



# **Return-to-School Plan**

**for**

**School Year 2021-22**

**Revised from 2020-2021**

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*Based on guidance from the Centers for Disease Control (CDC), the Arizona Department of Health Services (ADHS), and the Mohave County Department of Public Health (MCDPH) and applicable federal, state, and local agencies.*

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## INTRODUCTION

To ensure the continued well-being of our employees and students, the following guiding principles have been the framework for the Return to School Plan for School Year 2021-22 in such a manner to keep our students, employees, and families safe:

- Plan & implement safety measures for employees and students
- Review health guidelines/hygiene protocols to employees, students, and parents/guardians
- Maximize teaching and learning for all students
- Communicate plans to employees, students, families, and the public

## BULLHEAD CITY SCHOOL DISTRICT LEADERSHIP TEAM

Bullhead City School District Leadership Team, chaired by the Superintendent, includes all site Principals; the Directors of Instructional Services, English Learners, Special Education, Transportation, and Technology; the Public Information Officer; and Preschool Coordinator. The managers of Chartwells, the food service contractor, and ABM, the maintenance/custodial contractor, collaborated relative to their areas of responsibility and expertise.

This work has included the following:

- Plans and protocols to optimize the physical safety of students, staff and visitors
- Plans to optimize the social and emotional well-being of students and staff
- Plans to optimize equitable learning opportunities for all students to accelerate academic progress
- Plans to optimize human, material, and technological resources needed to carry out the plan

## COMMUNICATON METHODS

While this plan advances the previous year's Phase 3 "Near Normal" to "Normal", experience has taught us that circumstances can change quickly. So, it is imperative that parents/guardians, students, and employees listen to all messages or read carefully and completely whether they are delivered in person or via various media.

- In-person: Back-to-School Nights, Parent/Teacher Conferences, IEP/504 meetings will deliver site information.
- Phone auto-dialers from the District pertain to all sites and will sometimes refer to the BCSD website for more detailed announcements.
- Emails from the District pertain to all sites, may have more details than auto-dialers, and will sometimes refer to Facebook or the website for details.
- The BCSD Facebook page will give alerts and may indicate that additional information is available on the BCSD website.
- The BCSD website will have the most comprehensive and up-to-date information.
- Site-specific auto-dialers and emails will give specific site information.
- Information from specific employees other than District leaders and Principals (teachers, bus drivers, secretaries, etc.) will be helpful for classroom level information but may not be the most up-to-date.

## **SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS**

### **PHASES AND TIMELINES**

Information and direction about the phases and possible timelines will be sent to all employees, students, and families before implementation. Please refer to the summary.

<b>Phase</b>	<b>Timing</b>	<b>Items</b>
<b>Normal</b>	July - August 2021	<ul style="list-style-type: none"> <li>• Site offices will open 7 July 2021</li> <li>• School Year 2021-22 will begin Wednesday, 4 August 2021</li> </ul>
<b>Phase 2</b>	If health concerns warrant	<ul style="list-style-type: none"> <li>• Students and staff will implement more stringent hygiene protocols (temperatures taken, health screening questions, masking may be required)*</li> <li>• Visitation is allowed with hygiene protocols (temperature taken, health screening questions, masks may be required, respect for others' space, hand washing/sanitizing). Refusal to be screened is cause for denial of visitation.*</li> </ul> <p>*Based on recommendations from CDC, ADHS, federal, state and local agencies</p>
<b>Phase 1</b>	If health concerns warrant	<ul style="list-style-type: none"> <li>• School buildings closed to the public</li> <li>• Only employees are allowed on campuses</li> <li>• Distance learning for all students</li> <li>• Meals provided for students</li> <li>• In-person support for targeted students</li> </ul>

### **EMPLOYEE AND STUDENT SAFETY**

**Health Protocols (all phases):** BCSD will continuously monitor the use of spaces at each site to reduce exposure to risks. Some areas, including playgrounds, cafeterias, and libraries may be closed in Phase 2 until risk of infection diminishes. BCSD will supply alcohol-based hand sanitizers throughout common areas and in classrooms, cleaning sprays, wipes, and masks. Signage indicating accessibility and protocols will be clearly visible.

