due to the potential of COVID-19 related absences, a new attendance code will be implemented providing flexibility with students and the 10-day rule. Students are expected to continue engaging in their learning during absences. Any student or staff member who is ill are asked to remain home until symptoms of the illness are resolved.

Assessment

District, state, and federal assessments will be administered as normal, in person, on our school campuses. District adopted disinfecting procedures will be followed before and after the use of each electronic device (if used).

COVID Shut Down

If the impact of the pandemic were to force a classroom, school, or district-wide or Governor-directed shut down, students and teachers would transition to a virtual learning platform for remote instruction for a specified time as determined by local health officials. Students will be issued an electronic device and other necessary materials to continue learning. Virtual classes may require using meeting modalities such as Google Meet and Google Classroom. All student and staff learning and teaching expectations, as outlined within the Remote Learning Model, will be instituted for the duration of the shutdown. Once the shutdown is lifted, students and staff will transition back to the Traditional Learning Model instruction within the school building.

In the case of positive COVID-19 cases in the school, a recommendation may be made by the Sanders County Board of Health to close the school. The Board of Trustees will meet immediately to review such recommendation and vote to determine viability to remain open. *Currently under review TBD in consultation with Sanders County Board of Health and Sanders County Health Department TBD.*

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Faculty and Staff Training

The District will provide training opportunities for staff with regard to serving students via remote learning. The Principal will work directly with individual teachers to develop training regimens tailored to their classroom needs and the subsequent application of such training.

Grading

Grading procedures will be followed as normal, as outlined in school handbook. Should a COVID-19 shutdown occur, all grading procedures will remain in place.

Onsite Instruction Opt-Out

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 the Family Onsite Instruction Opt-Out Form 1908F. Students of families opting out of onsite learning shall be treated the same as students at the facility for purposes of grading, discipline and other educational rights. Parent/Guardian of the student must complete the form on the publicized date/s and return to the Principal prior to the beginning of each quarter. Due to staffing constraints and scheduling complexities, parents will not be allowed to change their opt-out decision during the middle 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 form 1908F. 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 1906.

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.

Standards, Behaviors and Expectations for Remote Learning Students

- Adhere to the code of conduct of your school and behave with integrity and honesty while participating in remote learning.
- Read and acknowledge the district Acceptable Use Policy regarding technology and the internet.
- Attend all mandatory class meetings as required by your remote instructor(s).
- Complete all coursework on time.
- Communicate with your instructor(s) in a professional and respectful manner.
- Seek help from your instructor(s) as needed.
- Failure to complete work assigned may result in failing the class.

Parent Expectations for Students of Remote Learners

- Provide your student with a safe and appropriate place to work while at home.
- Be aware of all course/assignment deadlines and facilitate the return of work at required times.
- Encourage your student to seek help when not understanding content.
- Ensure that all tests and appropriate work is done by your student without the aid of others.
- Communicate academic concerns with remote learning instructor(s) as needed.
- A student's employment should not interfere with regular attendance and coursework completion.

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- My child 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. Further, I understand that failure to complete assigned work may result in a determination that my student will be retained or otherwise not earn credit.
- Traditional grading practices will be used and reported on report cards and transcripts.
- For students with an IEP or 504, the district will help determine if the accommodations and support can be delivered remotely or need modifications.
- My child will follow all district rules, expectations, and policies as outlined in the Student Handbook.
- I will follow the District attendance policy. If my child needs to miss a virtual class, I will contact the school. Every student will be expected to attend all classes unless there are extenuating circumstances.
- According to FERPA rules, I understand that only students can participate in virtual classrooms/ videos.
- The District nurse may contact me to discuss health issues or questions I may have. I (and my student) will take education seriously, follow a schedule, and use technology wisely. Registering my child for remote learning reflects my full acknowledgement and understanding of the information in this document. I also understand that the success of remote learning is a cooperative effort between the student, parents and the teacher.

Technology Devices

Students approved for Remote Learning may check out a technology device from their home school. Upon the completion of the school year, the device needs to be returned to the school. More information regarding the check-out/check-in process will be available. Families are responsible for any damage to the device and will be charged accordingly.

