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Smart Start Plan – Brookings School District



**BOBCAT TRACKS:
BACK TO THE
CLASSROOM!**

~ The Brookings School District
Smart Start plan to open schools
amidst a global pandemic ~

Brookings School District
Fall 2020



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Bobcat Tracks . . . Back to the Classroom!

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District Vision:

~ The Brookings School District will be an exemplary, innovative learning community recognized and aligned for excellence whose graduates are prepared to excel in an ever-changing and inter-connected world.

District Mission:

~ The Brookings School District prepares all learners to be confident engaged citizens empowered to impact the ever-changing and inter-connected world.

District Core Values:

- LEARNERS FOR LIFE
- SAFE AND SECURE ENVIRONMENT
- STUDENT CENTERED APPROACH THROUGHOUT THE DISTRICT
- STUDENTS, PARENTS, STAFF, AND COMMUNITY AS PARTNERS
- INTEGRITY AND TRANSPARENCY THROUGHOUT THE ORGANIZATION

These core values serve as the premise for the Brookings School District operational and organizational processes. The core values will serve to guide students, staff, administration, and board of education decisions and actions. These core values provide an essential foundation for the development of the district's Smart Start plan.



Guiding Principles:

Several perspectives have influenced the Brookings School District plan. The District leadership considered recommendations from organizations such as the South Dakota Department of Health, the South Dakota Department of Education, the Center for Disease Control, the American Academy of Pediatrics, as well as input from local health care officials, the City of Brookings, staff, community members, school board members, and parents.

The overarching principles guiding our plan to return to school are as follows:

- Student and staff safety are our highest priority as we return to school.
- Our plan incorporates the July 8, 2020 message from the South Dakota Department of Education stating, “Schools will provide face-to-face instruction as much as possible throughout the 2020-21 school year.” The Brookings School District plan is designed to be adaptable and may be revised depending on the level of COVID-19 transmission within the community as we “balance public health considerations with the known benefits of the full school experience (academic, social-emotional, physical) (from the July 8, 2020 [Department of Education presentation](#)).
- Our plan is designed to accommodate learner needs, and will make specific accommodations for vulnerable populations, including medically fragile youth, students who live in poverty, students who have specific health care needs or disabilities, or students that have developmental challenges. The accommodations are made with the intent to provide a safe return to school. Please see the [Supplemental Fact Sheet addressing the risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities](#).
- Consistent with the guidance from the South Dakota Department of Education, our plan allows school sites and school leaders to take steps to mitigate the spread of COVID-19 while still continuing to focus on and emphasize student learning.
- Our plan attempts to reasonably implement guidance from:
 - Center for Disease Control
 - American Academy of Pediatrics
 - United States Department of Education
 - South Dakota Department of Education
 - Federal and State elected officials
 - South Dakota Department of Health
 - Local Health Systems
 - Local stakeholders
- Following the directive from the United States Department of Education and the South Dakota Department of Education and consistent with the American Academy of Pediatrics, our goal is to have students physically present for learning in the school facilities as much as possible. The district will apply standards of expectation and behavior accordingly. Measures and steps to be taken include:



- **PHYSICAL DISTANCING**

- The district will take steps to adhere to physical distancing suggestions. In doing so, the district realizes that it is improbable, if not impossible to ensure distancing at all times and at all places on district campuses. Every effort will be made to follow student distancing of 3 feet to 6 feet apart when feasible.

- **CLEANING AND DISINFECTING**

- The transmission of COVID-19 primarily occurs via droplets. As the district applies efforts to physically distance, the virus may still survive on certain surfaces for some time. Cleaning and disinfecting school spaces will occur regularly. Surfaces used frequently will be cleaned and disinfected daily and as often as possible. Shared equipment will be disinfected frequently. Proper hand washing will be emphasized for all students and staff.

- **SCREENING**

- The district will expect parents to conduct temperature checks daily for their student. It is essential that parents serve as the first line of screening prior to a student boarding a bus or entering a school. [Definitions of Symptoms for Reportable Illnesses](#). Any individual with a temperature of 100.4 degrees Fahrenheit or higher without medication should not be present in school. The district will conduct temperature checks of students suspected to have a fever or feeling ill. Periodically, the district may conduct temperature screenings of students. Staff members will have temperature screenings daily. Anyone demonstrating a temperature of 100.4 degrees Fahrenheit or higher will be sent home immediately. Further, if a student or staff member has a known exposure to COVID-19 or has COVID-19 symptoms, the individual is directed to quarantine for 14 calendar days. Anyone with a positive COVID-19 test must isolate for 10 days.

- **COVID-19 TESTING**

- Parents and staff are asked to coordinate with local health authorities regarding testing if there is a suspected exposure to COVID-19. In the absence of testing options or availability, staff and students should follow local and state health department guidance for exclusion from school. If a student or staff member has a positive COVID-19 test, the individual will be isolated from school and school related activities for 10 days. As in past practice with student long-term illness, every effort will be made to collaborate with parents/guardians to provide for the ongoing educational needs of students in quarantine or isolation.

- **FACE COVERING/MASKS**

- There is ongoing evidence suggesting the importance of universal face coverings as a means to interrupt the spread of COVID-19 (<https://www.cdc.gov/media/releases/2020/p0714-americans-to-wear->



[masks.html](#)). The district will require students and staff to wear masks. The district will provide masks for individuals who need them supplied.

- **HAND SANITIZER**

- The district will provide hand sanitizing dispensers throughout the school for student and staff access. Hand sanitizer will contain at least 60% alcohol and serve as a mitigating factor for the spread of COVID-19. Hand sanitizing will occur in addition to hand washing.

- **VISITORS**

- School district facilities will be open for primary users. However, other than related educational services, including but not limited to special education OT/PT, speech/language, counseling, interpretive services, etc. no parents or visitors shall be allowed in the building during regular business hours other than the front entrance area. Visitors may receive approval to enter the building but must have a scheduled appointment and are required to follow screening and mask requirements. Virtual platforms may be utilized when and as needed.