- **Employees:**
  - Employees will be trained in the personal protection protocols for each Phase and will be expected to follow all protocols.
  - Employees should report possible exposure to COVID-19 to HR and follow the protocols given to them.
  - If an employee becomes ill at work or exhibits symptoms of COVID-19 at work, s/he will be asked to leave work to go home or to a health center.
  - Employees returning to work from an approved medical leave will contact HR and may be required to submit a healthcare provider's release before returning to the work site.
  - Employees will be provided criteria for returning to work if they have been diagnosed with COVID-19.
- **Students:**
  - Students will be taught hygiene protocols including hand sanitizing, avoidance of touching their faces, personal and classroom workspaces, and respect for each other's supplies. Masks are optional in "Normal" Phase, required in Phases 2.
  - On buses, students will stay seated as assigned in accordance with the protocol of each Phase.

- Parents/guardians and Visitors:
  - Parents/guardians/visitors are expected to follow the signage and protocols given.
  - Parents/guardians are expected to support the District protocols by reinforcing those protocols with their children.
  - Parents/guardians are expected to keep students at home if they are ill.

### **CLEANING/DISINFECTION OF FACILITIES AND BUSES (ALL PHASES):**

The safety of employees and students is the first priority. Deep cleaning and disinfection will occur before BCSD sites open, establishing a sanitary baseline for each site. BCSD will continue to adhere to all necessary safety precautions throughout the school year.

Special protocols will be implemented in the event that an active employee or student is identified as positive for COVID-19 based on testing at the discretion of the Board.

### **SIGNAGE**

Signage will be placed throughout the District (school sites, buses, offices, etc.) reminding employees, students, parents/guardians, and visitors of the hygiene protocols being followed at any given time.

### **TRANSPORTATION PROTOCOLS**

Buses must be disinfected at least once daily. Bus drivers must follow the same Health Protocols as other employees.

### **COVID-19 CASE FORM**

If an employee or student becomes ill at a school site, s/he will report immediately to the Health Office on site and receive a mask and gloves. The Health Attendant will isolate the person to help protect other employees and students. The Health Attendant will follow an initial assessment protocol to determine the possibility of COVID-19 and initiate proper notifications.

### **CAFETERIA AND MEAL PERIODS**

BCSD school sites will continue breakfast in classrooms and lunches in cafeterias. This would be subject to change by the Board based on health data.

### **CLASSROOM ARRANGEMENTS**

Normal: Classrooms will be arranged to maximize equitable learning opportunities.

Phase 2: Classrooms will be arranged so that students are separated as much as possible with all facing in one direction.

Phase 1: Classrooms will be closed.

### **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND EMPLOYEES**

Social-emotional well-being is a priority. BCSD is developing a clearly-defined, research-based program for students and employees. In addition, the site counselors will develop/provide resources for parents/guardians and teachers to access. Social-emotional needs will continually be assessed to provide strong supports.

## SECTION 2: ACADEMICS AND DISTANCE LEARNING

BCSD will open School Year 2021-22 in “Normal” Phase. Given the possibility that BCSD may have to implement Phases 2 or 1 during the school year, transitions from any phase to another will be made as smoothly as possible while maintaining as high a level of education as possible.

### NORMAL PLANS

- Students:
  - Present all day Monday through Thursday in typical-size classes
  - Hygiene/health protocols described in Section 1
  - Breakfasts in cafeterias
  - Unstructured recess activities
  - Music, PE, library and art in their normal locations
  - Backpacks are allowed for such items as lunch boxes, water bottles, personal items and student work to be sent home
  - Personal items (lunch boxes, cell phones, jackets) will be kept at the back of the classroom
  - Instructional supplies and objects will not be shared and will be stored separately as directed by each teacher
  - After-school tutoring programs will be offered on the days students are on-site
  - 21<sup>st</sup> Century after-school and Flex Friday programs will be offered at the approved sites on the days students are on-site
  - Three (3) K-4 students per seat on buses; two (2) 5<sup>th</sup> – 8<sup>th</sup> students per seat
- Employees:
  - On-site
  - Hygiene/health protocols described in Section 1

### PHASE 2 PLANS

**Phase 2** modifications of “Normal” are in **red** and are to mitigate students’ and employees’ exposure to COVID-19 based on the BCSD’s consultation Mohave County Department of Health Services.