Virtual Conferencing

Google Meet and Zoom are available to use between teacher and student for meetings. Teachers will be able to host video conference classes/meetings; however, students will not. Students are only able to join meetings as a participant. All enrolled TCS students receive a Google account, which will be needed to join a meeting.

Business

CARES Funding

The Coronavirus Aid, Relief and Economic Security (CARES) Act provides funding and flexibilities for states to respond to the COVID-19 emergency in K-12 schools. According to OPI (*Guidance Document CARES Act; April 20, 2020*) the funds will primarily be distributed to school districts on the basis of the current Title 1 funding formula. The District will work closely with OPI to assist in appropriate distribution of that funding.

District Policies

The Board of Trustees will adopt policies as it relates to COVID-19 that meet state and federal regulatory guidelines while making modifications that best strive to meet the needs of the District.

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PPE Supply Chain

The Principal and Business Manager will work closely with maintenance staff to ensure the District's ability to procure and fund needed PPE. The Business Manager will provide a report to the Board of Trustees on a monthly basis with regard to CARES funding allocation and overall budgetary issues.

Technology Status & Operational Needs

The Principal and Business Manager will work collaboratively with teachers and the Board of Trustees to anticipate and secure necessary technology and technology training to most effectively respond to the needs of remote learning for the students of the District.

Employee Relations

Surveillance & Screening

Once the staff arrives at school, they will complete a daily general screening questionnaire and take and record their temperature. The employee will enter the data to a secure electronic platform and the information will be handled in a manner consistent with the law. The staff member should be in contact with the county health department regarding exchange of information. This information is confidential. TBD per MOU in advance of implementation

- If a staff person develops symptoms during the day, they should see the School Nurse or other designee to be evaluated for symptoms. If it is determined there are no COVID-19 symptoms, they must follow the District's protocols for being excused due to illness. If COVID-19 symptoms are presented, they must go home. It is the responsibility of the employee to report symptoms or exposure to their supervising administrator within 24 hours. If it is determined by the employee's health care provider or the Health Department that the employee needs to complete a COVID-19 test, the employee cannot return to work until test results are confirm (negative or positive); this process can take 3 – 14 days per the State Lab's capabilities. If their test returns negative, they must stay home until they are asymptomatic for 24 hours. If their test returns positive, they must remain at home. Staff members will be provided access to leave in accordance with Policy #1911, or the applicable contract or MOU. *Currently under review TBD in consultation with Sanders County Health Department and discussion regarding MOU/CBA.*

Staff Exposure Protocol

It is the responsibility of the employee to report symptoms or exposure to the Principal within 24 hours. If it is determined that the employee needs to complete a COVID-19 test, the employee cannot return to work until test results are confirmed (negative or positive); this process can take 3 – 14 days per the test available availability and the State Lab's capabilities. The employee should remain at home until the testing results are secured and watch for signs and symptoms. During the time of employee's absence from school/work, TCS will follow procedures as outlined by the MOU, CBA, and any other applicable District policies.

The Centers for Disease Control and Prevention advise maintaining six feet of distance between yourself and others to avoid the transmission of COVID-19. In situations where six (6) feet of distance cannot be consistently guaranteed, face coverings should be worn. Face coverings decrease the likelihood of disease transmission but will not keep you from needing to be quarantined if you are identified as a close contact to a person who has tested positive for COVID-19.

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To be considered a close contact to a case, a person needs to have spent (at least) fifteen (15) minutes within six (6) feet of the person diagnosed with COVID-19 or has had multiple shorter contacts with that person. One identified as a close contact; you will need to quarantine for fourteen (14) days *by order of Sanders County Public Health*. Even if you get a negative test result during that 14 days, you need to remain in quarantine. Wearing additional personal protective equipment (i.e. gowns, face shields, gloves) during contact with a person who tests positive for COVID-19 does not mean that you do not need to quarantine.

