

**Cotopaxi School District RE-3 – Draft
Plan to Return to In-Person Instruction**

Staff return: August 12, 2020

Student return: August 19, 2020



As a community and organization, We are Stronger together! Thank you for your continued patience, understanding and support! It has been sincerely appreciated! With the focus on our students, staff and community we have worked collaboratively to develop the strongest possibilities for our 'return to school' design. In an effort to avoid numerous frustrations and confusion, we have methodically reviewed and incorporated the various considerations, recommendations and mandates issued as we finalized our plan. Please note: Necessary adjustments may still be required and therefore the enclosed plan is still subject to revisions.

Therefore Cotopaxi School District RE-3 is proud to announce and share the return to school plan for the upcoming school year. We will honor the approved 2020-2021 school calendar, previously adopted by the board and posted on our school website. Safety and security are priority as we are committed to providing the best possible learning environment and educational opportunities to our students and families. We ask for your cooperation through these unique times and adjustment period as we transition back to school. Everyone will play a critical role in our successful transition back to school and as 'normal' of a school experience as possible. We need your assistance and cooperation following current guidelines and practices and the patience and flexibility to adapt with us when updates or changes are necessary.

This plan contains information that applies to EVERYONE! Please read this document first

School Delivery: Students will attend school Monday-Thursday, following our district-adopted calendar and our normal daily time frames. On the secondary level, we do have an adjustment on the schedule. Students schedules will follow a block style format versus our typical 8 period format. What this means is that although the courses will remain as listed, the length of period of each class and assigned schedule for the year is different. Yet please be assured by the end of the year, all required and normal course credits will be received.

- ❖ This structure will minimize transitions providing stronger safety measures while still providing excellent learning opportunity for all students.

Public Health Info – Cotopaxi Fremont RE-3, in conjunction/communication with Fremont County Health Department, prepared the following Plan for Returning to In-Person Instruction for the 2020-21

school year. The contents were developed in an effort to provide explanations and guidance. As health orders change, the procedures may also change.

Masks/Face-coverings – Due to current State guidelines under the Executive Order of Governor Polis, face masks/shields are ***Required for Staff and all student 10 years of age and older.*** Mask wearing guidance can be found on CDE’s website at <https://covid19.colorado.gov/mask-guidance>

- ❖ Health-related reasons exceptions to the requirement may exist, and will be evaluated on a case by case basis.
 - Physiological not Ideological reasons will be considered
- ❖ Staff will be able to remove individual masks in order to present instructional material at appropriate locations in the classroom; masks will be utilized for individual or small group instruction and movement.
- ❖ Face Shields can substitute for Masks in order to allow for visibility for instructional purposes.
- ❖ Masks must meet the Cotopaxi School Dress Codes (No references to drugs, alcohol, etc.)
- ❖ District-provided masks will be available on a limited basis; masks should be brought from home
- ❖ All Masks should fit & be worn properly, washed/replaced often, etc.
 - Disruptions caused by misuse will be dealt with by teachers &/or administration
- ❖ ***“Mask-Shaming” will not be tolerated!***
 - ***This applies to all individuals – staff, students, parents, etc.***
 - ***This applies to all possible ways – in person, social media, spreading rumors, etc.***

Social Distancing & Movement – Room capacities, social distancing, student movement before/during/after school, etc. will follow current guidelines and as approved through Fremont Public Health.

- ❖ We have moved many of our classrooms in order to allow for the largest available space to accommodate our students within each classroom.
- ❖ Classrooms & desks will be set up to maximize social distancing but at minimum maintain the 3 or 6 foot distance
- ❖ No large student gathering areas before school, after, to & from recess/lunch are allowed
 - Cohort prevention and maintenance strategies will be utilized
- ❖ Specific guidelines will be available based upon elementary or secondary structured listed below.
- ❖ Students will be informed at school of up to date procedures or changes; parent notification will occur

Health Screenings – **Please we need your best efforts and attention to this portion!**

PARENTS MUST PROVIDE PRIMARY SCREENING ON A DAILY BASIS BEFORE sending your child(ren) to school, please ensure all of the following:

- ❖ NO FEVER (100+) without medication for at least 24 hours
- ❖ NO OTHER SYMPTOMS exist – Shortness of Breath, Persistent Cough, etc.
- ❖ No recent, non-reported COVID-19 diagnosis
- ❖ No recent contact with anyone diagnosed with COVID-19