- Students:
  - Lunches in cafeterias **with social distancing**
  - **Structured** recess activities
  - Music, PE, library and art in **classrooms**
  - **Two (2)** K-4 students per seat on buses; **one (1)** 5<sup>th</sup> – 8<sup>th</sup> students per seat

### PHASE 1 PLANS ~ Distance Learning

If school sites are closed to students, BCSD will primarily use on-line learning using internet and technology devices. Sufficient Chromebooks (or similar devices) will be available for qualified students to check out. Similarly, BCSD will provide internet access throughout the District during designated school hours.

The platform for direct on-line instruction will be shared with parents/guardians before school sites open and a schedule will be provided on the BCSD website.

- Students:
  - Continued learning will be required using Google Classroom grades K-8, live-streamed classes, and real-time recorded lessons. This is “work done at home” not “homework”. The specifics will be different for students at each level ~ (similar across 3 elementary sites), middle school, and junior high ~ and instructions will be given at the time. Students are expected to have their cameras on unless otherwise instructed by the teacher and are expected to be dressed appropriately for school.
  - Meal programs will continue, either “grab and go” or “on wheels” as announced at the time.
  - No students will be allowed at school sites except as required for targeted support services and within acceptable health metrics.
  - Site offices might be closed to the public depending on circumstances.
- Special Education students, English Learners, and other students with specific needs:
  - Students are expected to participate in virtual learning to the best of their ability
  - Plans accommodating or modifying to meet individual students needs will be available in addition to virtual program
- Exceptions: In the rare instances where students may not have internet access or devices are not available:
  - Paper packets will be offered.
  - Distribution and collection procedures which employ health/hygiene protocols will be shared with these families.
  - Students/parents/guardians will receive frequent phone calls from school personnel to support instruction and learning.
  - Completed work will be required to be returned as directed.
- Employees:
  - Employees will work on-site: teachers will teach; paraprofessionals will assist; office personnel will conduct school business via email, phone, internet, etc.
  - Teachers will provide direct instruction using the instructional protocols outlined to them before the school year begins.
  - Transportation employees will work as needed.
  - Exceptions: employees at high risk who will have alternative duties.

## ATTENDANCE

By Arizona statute, students are counted “present” only when they are in a seat at a school site. This will apply for official school district information to the Arizona Department of Education and will be used for budget purposes unless otherwise determined by the Arizona Legislature. Adjustments in the regulations for school year 2021-22 have allowed school districts to determine attendance for students attending via distance learning. BCSD requires that on-line students check in at the beginning of each class on their schedules, keep faces visible throughout the lesson, and participate appropriately to be considered “present”.

## GRADING POLICIES

To receive credit for courses for this school year, students are expected to complete assignments and demonstrate proficiency in the grade level standards via assessments in accordance with the existing grading policy (see District website). This applies to Phases 1 and 2.

For students not making progress, not completing distance learning work, or opting not to participate in Phase 1, the Policy IKA and IKA-R regarding promotion or retention will be followed.

## COMMUNICATION

- District Level:
  - The Public Information Officer will coordinate all messages to students, parents/guardians, and the community regarding Phase 2 and Phase 1 operation of school sites, including distribution of hygiene protocols for schools and buses to parents/guardians. Parents/guardians should pay particular attention to messages sent via auto-dialers and frequently check for updated information on the website as well as on Facebook.
  - The Director of Educational Services will coordinate all training for hygiene protocols to principals, teachers, paraprofessionals, and office personnel.
  - The Directors of Transportation will coordinate all training for bus drivers and other transportation personnel.
  - The Managers for Chartwells and ABM will coordinate all training for their personnel.
- Site Level:
  - The Principal or designee will coordinate scheduling, facility set up, and all site-related messages to students and parents/guardians.
  - The Health Attendant will coordinate implementation of hygiene protocols and coordinate availability and distribution of hygiene supplies.
  - The Managers for ABM will coordinate cleaning protocols during and after each school day.