- **FACILITY USE AGREEMENT**

- School district facilities may be available to outside clubs. However, in order to utilize and access facilities (both internal and external), the organization must submit and have approval of a facility use plan consistent with district policy and the parameters/guidelines following the Bobcat Tracks Plan.

- **ATTENDANCE**

- Regardless of delivery model, student attendance requirements consistent with student handbooks will occur.

- **COMMUNICATION SYSTEMS**

- Regular updates will be posted on the COVID-19 Resource page on the Brookings School District website. In order to maintain the safest and secure learning environment, the Brookings School District asks parents/guardians to communicate promptly with their child's school in the event of a positive diagnosis or absence related to COVID-19.



General Expectations:

The goal of the Brookings School District is to provide direct face-to-face educational services for the students. However, given the ongoing uncertainty, developments, and spread of COVID-19, the district has prepared for variations of educational services beyond the face-to-face instructional model including a hybrid learning model and a remote/distance learning model. Through each of these plans, the district maintains an expectation of equity for learning based upon student need. In other words, some students may need more direct services and interventions than others based on a variety of factors including access, preparation, support, and other related factors. Further, the district is committed to uphold both integrity as well as continuity in the educational services provided to students regardless of the model implemented. If students are opting for or are required to engage in remote/distance learning, the district will endeavor to provide, to the extent possible, similar experiences that would occur in a typical in-person school day. Finally, and ultimately, the Brookings School District is committed to providing instructional relevance and rigor while maintaining the valuable relationships essential for success in school and the world. Student success is grounded in strong relationships, learning that is relevant, and expectations that are realistic, yet rigorous.

The Brookings School District will adhere to the following expectations for learners, teachers, and families regardless of the learning model provided in the situation the district may find itself as the COVID-19 implications continue:

- For students unable to attend school due to health limitations most courses will have a 'live' (synchronous) component using Zoom or some equivalent modality.
- Class periods/times will begin on time and current policies around turning in work will be maintained.
- From time to time, some classes may apply videos/instructions via a video source that will need to be completed by students prior to class.
- From time to time, classes may be recorded to allow ongoing and future access by students and families.
- Students are expected to give their best effort, exhibit their best class behavior regardless of the location and model and attend classes regularly, health permitting.
- Students should have their cell phones silenced and put away during instructional times.
- Teachers will be well prepared with instructional services.
- Student assessments of academic progress will include both formative as well as summative assessments to gauge and adapt instructional practices to learner needs.
- Brookings School District staff will apply the principles of the professional learning community models in the educational approach to students by focusing on four key questions: 1) What do we want students to know and be able to do? 2) How will we know when they have learned it? 3) What will we do when students have not learned it? 4) What will we do to extend the learning when the student already know the content?

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This four question approach allows the district to focus on the specific, high priority academic standards and needs of the learner.

- The Brookings School District recognizes the impacts of COVID on the wellbeing of students and staff. The district will develop an employee support program within the district for staff mental and emotional wellbeing. Additionally, the district will employ a district wide social worker who will work closely with school based counseling services to support the emotional and social needs of the students.
- The Brookings School District will provide meals for both in person as well as remote/distance learners as allowed by the United States Department of Agriculture to address any concerns regarding food insecurity.



SCHOOL REDEFINED:

The Brookings School District recognizes the global pandemic has challenged many of the traditional structures. Work spaces, the type of work, and the connections made among individuals has continued to evolve. Schools are not exempt from the social and economic disruptions facing the world today. From grading to grade levels and time in school compared to learning and tasks completed, every function of the educational process and product is under consideration. The Brookings School District understands and excitedly embraces the opportunity to further redefine the long held traditional views of school to better serve our learners in the 21st Century and beyond. Things will never be the same.

Our world has changed! We have observed how much and to what extent as offices moved from the corner to the kitchen table and shopping moved from carts to clicks. We have observed and experienced the value of relevance, the importance of rigor, and the significance of relationships during the Covid-19 shutdown. In a 21st Century knowledge based economy, the learner needs have shifted from the agrarian and industrial models to a model of individual responsibility, social justice, equity, educational continuity, adaptability, and production. The currency of time has been replaced by the currency of production. Our educational systems must not just recognize, but embrace these changes to remain relevant both today, as well as tomorrow and well into the future! Our society and American way of life is grounded in the work of the public education system. Our plan represents efforts to honor our past, embrace the future, all the while being mindful of the importance and value of a quality public educational experience in the Brookings School District.



OPERATIONAL OPTIONS DEFINED:

The Brookings School District is committed to serving the students and communities that comprise the Brookings School District as effectively and efficiently as possible. Given the ongoing uncertainty of the COVID-19 Global Pandemic, the Brookings School District has created three models for instruction as we begin the 2020-2021 school year.

FACE TO FACE LEARNING MODEL:

Face-to-face instruction provides a return to school campuses and classrooms where students will interact directly with their teachers and their peers. The school day would follow the adopted school day schedule and include core classes as well as other subject areas including encore classes and co-curricular courses. Overall, this learning model represents the typical school environment. However, the model includes several significant changes to enhance the health, safety and well-being of students and staff. Overall, the goal of the face-to-face learning model is to create an environment that provides opportunities for students to engage in a school experience, where students still interact directly with their teachers and classmates while still embracing practices and safeguards that protect the health and well-being of both learners and staff members.

REMOTE/DISTANCE LEARNING MODEL:

The remote/distance learning model is designed for families who want to maintain connections to the enrolled school building and classrooms, however, due to any number of reasons, do not feel comfortable sending their child(ren) back to the face-to-face school environment in August or throughout the school year. Further, contingent upon ongoing developments of COVID-19 in the Brookings School District, in consultation with state and local agencies the school district will be prepared to fully implement remote/distance learning.