- ❖ No recent individual or family member travel to a “hot spot”
 - ***Students who do not meet EVERY CRITERIA above, should be held home. Please contact the School with any concerns or questions.***

Students who **do meet every criterion above** may attend school as usual

Staff may conduct ‘secondary screening’ when students arrive at school, performing cursory examination
If a student appears to be ill, displays other symptoms, or is suspected of having a fever, any staff member may refer student(s) to the office/nurse

- ✓ Student will be isolated & symptom checked by staff member(s)
- ✓ Students will be asked to verify Primary Screening criteria
- ✓ Students with fever or other symptoms will be sent home
- ✓ Parents will be contacted & student will remain isolated until picked up/released

Students without fever or other illness/symptoms will remain at school

Student Registration/Back to School

Registration date is scheduled for August 12th. This will also be considered our Back to School/Meet your Teacher opportunity. It will be held within a different format, drive up/through with various stations in order to submit necessary paperwork and obtain answers for various questions. The registration structure will be sent separately to all families.

New families will have the opportunity to tour the school and classroom while visiting with various and appropriate teachers and staff.

Grab ‘n Go Cookies and Lemonade will be offered by our Lion’s Club!

Potential Learning /Academic Categories

Traditional In-Person Instruction – ***PREFERRED & PLANNED FORMAT FOR AUGUST 19, 2020***

Student attends classes as scheduled on a daily basis; Extra-Curricular participation as appropriate

Health, Hygiene, Social Distancing, etc. will remain a priority.

Frequent Hand Washing, cough etiquette, cleanliness, etc., will be ENCOURAGED/EXPECTED

Social Distancing, Student Movement and other protocols will follow current Fremont County guidelines.

If you plan to send your student(s) to school, No Parent/Family action necessary – just send them! We are excited to see everyone!

At-Home Option – PARENT/GUARDIAN REQUEST to Building Principal (contact ASAP)

Parent/Guardian & Building Principal will create the plan (specifics on a case-by-case basis)

- ❖ Student would not attend on campus in-person
 - ❖ Teacher(s) would provide Instruction, Grading, etc. or will be assigned appropriate CDLS Courses
- Student receiving teacher instruction would be required to:

- ❖ Virtually attend each class/period during its scheduled time
- ❖ Complete all work & meet all due dates as assigned by teacher(s)
- ❖ Grades would be determined in the same manner as Traditional Instruction
- ❖ Communicate via email with teacher(s) - email, Google Classroom, Class Dojo, etc.

Requesting Families would be expected to provide unless agreed upon by the district:

- ❖ Internet capable Device(s) – 1 per student to ensure attendance. **We do have Chromebooks available for checkout.
- ❖ Full 2-way video capable – Camera, Microphone, Speakers, etc.
- ❖ Reliable Internet connection
- ❖ Supervision of the student – Attendance, performance, appearance, behavior, etc.
- ❖ Confidentiality regarding anything pertaining to other children, etc.
- ❖ Extra-Curricular participation/attendance could be restricted/prohibited
- ❖ **District Tech Support would be available in a limited fashion

Remote Learning – *Only in the event of Health Department orders restricting Traditional In-Person Instruction.*

Hybrid – Combination of In-Person and At-Home ‘attendance’ that would **ONLY occur IF State/Health Department** places restrictions on capacity, social distancing, etc.

Students would be separated into Groups (information would be shared at that time)

Households, grade levels, transportation, availability of technology, etc. would be factored into groupings

Groups would be scheduled into a rotation of At-Home & In-Person

Teachers would provide instruction to both groups during regularly scheduled class times

Students would be expected to attend every class/period every day during scheduled times

Applies to In-Person and At-Home/Remote

Students would be responsible for all assigned work, all due dates, etc.

Additional details would be released as the situation warranted

Transportation, Food Service, Extra-Curricular Activities, etc.

Fully Remote – (**Last option**) no students in district buildings, students remain At-Home, except as provided by Individualize Education Plans. This would **ONLY occur IF State/Health Department orders** disallow any In-Person instruction

Teachers would provide instruction or instruction through CDLS courses as approved

Will include online platforms (Google Classroom, Class Dojo, etc), school email, shared video (Google Meets, Zoom, etc), and/or written work

Students would be expected to remotely attend each class/period daily during scheduled times or through packet assignments

Students would be responsible for all assigned work, all due dates, etc.