Per the current CDC guidelines and as recommended by the Sanders County Public Health Department, if you have been around someone who was identified as a close contact to a person with COVID-19, you should closely monitor yourself for any symptoms of COVID-19. You do NOT need to self-quarantine. Below are two specific examples:

- Person A is COVID-19 positive. Person B was exposed for 15 minutes or more to Person A and was determined to be a close contact. Person B must quarantine for 14 days.
- Person B has no COVID-19 symptoms. Person B lives with Person C. Person C had no contact with Person A. Person C does not need to quarantine. *Currently under review TBD in consultation with Sanders County Health Department and discussion regarding MOU/CBA.*

Teacher's Union

Given the extraordinary circumstances and challenges presented by the COVID-19 pandemic, the District and the Teacher's Association may choose to develop through negotiation, a Memo of Agreement (MOA) to outline and changes or adjustments to conditions of employment necessitated by the operation of the District during the COVID-19 pandemic.

Extra-Curricular Activities & Events

In an effort to mitigate the risk of transmission, safety protocols will be in place for all athletic and extracurricular activities.

General Practice/Participation Procedures TBD

- Daily pre-screening, prior to practice each day
- Face coverings required when physically able to do so
- When possible, maintain physical distancing while on the field/court
- Hand sanitizing before and after practice
- Sanitizing of equipment before, during and after practice
- Workout/practices conducted in 'cohorts' whenever possible to limit overall exposure
- Hydration system – participants and coaches will have their own beverage container that is not shared. Safe handling practices should be adhered
- No sharing of workout gear, game clothing or towels
- Daily attendance log of all participants and coaches for all practices and games

Home Competition Procedures

Spectators - TBD

Participants and Coaches - TBD

Other - TBD

Out of Town Travel Procedures – TBD

All aspects under review and TBD.

Physical & Logistical

Arrival/Dismissal/Student and Staff Movement

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 will be staggered with multiple points of egress as feasible. To assist the school district, it is imperative that families transporting their child make arrangements to limit congregation. There will be no use of the playground equipment before or after school.

Building Cleaning and Disinfecting

All school buildings have been deep cleaned and disinfected over the summer and continue to be cleaned and disinfected daily as they are used. Custodial staffing will be adjusted to perform increased routine cleaning and disinfection during the school day per the recommendation from the CDC's *Considerations for Schools (2020)* to increase cleaning and disinfecting for frequently touched surfaces, such as door handles, desks, handrails and light switches. Personnel will clean with products according to the directions on the label and will disinfect with EPA-registered disinfectants. Associated protocols include:

- All classrooms and restrooms will be cleaned daily in accordance with the levels of sanitation prescribed by the CDC. An additional cleaning of all high traffic areas is scheduled between 11:00 am – 12:00 pm.
- Deep cleaning will occur weekly TBD.
- The District will provide CDC/EPA-registered products to teachers and staff so that commonly used surfaces can be wiped down before use.
- Frequent cleaning and disinfecting of high touch areas is a shared responsibility of all employees.
- Employees are encouraged to continually wipe/disinfect counters, faxes, copiers, scanners, telephones, keyboard, and other office supplies.
- Efforts will be made to keep each student's belongings separate via the use of individually labeled containers, cubbies, or areas.

Classrooms will be provided student-appropriate cleaning supplies to assist with sanitation requirements. As part of their on-campus, classroom-based responsibilities, students may be asked to clean their desks, materials with soap/water solutions.

To facilitate the increased disinfecting process, the school has purchased an ionizing disinfecting sprayer/atomizer to be used for disinfecting classrooms, playground equipment, offices and all soft/non-porous materials. *Currently under review TBD in consultation with County Sanitarian.*

Classroom Modifications

Following the CDC's *Consideration for Schools (2020)*, classroom configuration will be utilized to maximize space, ideally six feet, between desks, with student seats facing the same direction whenever possible. To increase space, to the greatest extent possible, non-essential classroom furniture, props, etc. will be removed from classrooms. Items within classrooms that cannot be sanitized/disinfected will be removed. Teachers will be encouraged to utilize outdoor space for class as weather permits.

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Facility Enhancements and Modifications

Plexiglas shields may be installed in the main office areas, kitchen, and other areas within the school to provide transparent barriers as appropriate. Additional barriers may be used in areas such as counseling offices, school isolation health rooms, and in classrooms as needed for small group learning instruction. All drinking fountains have been disabled; however, bottle filling stations may be installed.