In the remote/distance learning model, students will attend school remotely. The model will incorporate regular real-time and in-person interactions with teachers. The model would provide teacher-guided and facilitated student learning to allow for flexibility in educational experiences during these uncertain times. The model reflects the ongoing developments within the Brookings School District to customize and personalize the learning experiences of students. In the remote/distance learning model, students may work on assignments within an established daily schedule and will be required to interact with teachers and peers using web-based communications and class session tools. Ultimately, the model reflects the efforts of the Brookings School District to provide a high-quality and effective educational experience to the student despite the location or setting.



HYBRID LEARNING MODEL:

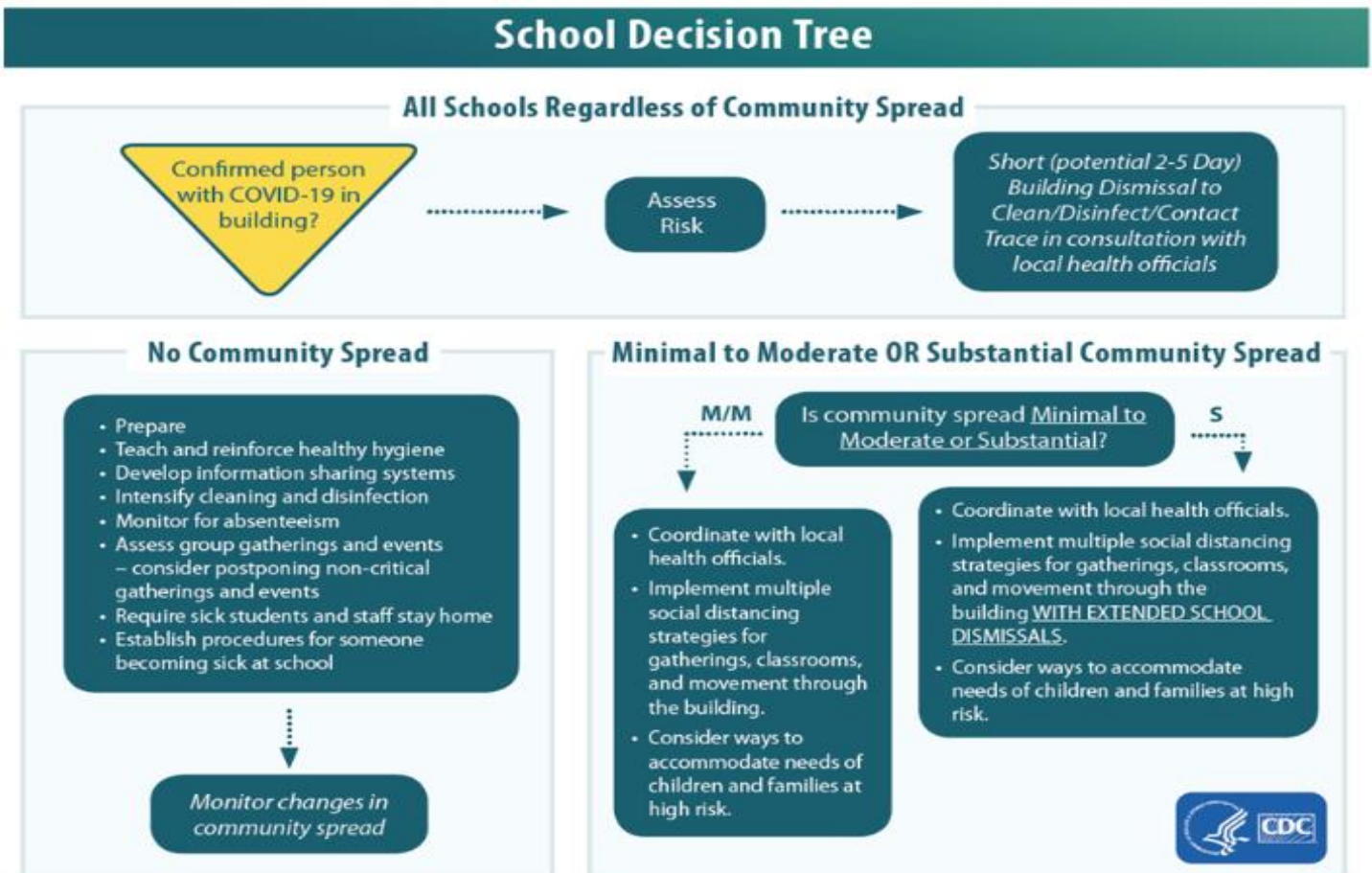
The hybrid learning model represents a blended approach between the face to face and the remote/distance learning model. The hybrid learning model will be adaptive to the individual schools within the Brookings School District.

Through a hybrid approach, the district will allow for limited face to face learning and will blend the face to face learning experiences with the remote/distance learning model. The approach accounts for variations in the way the individual schools within the Brookings School District can provide instruction given various federal and state agency guidelines, the impacts of COVID-19 spread within the community, and other factors such as local, state, and federal policy. Similar to the remote/distance model, in this model, students will complete assignments within a daily schedule and will interact with teachers and peers using web-based communications and class session tools.