Additional details would be released as the situation warranted

Transportation, Food Service, Extra-Curricular Activities, etc.

Attendance Categories – during Traditional In-Person Instruction

Present – Physically attending school and class on campus
Extra Curricular participation permitted as appropriate
Student will be considered ‘present’ for attendance purposes

Absent from School, Engaging in School Work

PARENT/GUARDIAN must CALL THE OFFICE by 8:30am. Our automated messaging system sends an alert at 10 am if no notification received.

Please report student absence and notification of remote work for the day/time period.

Student must do all of the following:

Email the front office by 8:30am

Attend class during the appropriate time of day/class period

Teacher(s) will coordinate procedures with students

Google Classroom, Class Dojo, Live & recorded Video, etc.; Other arrangements as per teacher

Student is responsible for work arrangements; complete and submit any & all assignments on time

Extra-Curricular practice/game participation requires approval; determined by the Building Principal and Athletic Director

If all criteria is met, student will be considered ‘present’ for attendance purposes

Absent from School, NOT Engaging in School Work

PARENT/GUARDIAN must CALL THE OFFICE by 8:30am

Report Student will be absent and will NOT be working remotely

Student should check Google Classroom, Class Dojo, etc. for Makeup Work

All makeup work will be graded based upon attendance guidelines

Students will be expected to communicate with teacher(s) – email, etc.

Extra Curricular participation requires approval; determined by the Building Principal and Athletic Director

Student will be considered EXCUSED ABSENT for attendance purposes

Absent from School, NOT Engaging in School Work, NO PARENT CONTACT

Student will be considered UNEXCUSED/TRUANT

Will be handled as per Attendance Policy

Student may NOT participate in any EXTRA CURRICULAR activity

Transportation

Schedules/Routes subject to revisions to follow current guidelines

Appropriate sanitation, occupancy, and social distancing will follow current guidelines or as approved by Fremont County Public Health.

Students living in the same household will share seats; assigned seating will be utilized.

Masks on vehicles may be required; open windows may also increase ventilation, weather permitting

Spacing as available

Families are welcome to transport their child(ren) to school. Students should not be dropped off prior to 7:40 am and must be picked up at 4:04 pm
Other procedures as appropriate based on current guidelines.

Food Service

As close to 'normal' menu & procedures as possible based on current guidelines. Some classrooms may receive in-class meal delivery.

Cohort assignments are as scheduled **Elementary classes are independent cohorts.

- (1) Preschool
- (2) K, 1st and 2nd
- (3) 3rd, 4th, and 5th
- (4) 6th-8th
- (5) 9th-12th

Seating arrangements will be designated

Alternative empty/occupied seating spaces; possible outside eating areas.

Changes in foot-traffic patterns; identified signage will be posted.

Appropriate sanitation and social distancing will follow current guidelines

Self-Serve Options will be reduced/eliminated until updates received

Other procedures as appropriate based on current guidelines.

COVID-19 Cases / School Closure / Transition to Remote Learning

Known Case – Student or staff (reported by staff, parent, or Fremont Public Health)

Individual case - student will be sent home to complete instruction remotely

Multiple cohort cases - cohort members will be sent home to complete instruction remotely

❖ Cohort management will ensure the district can remain open except impacted cohort group

Building Closure & Transition to Remote Learning processes is possible

District will coordinate with Fremont Public Health to determine processes based on current guidelines

Could include Closure of Buildings, Additional Cleaning, etc.

Specific Guidance provided by Fremont Public Health as the need arises on a case by case basis

Suspected Case – Student or staff (at school, due to symptoms and/or questioning)

The individual will be isolated until arrangements to go home can be made

Student – Parent/Guardian will be notified of symptom data gathered

If a Known Case is reported, protocols above will be followed

In the event of exposure in Household or Hot-Spot; Individual(s) may be isolated from school until non-exposure is confirmed

Any documented cases COULD require the temporary remote learning transition of students and staff cohorts

The district will coordinate with Fremont to determine exact timeline and protocols on a case by case basis

- ❖ All Protocols and requirements – Closures, Cleaning, Return, etc. – would be coordinated with Fremont Public Health and communicated as appropriate
- ❖ Any Attendance changes or transitions to Remote Learning will be communicated as appropriate

Communications

The district will continue to utilize its normal methods of communication, including, but not limited to Automated All-Call – including Text, Voice, and Email
 Facebook posting
 Home Page Updates on Website
 Email, weekly updates, etc.
 Staff and Teacher communication tools

IT IS VITAL THAT ALL HOUSEHOLD CONTACT INFORMATION IS UP TO DATE!