Food Services

Food service protocols TBD in cooperation with the Sanders County Sanitarian, food service personnel and the administration and will adhere to county, EPA, and CDC guidelines. All food service personnel will be trained in food safety and the coronavirus.

Nonfood contact surfaces should be cleaned and disinfected with an EPA registered product effective against coronavirus. Food contact surfaces should be cleaned and sanitized with an EPA registered sanitizing product.

Snacks will be provided by food service personnel upon request of the teacher, allowing at least 24 hours for preparation.

Students will be informed there is to be no food sharing.

Students will be allowed to bring their own lunch however, no outside prepared food is allowed (i.e., birthday treats, classroom party snacks, etc.).

Students will be provided breakfast and lunch:

Option A: Meals delivered to classrooms

Breakfast will be delivered by food services staff to the classroom. Meals will be placed on a table outside the classroom to provide contactless delivery. Trash will be placed in a bag and placed in the hallway. Food services staff will pick up breakfast and trash bags.

The lunch menu will consist of an entrée, fruit, vegetable, and milk. Lunches will be delivered and placed on a table outside the classroom to provide contactless delivery. The supervising adult will distribute meals to students in the classroom. Food services staff will pick up the lunch cart and trash bags.

Option B: Meals picked up in cafeteria

Breakfast will be served to students in a single line allowing for physical distancing and sanitizing. Adult supervisors will control the flow of students entering the serving area to ensure physical distancing. Student meals will be served on a disposable vessel whenever possible. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Students will be served an entrée, a serving of fruit, and milk. There will be no self-service options. Meals will be placed on the counter for contactless student 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, dependent upon administrative directive.

Lunch will be served to students in a single line allowing for physical distancing and sanitizing in-between cohorts. Students will travel as a cohort to the cafeteria where they will form a line outside of

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the serving area. The supervising adult will control the flow of students entering the serving area to ensure physical distancing. Students' meals will be served on a disposable vessel. Students will be served an entrée, the required serving of fruits, vegetables, and milk. 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, dependent upon administrative directive.

Trash in classrooms will be addressed by custodians. *Currently under review TBD in consultation with County Sanitarian.*

Locker Rooms

Teachers in conjunction with Principal will work to limit the number of students in the locker room at one time.

Outdoor Space/Playground

The use of school property outdoor space for instruction, weather permitting is highly encouraged to maximize the ability for physical distancing. Playgrounds will be open for use during the school day, with students using good hand hygiene prior to reentering the classroom. The use of playground equipment is under review at this time. Playground equipment will require sanitizing in between cohort groups. *Currently under review TBD in consultation with County Sanitarian.*

Physical Barriers & Guides

Physical guides (stickers and/or tape) will be used to provide a visual guide for staff and students to remain at least 6 feet apart. Physical barriers will be used when distancing is not possible.

Remote Learning-Food Services

Grab-and-Go Meals will be available for remote learning students. Multiple meals are available to take for multiple days. These meals will be available curbside, for 20-30 minutes, on designated days. Should students be scheduled for remote instruction, Grab-and-Go meals will be made available the day prior.

School Lockers

Use of school lockers will be encouraged to be used on a limited basis.

Signage

Highly visible, standardized signage compliant with CDC, state and local standards will be used through the school buildings. Signage will reinforce physical distancing, protective measures, and hand hygiene.

Technology Equipment

When possible, technology equipment should not be shared between students. When sharing of devices is unavoidable, it is strongly recommended that equipment is cleaned/disinfected between each use, see below Device Cleaning protocol. Minimal exchange and contact sharing should be practiced at all times. When practical, each student should be assigned a device to be used only by that student.