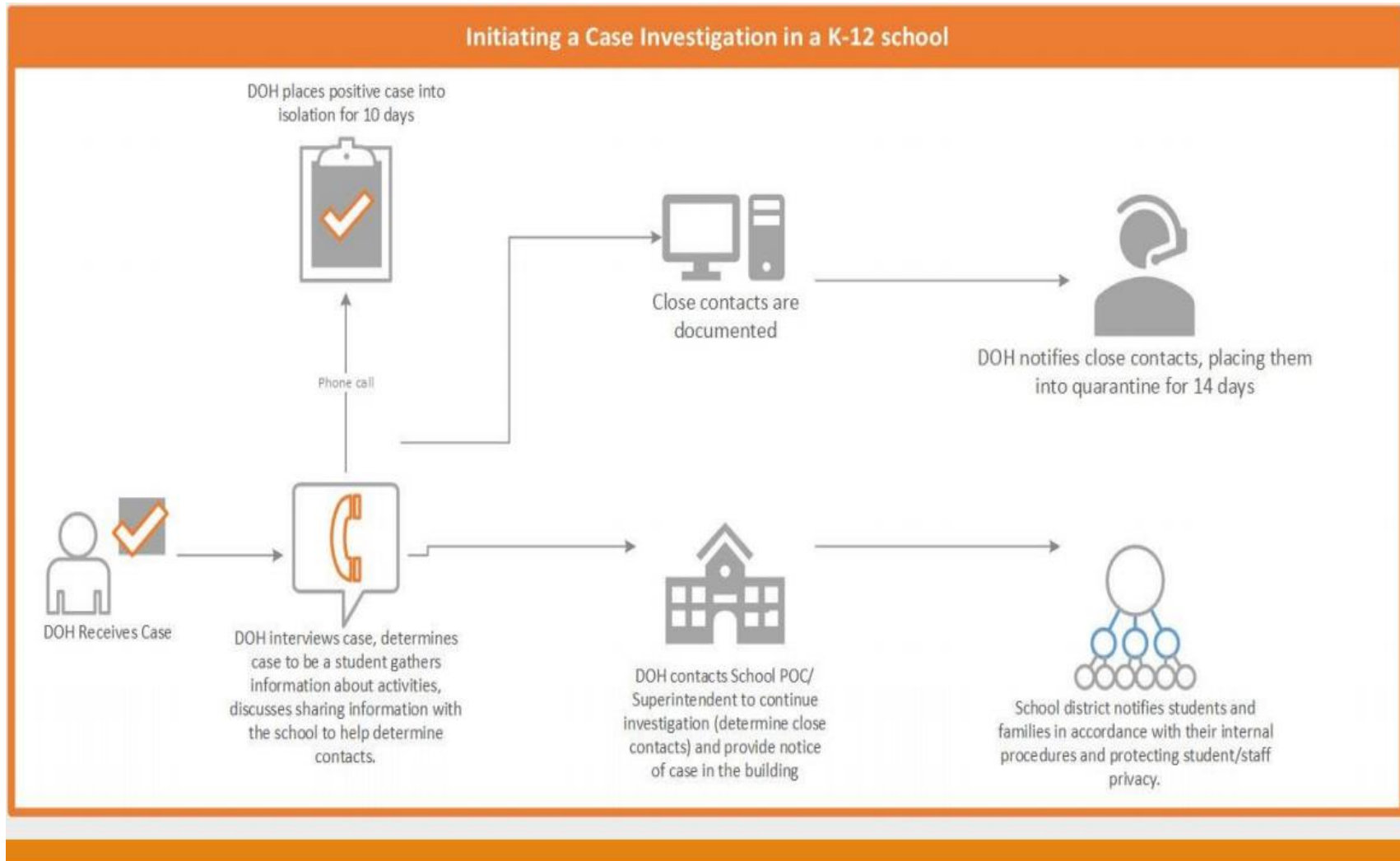
PHASED APPROACH AND DISTRICT DECISION MAKING:

The Brookings School District will consider different phases of impact and apply a decision making tree regarding operational plans for the district functions in a pandemic environment. Below, you will find the School Decision Tree provided by the Center for Disease Control (CDC) the district will utilize for decision making on district functions and operations.





If a case is found in the Brookings School District, the district will work closely with the South Dakota Department of Health as we respond to the situation. Here is a graphic representation of the processes regarding an initiated case investigation of COVID-19 in the Brookings School District.



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Furthermore, the phased approach to full re-entry will be impacted by community impacts and spread along with local, State, and Federal policy and impact considerations.





Modified School Calendar to begin the 2020-2021 School Year

In an effort to support teachers, parents, and students in the launch of the new school year amidst a global pandemic, the Brookings School District will make modifications to the school calendar as follows:

August 14, 2020 – NEW TEACHER ORIENTATION DAY.

The district will provide orientation for all new teachers to the Brookings School District

August 17, 18, 19, 20, 21 – ALL STAFF BACK TO SCHOOL – ONE WEEK.

The District will provide staff a tiered back to school time. While the district typically affords two days for the back to school time for staff, this year we will utilize a full week of back to school orientation. The week will include back to school activities along with time for teachers to prepare their classrooms for social distancing, work on site level planning and preparation for students, coordinate between face-to-face and remote/distance learning instructors, along with professional development on the newly adopted district-wide learning management system.

Aug. 24, 25, 26, 27, 28 – PARENT/TEACHER BACK -2-SCHOOL DAYS.

In previous years, the Brookings School District implemented Back-2-School Days where parents would and students would meet individually by appointment with each of their teachers. In the Back-2-School appointments, students, parents, and teachers would discuss learning expectations in each of the models – Face-to-Face, Remote/Distance, and Hybrid. Additionally and as needed or as deemed appropriate, teachers would provide students with pre-assessments gauging student achievement in areas such as reading and mathematics.

Aug. 31 FIRST FULL REGULAR DAY

The school day would mark the first full day with students.



ELEMENTARY & INTERMEDIATE (PK-5)

Phase	Phase I	Phase II	Phase III	Phase IV
Infection Risk Level	Lowest Risk of Spread (no active cases in community or school building)	Moderate Risk of Spread (active cases in the community, no active cases in the school building; student/staff identified by DOH as close contact of a positive COVID-19 case outside the school community)	Elevated Risk of Spread (active case is identified in one of the school buildings)	Highest Risk of Spread (multiple active cases identified in the buildings at the same time)
CDC Information	No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action. District open as usual.	Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications. District function limitations initiated.	Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are encouraged to wear face masks. Activities, field trips, and events postponed. District functions are seriously limited.	Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities. District Closed.
Instructional Plan	Face-to-Face Learning Model	Hybrid Learning Model	Hybrid Learning Model	Remote/Distance Learning Model
Rationale	Brookings Elementary and Camelot Intermediate Schools have a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	Brookings Elementary & Camelot Intermediate Schools will be closed due to unsafe conditions.