Please contact us at 719-942-4131 to update Address, Phone Numbers, Email Address and any Emergency Contact Information.
 Emails are also appropriate, please email updates to Mrs. Courtney Cole at ccole@cotopaxire3.org or Mr. Ken Eckelberry at keckelberry@cotopaxire3.org.

Extra-Curricular Activities

Athletics – JH & HS
 CHSAA sanctioned athletics (JH & HS) will align with current Local and CHSAA regulations associated with competitions & events.
 Student participation and Spectator Attendance will align with current Local & CHSAA regulations; TBD

Activities – HS, JH & Elementary

All activities will adhere to either in-person guidelines or local and CHSAA regulations. As additional information is received from Fremont County Public Health, updates will be released
 Activities in classrooms such as observations, visits, birthday parties, etc. will NOT be permitted initially; exceptions may be necessary and must receive approval from the Principal or Superintendent
 Activities in HS Gym or MPR gym are permitted by cohort groups following established guidelines
 Outside facilities requests will be limited however evaluated on a case-by-case basis
 Please watch the Activity Calendars on the website for specific approved activities

This document contains building-specific information that applies only to Grades K through 5.

Elementary School Specific Expectations	
Attendance	Daily attendance will be recorded for all students; am and pm attendance taken. Please contact the office at 719-942-4131 to report and excuse any absence.
Health Screening	<i>We need your Assistance: Parents <u>MUST</u> provide primary screening on a daily basis before sending your child(ren) to school.</i>

	<p><i>Please ensure ALL of the following:</i></p> <p>NO Fever (100+) without medication for at least 24 hours NO other symptoms exist – Shortness of Breath, Persistent Cough, etc. No recent, non-reported COVID-19 diagnosis No recent contact with anyone diagnosed with COVID-19 No recent individual or family member travel to a “hot spot”</p> <p><i>Students who do not meet every criteria above, should be held home.</i></p> <p>Students who do meet every criterion above may attend school as usual Staff may conduct secondary screening when students arrive at school or upon request of the classroom teacher Parents will be contacted & student will remain isolated until picked up/released if exhibiting symptoms</p>
School Schedule	Students will attend school Monday-Thursday; 7:56 am to 4:04 pm following the board approved calendar
Transportation & Drop Off/Pick Up	<p>Please do not arrive at school before 7:40 am and must depart by 4:10 pm. Bus arrival - students will be greeted by staff, possible temperature checks upon arrival and moved to assigned areas. Parent Transport - Please utilize the appropriate visitor parking locations Social distancing guidelines must be adhered to during this times</p>
Cohort & Grouping	Students will align within grade level groups and cohorts. CDE, CDPHE and CDC allows elementary aged students to participate within normal classroom sizes. Cohorts of students will have minimal interaction with other cohorts.
Breakfast & Lunch	<p>Majority of student cohorts will utilize the cafeteria as scheduled. Appropriate markings and signage will identify requirements & expectations Social Distancing guidelines will be followed Teachers will escort students to cafeteria and classrooms</p>
Restroom	Card system will be utilized to ensure occupancy limits are adhered to
Recess	<p>Recess may occur outside, weather permitting, within cohorts. Zones have been identified and will be communicated with students to allow for appropriate rotations and disinfection guidelines</p> <p><i>Students should leave all personal items toys/games/etc home at this time</i></p>
Grades	Grades will adhere to district policy; parent contact and communication from teachers will follow established expectations
Special Education, Gifted, 504, or special populations	Teachers will follow established IEP, ALP, 504, Read Plans, etc as required. Per CDE guidelines, special service providers do not need to be included in the teacher-to-classroom ratios. Minimized contact with other adults will be a priority. Services will be individualized or within cohorts.
Social Emotional Learning	Students supports will be a focus; especially the first two - four weeks of

	instruction.
Disinfection & Cleaning	Cotopaxi has instituted new and additional methods to ensure appropriate methods of cleaning. CDC approved material have been obtained including misting equipment, hand sanitizer, cleaning rotation, nanoSeptic technology, etc.
Misc. Expectations	Frequent Hand Washing will be encouraged/expected Every student should have their own Water Bottle; Filtered filling stations will be open Inclement Weather may result in recess closure; alternate activity will be planned Visitor and Guests restrictions are in effect at this time; main office and limited areas only. We are hopeful this will be temporary in nature.