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Technology Equipment Device Cleaning

For cleaning of electronic devices including touch screens and keypads:

- Per the CDCs *Detailed Disinfection Guidance* (2020), and Apple and HP manufacturers, the use of alcohol-based cleaners containing at least 70% alcohol is recommended. A mix of 70% isopropyl alcohol/30% water is appropriate. Approved cleaners are antibacterial (Clorox type) wipes and 3M Quit disinfectant which is currently being used in schools as a disinfectant by our custodial staff.
- **Do NOT** spray the cleaner/disinfectant directly on the electronic device. Instead moisten a microfiber or soft, lint free cloth with the cleaning solution and gently wipe the item. **Do NOT** use abrasive cloths, towels, paper towels, or similar items or unapproved cleaning solutions.
- Avoid getting moisture into any openings on the device.

Ventilation

Ventilation system procedures are currently under review TBD in consultation with the County Sanitarian and other health officials.

Water Systems

To minimize possible exposure at water fountains, drinking fountains will be turned off. The District will investigate option of purchasing touchless bottle fillers. Staff and students will be authorized to bring water from home. *Currently under review TBD in consultation with County Sanitarian and County Health Department.*

Instructional Models

Full time Remote Learning Model

The Remote Learning Model will be a stand-alone learning platform during which instruction occurs off site. Trout Creek School does not possess the staffing or fiscal capacity to support students transitioning from one learning model to the other during the semester. Full time remote learning may occur as a result of a local or state stay-at-home order. Full time remote learning may also be implemented at the request of a parent/guardian. Students who are engaged in full time remote learning will be held to attendance standards, will be required to participate in benchmark assessments, and are expected to adhere to Student Code of Conduct, and be actively engaged in the learning process. Grading will follow existing grading procedures. The District acknowledges the need for students to access technology as a part of this model. As evidenced in the Spring 2020, full time remote learning may be challenging for some students and/or their families.

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 form 1908F. 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 1906. (See Onsite Instruction Opt-Out listed above)

Primarily Remote/ Limited Onsite School Model

Primarily Remote/Limited Onsite School Model is a blended model of primarily remote learning with the possibility and on a very limited and targeted basis, the ability for our Principal to work collaboratively with staff to determine if a student should be invited for a 1:1 check for academic and/or social/emotional support. The

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District will may develop a modified school schedule which may include limited face-to-face learning for identified students to be provided 1:1 checks for academic and/or social/emotional support. There will be limits on group size at 10 – 15 at the school as ordered by local or state officials.

Modified Traditional Model

The Modified Traditional Model reflects a move to a more traditional model of instruction. This model is utilized when there are modified local or State operations. Group size will be limited to 50 as per local or State order. On-site learning is resumed and may include modified school schedule options to allow for static groups of students and limit the mixing of students. There may be modified operations such as lunch, bus schedules, recess, staggered arrivals/departures and revised hallway passing times. There may be limited or modified extracurricular activities. Families may request remote learning as an option. (See stipulations as described in Remote Learning Model above.) In the event of a confirmed positive case of COVID-19, a short-term school closure may be recommended by county officials.

Traditional Model

The Traditional Learning Model reflects the primary delivery of instruction will be on site with traditional schedules and approved curriculum. Accommodations will be extended to students and staff who are required to quarantine due to exposure or potential exposure. Extra-curricular activities will resume per MHSAs regulations. Safety protocols will be implemented per local, state, and CDC guidelines. Students may continue to be grouped in “cohorts” as indicated to the best of the District’s ability. Class routines, bell schedules, lunch service, and other daily school operations may be altered in an effort to enhance physical distancing. Field trips, student or staff school related travel and mass gatherings will be possible with appropriate approval. School facilities will be open to public use and visitors limited to school-related business (guest speakers, trainers, volunteers, etc.)

Social, Emotional & Behavioral Considerations

As staff and students return to school following any COVID-19 closure, Trout Creek School prioritizes efforts to address social and emotional learning and mental and behavioral health needs. The physical and mental health needs of our staff are equally important. During any crisis, personal or public, emotional needs are intensified. The pandemic of 2020 has taken this intensification to a level our community, state, nation, and world has previously not experienced. Educators and families are working through levels of fear and anxiety that exceed the norm of what we have previously experienced. As we approach this school year, social and emotional supports will be a vital component of our collective ability to endure and thrive amidst difficulty and uncertainty.