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Rationale	Brookings Elementary and Camelot Intermediate Schools have a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	Brookings Elementary & Camelot Intermediate Schools will be closed due to unsafe conditions.
Cohort A	In-Person	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins Students with IEP may have unique schedule dependent on placement.	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins Students with IEP may have unique schedule dependent on placement.	Remote/Distance Learning
Cohort B	In-Person	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins Students with IEP may have unique schedule dependent on placement.	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins Students with IEP may have unique schedule dependent on placement.	Remote/Distance Learning

Daily Procedures

Phase	Phase I	Phase II	Phase III	Phase IV
Beginning of the day students	Doors will open at 8:00 for students to enter. Students enter doors as usual and will go directly to their homeroom. Separate entrances will be used.	Doors will open at 8:15 for students to enter. 8:15 - First group of designated classes enter the building and wash hands and go directly to their classroom. 8:30 - Second group of designated classes enter the building and wash hands and go directly to their classroom	Doors will open at 8:15 for students to enter. 8:15 - First group of designated classes enter the building and wash hands and go directly to their classroom. 8:30 - Second group of designated classes enter the building and wash hands and go directly to their classroom	No students will enter the building.

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		*Separate entrances will be used. Doors will be assigned accordingly at each building.	*Separate entrances will be used. Doors will be assigned accordingly at each building.	
End of the day	<p>Regular Dismissal</p> <p>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</p>	May stagger or vary dismissal slightly. Classroom teachers responsible for getting students to their designated area for pick up or release. Students will remain with their cohort until out of school.	May stagger or vary dismissal slightly. Classroom teachers responsible for getting students to their designated area for pick up or release. Students will remain with their cohort until out of school.	
Breakfast and Lunch	<p>Students will be offered breakfast, to be consumed in the cafeteria.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p>	<p>Students will be offered breakfast after the bell, to be consumed in their classrooms using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria or other large spaces using physical distancing guidelines set by the Brookings School District.</p> <p>Extra sanitation procedures will be used.</p> <p>Some food items may be limited.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p>	<p>Students will be offered breakfast after the bell, to be consumed in their classrooms using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria or other large spaces using physical distancing guidelines set by the Brookings School District.</p> <p>Extra sanitation procedures will be used.</p> <p>Some food items may be limited.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p>	<p>No breakfast or lunch will be served in the school building due to students being out of the building.</p> <p>Determination will be made for food pick-up.</p>
Encore Classes	Students will transition to Encore classes. Time will be reserved to wash hands before and after attending Encore classes.	Students will transition to Encore classes. Time will be reserved to wash hands before and after attending Encore classes.	Students will transition to Encore classes. Time will be reserved to wash hands before and after attending Encore classes.	
Hallway Traffic	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.



Behaviors to Reduce Spread

CDC Identified Behaviors	Elementary School Protocol			
Phase	Phase I	Phase II	Phase III	Phase IV
Temperature Checks	<p>Parents will take student temperatures at home prior to arrival.(and will complete Covid checklist?)</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Classroom teachers take temperatures of students in classrooms as needed.(Covid Checklist?)</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.(And will complete Covid Checklist?)</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Classroom teachers take temperatures of students in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.(And will complete Covid Checklist?)</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Classroom teachers take temperatures of students in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	

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Cleaning and Sanitizing	<p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant and microfiber cloth provided for all staff.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at each school.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily mid-day disinfection of desktops and touch points or areas of specific concern</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at each school.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p>	<p>Elementary & Camelot Intermediate Schools will be secured.</p> <p>Access is prohibited for all user groups.</p> <p>Cleaning at Brookings Elementary & Camelot Intermediate Schools will be completed as directed by the Health Department prior to student return.</p> <p>Administration will determine staffing assignments and/or procedure modifications.</p>
Hand Hygiene and Facemasks	<p>Modeling of proper hand washing technique will take place along with reminders to support hand washing throughout the day.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Modeling of proper hand washing technique will take place along with reminders to support hand washing throughout the day.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Modeling of proper hand washing technique will take place along with reminders to support hand washing throughout the day.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	

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Restroom Usage	Regular protocol	Use during passing time will be discouraged due to the number of students. Students will be encouraged to use the restroom with permission from the classroom teacher.	Use during passing time will be discouraged due to the number of students. Students will be encouraged to use the restroom with permission from the classroom teacher.	
Water Fountains	The bottle filling feature on the water fountains will be available for regularly scheduled water breaks. Students and staff are encouraged to bring individual water bottles.	The bottle filling feature on the water fountains will be available for regularly scheduled water breaks. Students and staff are encouraged to bring individual water bottles.	The bottle filling feature on the water fountains will be available for regularly scheduled water breaks. Students and staff are encouraged to bring individual water bottles.	
Transportation	Parents will take the temperature of their bus riding students (and complete the Covid Checklist) prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus. Refer to District Transportation Guidelines for additional specific information.	Parents will take the temperature of their bus riding students prior to boarding the bus (and complete the Covid Checklist). If the temperature is at or above 100.4, the student will not be allowed on the bus. Refer to District Transportation Guidelines for additional specific information.	Parents will take the temperature of their bus riding students prior to boarding the bus (and complete the Covid Checklist). If the temperature is at or above 100.4, the student will not be allowed on the bus. Refer to District Transportation Guidelines for additional specific information.	