This document contains building-specific information that applies to Grades 6 through 12.

Middle and High School Specific Procedures	
Attendance	Daily attendance will be recorded for all students Please contact the office at 719-942-4131 to report and excuse any absence.
Health Screening	<i>We need your Assistance: Parents <u>MUST</u> provide primary screening on a daily basis before sending your child(ren) to school.</i> <i>Please ensure ALL of the following:</i> NO Fever (100+) without medication for at least 24 hours NO other symptoms exist – Shortness of Breath, Persistent Cough, etc. No recent, non-reported COVID-19 diagnosis No recent contact with anyone diagnosed with COVID-19 No recent individual or family member travel to a “hot spot” <i>Students who do not meet every criteria above, should be held home.</i> Students who do meet every criterion above may attend school as usual Staff may conduct secondary screening when students arrive at school or upon request of the classroom teacher. Parents will be contacted & student will remain isolated until picked up/released if exhibiting symptoms.
School Schedule	Students will attend school Monday-Thursday; 7:56 am to 4:04 pm. Block Schedule
Transportation & Drop Off/Pick Up	Please do not arrive at school before 7:40 am and depart by 4:10 pm. Bus arrival - students will be greeted by staff, possible temperature checks and moved to assigned areas Parent Transport - Please utilize the appropriate visitor parking locations Student Vehicles - Please park in the appropriate parking lot; do not

	congregate but enter school to appropriate location
Cohort & Grouping	Students will align based upon middle or high school cohort assignment; grade level or course offerings. CDE, CDPHE and CDC currently restricts numbers based upon spaces. Our class sizes meet guidelines or Fremont County Allowances. 6 feet distancing or as close as possible will be established. Cohorts of students will have minimal interaction with other cohorts.
Breakfast & Lunch	Student cohorts will utilize the cafeteria as scheduled for traditional meal options. Appropriate markings and signage will identify requirements & expectations. Additional tables/outside spaces may be utilized Social Distancing guidelines will be followed Teachers will escort students from/to classrooms
Restroom	Card system will be utilized to ensure occupancy limits are adhered to
Outside Classroom	Outside spaces, weather permitting, within cohorts will be utilized. Masks do not need to be worn outside when maintaining social distancing guidelines. Appropriate rotation and disinfection guidelines will be followed
Grades	Grades will adhere to district policy; parent contact and communication from teachers will follow established expectations
Special Education, Gifted, 504, or special populations	Teachers will follow established IEP, ALP, 504's, Read Plans, etc as required. Per CDE guidelines, special service providers do not need to be included in the teacher-to-classroom ratios. Minimized contact with other adults will be a priority. Services will be individualized or within cohorts.
Social Emotional Learning	Students supports will be a focus; specifically training and restorative practices will be implemented.
Disinfection & Cleaning	Cotopaxi has instituted new and additional methods to ensure appropriate methods of cleaning. CDC approved material have been obtained including misting equipment, hand sanitizer, cleaning rotation, nanoSeptic technology, etc.
Misc. Expectations	Frequent Hand Washing will be encouraged/expected Hand Sanitizer will be available in all classrooms and many common areas Every student should have their own Water Bottle; Filtered filling stations will be open Inclement Weather may result in outside classroom closure No large student congregations can occur at this time Visitor and Guests restrictions are in effect at this time; main office and limited areas only. We are hopeful this will be temporary in nature.

Cotopaxi School District's Return to School plans will be updated as State and/or Local Health guidelines are modified.

The plan was constructed using information and guidance from all of the following: Colorado Department of Education, Center for Disease Controls, Colorado Public Health Department, The American Association of Pediatrics, Children's Hospital Colorado, & Fremont County Health Department.

Cotopaxi is taking additional precautions throughout this situation however nothing can completely prevent COVID-19, as with other risk factors for other illnesses or injuries (Colds, Flu, Strep, Injury, etc).

Please never hesitate to let us know if you have any questions, comments or concerns.

Additional COVID-19 related information & resources are available on our website or appropriate links.

Please contact Danielle Van Esselstine, Superintendent at 719-942-4131 ext. 223, dvanesselstine@cotopaxire3.org, or Ken Eckelberry, Principal 719-942-4131 ext.224 or keckelberry@cotopaxire3.org with any questions.