Counseling

The School Counselor will be available at Trout Creek School two days per week and at other times as scheduled. Virtual meetings with students and/or families may provide an option for services for remote learners.

Nursing Services

The School Nurse will be available at Trout Creek School daily from 7:30 am -10:30 am. The duties of the School Nurse will include monitoring screening, reviewing health and safety procedures and protocols, and providing oversight for students with medical needs. The School Nurse will serve as the primary liaison with local and county health officials.

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Staff Training

Staff and faculty will be provided training to assist in identification of students struggling with trauma.

Support Services

The Principal will prepare a list of support services available to be distributed to teachers, staff, students and parents about support services available. These resources will be posted on the TCS website.

Special Education

Students with disabilities shall receive services in accordance with their 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. The Special Education Cooperative and Principal shall coordinate with parents and the special education staff to ensure all applicable statutes are followed in accordance with the U. S. Department of Education Guidelines.

General Expectations – Special Education Classrooms

Accommodations will be made based on the student's disability in regard to face coverings, physical distancing, and hand hygiene.

Special Education and 504 Services – Traditional and Modified Traditional Learning Models

Special Education students participating in the Traditional Learning Model or Modified Traditional Learning Model will follow the normal expectations of the school, teacher, and classroom. It is recognized that there may be barriers which prevent some students with complying with all the guidelines or completing learning activities on a daily basis. Each student's individual need will be addressed by the IEP or 504 team.

Special Education and 504 Services – Remote Learning Model

Special educators and service providers will continue to create meaningful lessons and activities, as well as provide support to all students with disabilities. Students enrolled in specialized classrooms will continue their educational programming to the maximum extent possible via remote learning.

IEPs for students with disabilities and those with 504 Plans will continue to be implemented through the development of a remote learning plan based on each student's IEP goals, instructional accommodations, supplemental aids and services and transition plans.

The District will work directly with the Special Education Cooperative to meet each child's individualized education plan and follow all state and federal guidelines regarding IDEA, ADA, 504, OPI, FAPE and FERPA mandates and deadlines.

Regulatory Mandates and Compliance Guidelines Assessments

Assessments for the purposes of initial eligibility and re-evaluation that were delayed due to the school closure will be completed in a manner that is consistent with the health and safety needs for students and staff.

Transportation

Transportation

In following recommendations from the *Governor's Plan for Reopening Safe and Health Schools for Montana (2020)*, the Montana Office of Public Instruction's *Reopening Montana Schools Guidance (2020)*, and including Mosher Transportation safety protocols, the following are guidelines for school transportation services TBD:

- Parents/guardians will need to conduct the daily screening protocols before having their student(s) ride the school bus. If a student is exhibiting any of the symptoms prior to leaving the home, **please keep him or her home.**
- All drivers and busing students must wear face coverings during transportation.
- All students will have assigned seating and must sit in the assigned seat daily unless the driver directs them otherwise. Any concerns about the assigned seating needs to be addressed with the school bus driver.
- Bus drivers have been instructed to seat one (1) student per seat *if possible*. If it is not possible to assign one (1) student per seat, Bus drivers have been instructed to seat siblings together first before assigning students two (2) per seat.
- During the 2020-21 school year, discretionary busing for K-12 regular education students who do not qualify for school bus transportation under state law (3+ miles from the home school) or school district guidelines (safety busing) will be based on space availability in conjunction with Covid-19 busing guidelines. This will apply to both regular and special education bus routes.
- Mosher Transportation will be responsible for the cleaning and disinfection of all school buses.
- Parents who have health and safety concerns about their student/s riding the school bus are encouraged to transport their student/s to and from school whenever possible.

Students will be unable to ride any bus other than their assigned bus during Phases 1 and 2.

Students will be required to refrain from eating any food while riding on the bus during Phases 1 and 2. *Currently under review TBD in consultation with Mosher Transportation, County Sanitarian and the Board of Trustees .*

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Sanders County Board of Health
Montana School Board Association (MTSBA)

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FORMS/ATTACHMENTS

Family On-site Opt Out Form 1908F – *TBD*

Parent/Guardian Responsibilities Guide for Return to School During COVID-19 Pandemic – *TBD*