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Classroom Seating & Materials	<p>Regular classroom cleaning.</p> <p>Physical distancing will be utilized when possible.</p> <p>Regular classroom/teacher preferred arrangement. (3-6 ft.) Assigned seating will be used.</p> <p>Regular classroom supply usage. Individual student supplies are encouraged.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p>	<p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required.</p> <p>Minimized shared furniture and equipment usage.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p>	<p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required, some supplies may not be allowed.</p> <p>Shared furniture and equipment will not be used.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p>	
Lockers	<p>Lockers will be assigned to students. Their use may be limited due to the number of students.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p>	<p>Students will not access lockers.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p>	<p>Students will not access lockers</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p>	

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Technology	<p>Devices will be utilized during the school day as normal. At Camelot, each student will have an assigned device.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines</p>	<p>Devices will be utilized during the school day as normal and each student will have a device at Camelot.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p>	<p>Devices will be provided as needed for students and each student will have a device at Camelot.</p> <p>Devices may travel between home and school.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p>	<p>Devices will be provided as needed for students.</p> <p>Devices will remain at home.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines</p>
Student Attendance	<p>All students will attend school in person. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p>	<p>All students will attend school following the Hybrid schedule. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p>	<p>All students will attend school following the Hybrid schedule. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p>	<p>All students will attend school following the remote/distance learning schedule. Daily attendance will be taken.</p>
Staff Attendance	<p>All staff will report as normal.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p>	<p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p>	<p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p>	<p>All staff will report as directed.</p>
Grading & Reports of Progress	<p>Standards-based grading</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p>	<p>Standards-based grading.</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p>	<p>Standards-based grading</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p>	<p>Standards-based grading</p> <p>Reports of Progress will be made available to parents through Canvas and Infinite Campus. Feedback will be provided to students in a timely manner.</p>



MIDDLE SCHOOL (6-8)

MMS Guiding Principles & Phased Approach

Phase	Phase I	Phase II	Phase III	Phase IV
Infection Risk Level	Lowest Risk of Spread (no active cases in community or school building)	Moderate Risk of Spread (active cases in the community, no active cases in the school building; student/staff identified by DOH as close contact of a positive COVID-19 case outside the school community)	Elevated Risk of Spread (active case is identified in one of the school buildings)	Highest Risk of Spread (multiple active cases identified in the buildings at the same time)
CDC Information	No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action. District open as usual.	Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications. District function limitations initiated.	Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are encouraged to wear face masks. Activities, field trips, and events postponed. District functions are seriously limited.	Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities. District Closed.
MMS Plan	Face-to-Face Learning Model	Hybrid Learning Model	Hybrid Learning Model	Remote/Distance Learning Model
Rationale	MMS has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	MMS will be closed due to unsafe conditions.
Cohort A	In-Person	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	Remote/Distance Learning

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Cohort B	In-Person	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	Remote/Distance Learning
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MMS Daily Procedures

Phase	Phase I	Phase II	Phase III	Phase IV
Beginning of the day students	<p>Doors will open at 8:00 for students to enter.</p> <p>Students enter doors based on Team and Grade Level and will go directly to their homeroom.</p> <p>Separate entrances will be used.</p> <p>7Black/8Black: N1 SPED Behavior: N2 7Red/8Red: N3 7Gray: S5 6Red: S6 6Black: W1</p>	<p>Doors will open at 8:00 for students to enter.</p> <p>Students enter doors based on Team and Grade Level and will go directly to their homeroom.</p> <p>Separate entrances will be used.</p> <p>7Black/8Black: N1 SPED Behavior: N2 7Red/8Red: N3 7Gray: S5 6Red: S6 6Black: W1</p>	<p>Doors will open at 8:00 for students to enter.</p> <p>Students enter doors based on Team and Grade Level and will go directly to their homeroom.</p> <p>Separate entrances will be used.</p> <p>7Black/8Black: N1 SPED Behavior: N2 7Red/8Red: N3 7Gray: S5 6Red: S6 6Black: W1</p>	<p>No students will enter the building.</p>
End of the day	<p>Regular Dismissal</p> <p>All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.</p>	<p>MMS may stagger or vary dismissal to a maximum of 10 minutes.</p>	<p>MMS may stagger or vary dismissal to a maximum of 10 minutes.</p>	
Breakfast and Lunch	<p>Students will be offered breakfast, to be consumed in the cafeteria.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p>	<p>Students will be offered breakfast, to be consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p>	<p>Students will be offered breakfast, to be consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p> <p>Lunch will be served and consumed in the cafeteria using physical distancing guidelines set by the Brookings School District.</p>	<p>No breakfast or lunch will be served in the school building due to students being out of the building.</p> <p>Determination will be made for food pick-up.</p>

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		<p>Extra sanitation procedures will be used.</p> <p>Some food items may be limited.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p>	<p>Extra sanitation procedures will be used.</p> <p>Some food items may be limited.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p>	
Encore Classes	Students will transition to Encore classes.	Students will transition to Encore teachers; masks are required for students when transitioning and physical distancing is difficult.	Students will transition to Encore teachers; masks are required for students when transitioning and physical distancing is difficult.	
Hallway Traffic	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.



Behaviors to Reduce Spread

CDC Identified Behaviors	Mickelson Middle School Protocol				
Phase	Phase I	Phase II	Phase III	Phase IV	
Temperature Checks	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Homeroom Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Homeroom Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Homeroom Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>		
Cleaning and Sanitizing	<p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant provided for all staff.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern</p>	<p>MMS will be secured.</p> <p>MMS access is prohibited for all user groups.</p> <p>Cleaning at MMS will be completed as directed by the Health Department prior to student return</p> <p>Administration will determine staffing assignments and/or procedure modifications required.</p>	

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Smart Start Plan – Brookings School District

		Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.	<p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p>	
Hand Hygiene and Facemasks	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	
Restroom Usage	Regular protocol	<p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p>	<p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p>	
Water Fountains	<p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p>	<p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p>	<p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p>	
Transportation	Parents will take the temperature of their bus riding students prior to boarding the bus. If the	Parents will take the temperature of their bus riding students prior to boarding the bus. If the	Parents will take the temperature of their bus riding students prior to boarding the bus. If the	

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Smart Start Plan – Brookings School District

	<p>temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	<p>temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	<p>temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	
Classroom Seating & Materials	<p>Regular classroom cleaning.</p> <p>Physical distancing will be utilized when possible.</p> <p>Regular classroom/teacher preferred arrangement. (3-6 ft.) Assigned seating will be used.</p> <p>Regular classroom supply usage. Individual student supplies are encouraged.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Cloth face coverings will be required when students are not able to maintain a 6-foot distance. They will not be required to be used by students and staff when physical distancing is maintained.</p>	<p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required.</p> <p>Minimized shared furniture and equipment usage.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Cloth face coverings will be required when students are not able to maintain a 6-foot distance. They will not be required to be used by students and staff when physical distancing is maintained.</p>	<p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required, some supplies may not be allowed.</p> <p>Shared furniture and equipment will not be used.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Cloth face coverings will be required when students are not able to maintain a 6-foot distance. They will not be required to be used by students and staff when physical distancing is maintained.</p>	

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Lockers	<p>Lockers will be assigned to students. Their use may be limited due to the number of students.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p>	<p>Lockers will be assigned to students based on their scheduled days to ensure appropriate physical distancing measures are maintained.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p>	<p>Lockers will be assigned to students based on their scheduled days to ensure appropriate physical distancing measures are maintained.</p> <p>In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.</p>	
Technology	<p>1:1 devices will provided for all 6-8 students</p> <p>Devices will travel between home and school</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines</p>	<p>1:1 devices will provided for all 6-8 students</p> <p>Devices will travel between home and school</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p>	<p>1:1 devices will provided for all 6-8 students</p> <p>Devices will travel between home and school</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines.</p>	<p>1:1 devices will provided for all 6-8 students</p> <p>Devices will remain at home.</p> <p>Devices will be cleaned daily following the Brookings Technology department guidelines</p>
Student Attendance	<p>All MMS students will attend school in person. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p>	<p>All MMS students will attend school following the Hybrid schedule. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p>	<p>All MMS students will attend school following the Hybrid schedule. Daily attendance will be taken.</p> <p>Accommodations will be made for students who are unable to attend in person.</p>	<p>All MMS students will attend school following the remote/distance learning schedule. Daily attendance will be taken.</p>
Staff Attendance	<p>All staff will report as normal.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p>	<p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p>	<p>All staff will report as directed.</p> <p>Any questions or concerns relative to work expectations should be directed to the District Administrative Office.</p>	<p>All staff will report as directed.</p>

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Smart Start Plan – Brookings School District

Grading & Reports of Progress	Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F	Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F	Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F	Grading Scale will remain: 90-100 = A 80-89 = B 70-79 = C 60-69 = D Below = F
	MMS instructors will communicate through the learning management system and/or email regarding student progress.	MMS instructors will communicate through the learning management system and/or email regarding student progress.	MMS instructors will communicate through the learning management system and/or email regarding student progress.	MMS instructors will communicate through the learning management system and/or email regarding student progress.

Academic Plans by Phase

Phase	Phase I	Phase II	Phase III	Phase IV
Teachers	<p>Teachers will follow the district guidance.</p> <p>Teachers will be prepared to enter a virtual learning environment at any point in time.</p>	<p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Collaborate with grade level and subject area teams to follow weekly pacing guide checks.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p>	<p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Collaborate with grade level and subject area teams to follow weekly pacing guide checks.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p>	<p>Continue to follow district guidance and post all lessons and materials on classroom Canvas.</p> <p>Allow for individual pacing and provide recommended pacing guide with unit check points. Project-based and personalized learning is recommended.</p> <p>Counselors and Administrators will run weekly grade reports and work with students who are not engaged in the remote/distance learning process.</p> <p>Teachers will work with building leaders to reach out to and support students and families who may need additional support during this time.</p>

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Smart Start Plan – Brookings School District

		<p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p>	<p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p>	
Students	<p>Take your laptop, charger, and other necessary materials home with you each night to prepare for a change in instructional model.</p> <p>Know the models and what your expectations are in each of them.</p> <p>Communicate with your teachers via Canvas in the event that you are gone from school.</p> <p>Follow the MMS Attendance Protocol</p> <p>Participate in temperature checks and follow all social distancing guidelines depending on the current district status.</p>	<p>Follow the building schedules as designed</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p> <p>Ask for help and advocate for your needs if you are confused or need assistance.</p> <p>Open and frequent communication with teachers.</p> <p>Attendance at school on your days in session is required.</p>	<p>Follow the building schedules as designed</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p> <p>Ask for help and advocate for your needs if you are confused or need assistance.</p> <p>Open and frequent communication with teachers.</p> <p>Attendance at school on your days in session is required.</p>	<p>Follow pacing guide provided by classroom teacher</p> <p>Zoom meetings required unless other arrangements are made.</p> <p>Daily check in on Canvas unless other arrangements are made.</p> <p>Complete all practice activities and assessments.</p> <p>Check email at least twice daily for important information from teachers.</p> <p>Check email daily and watch for important announcements.</p>
Parents	<p>Follow the MMS Attendance Protocol.</p> <p>Communicate with the school if you, your child, or a family member becomes sick.</p> <p>Keep children home when they are running a fever (100.4) and</p>	<p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule that will be used by your school in the event that we go into Phase III.</p>	<p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule that will be used by your school in the</p>	<p>Create learning space for students</p> <p>Help establish calendars and pacing guides to develop routines</p> <p>Ensure that your child is engaged in coursework daily. If there are barriers to this, reach out to school personnel</p>

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	<p>seek the guidance of a medical professional.</p> <p>Ensure that you and your child know how to access Canvas and can complete the assigned work when/if your child is absent.</p> <p>Encourage your student to follow all social distancing guidelines and reinforce habits at home.</p> <p>Discuss with your child their needs in the event of remote/distance learning and have a plan for implementation at home.</p>	<p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the MMS Attendance Protocol.</p>	<p>event that we go into Phase IV.</p> <p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the MMS Attendance Protocol.</p>	
Curriculum	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established in your respective subject matter and grade level.</p> <p>Teachers may not be in exactly the same place, but this will help facilitate a conversation and create awareness so that teachers can be prepared in the event we go into remote/distance learning.</p>	<p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established.</p> <p>Weekly pacing guide check to ensure that teachers are staying in alignment and can identify where they would need to close gaps in the event of closure.</p> <p>Weekly Planning Tasks will be developed by the District and teachers will utilize a portion of their plan time at MMS to complete these tasks.</p>	<p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established.</p> <p>Weekly pacing guide check to ensure that teachers are staying in alignment and can identify where they would need to close gaps in the event of closure.</p> <p>Weekly Planning Tasks will be developed by the District and teachers will utilize a portion of their plan time at MMS to complete these tasks.</p>	<p>Teachers will continue to follow all of the outlined practices in levels Phases II, III, and IV.</p> <p>Teachers will develop their individual lessons and post on Canvas to deliver to students.</p> <p>A weekly plan will be posted that includes the Learning Objectives, Materials and Practice/Assessments for the week.</p> <p>Teachers will include a suggested pacing guide for students to follow to ensure the completion of the work.</p> <p>Teachers will continue to collaborate with each other for consistency and alignment purposes.</p> <p>Weekly pacing guide checks and unit plan discussions will continue to take</p>

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				place across content areas to ensure that courses and grade levels are in alignment and covering the same standards.
Instruction	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p>	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>A majority of classroom instruction may need to be provided virtually, including some face to face time.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work.</p>	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>A majority of classroom instruction may need to be provided virtually, including some face to face time.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p> <p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work.</p>	<p>All classroom instruction will be delivered virtually.</p> <p>Teachers can record critical portions of their lesson, lecture, lab, etc. and post for student viewing prior to face to face meetings.</p>
Assessment	<p>Grades will be assigned to students throughout the school year based on the regular grading scale.</p>	<p>Grades will continue to be assigned as usual to students throughout remote/distance learning.</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their needs.</p> <p>Teachers will collaborate with case managers to support individual student learning.</p>	<p>Grades will continue to be assigned as usual to students throughout remote/distance learning.</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their needs.</p> <p>Teachers will collaborate with case managers to support individual student learning.</p>	<p>Grades will continue to be assigned as usual to students throughout remote/distance learning.</p> <p>Daily practice assignments can be created by the individual teacher based on the needs of their classrooms.</p> <p>Teachers will provide rubrics for summative assessments on Canvas so that all students have a clear understanding of how their learning will be assessed.</p>

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				<p>Some assessments may be given in person depending on the current regulations and health risk levels.</p> <p>Accommodations for testing will be made in consultation with case managers.</p> <p>Flexible timelines will be established to allow students to complete work throughout the unit based on their needs.</p>
Attendance	Teachers will provide all materials to students who are absent via Canvas.	Attendance will be taken during Zoom sessions and virtual instruction. Options will be provided for students who can't attend during this time.	Attendance will be taken during Zoom sessions and virtual instruction. Options will be provided for students who can't attend during this time.	<p>Monitor and take attendance during Zoom sessions and virtual instruction.</p> <p>Options will be provided for students who can't attend during this time.</p>



HIGH SCHOOL (9-12)

BHS Guiding Principles & Phased Approach

Phase	Phase I	Phase II	Phase III	Phase IV
Infection Risk Level	Lowest Risk of Spread (no active cases in community or school building)	Moderate Risk of Spread (active cases in the community, no active cases in the school building; student/staff identified by DOH as close contact of a positive COVID-19 case outside the school community)	Elevated Risk of Spread (active case is identified in one of the school buildings)	Highest Risk of Spread (multiple active cases identified in the buildings at the same time)
CDC Information	No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action. District open as usual.	Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications. District function limitations initiated.	Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are encouraged to wear face masks. Activities, field trips, and events postponed. District functions are seriously limited.	Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities. District Closed.
BHS Plan	Face-to-Face Learning Model	Hybrid Learning Model	Hybrid Learning Model	Remote/Distance Learning Model
Rationale	BHS has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to school with appropriate safety precautions	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	In the event directed health measures require social distancing in the classrooms or limiting the numbers of students in a classroom.	BHS will be closed due to unsafe conditions.
Cohort A	In-Person	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	Remote/Distance Learning

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Cohort B	In-Person	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	A-A-Off-B-B; Wednesday reserved for cleaning, PD, virtual check-ins	Remote/Distance Learning

BHS Daily Procedures

Phase	Phase I	Phase II	Phase III	Phase IV
Beginning of the day students	Doors will be open from 6:00 am - 9:00 pm for academic access. KEEP RIGHT: Doors will be marked ENTER and EXIT for main entrances at BHS and CTE buildings. All other doors will be locked for student entrance.	Doors will be open from 6:00 am - 5:00 pm for academic access. KEEP RIGHT: Doors will be marked ENTER and EXIT for main entrances at BHS and CTE buildings. All other doors will be locked for student entrance.	Doors will be open from 7:00 am - 4:30 pm for academic access. KEEP RIGHT: Doors will be marked ENTER and EXIT for main entrances at BHS and CTE buildings. All other doors will be locked for student entrance.	No students will enter the building.
End of the day	Regular Dismissal All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher.	BHS may stagger or vary dismissal to a maximum of 10 minutes.	BHS may stagger or vary dismissal to a maximum of 10 minutes.	
Breakfast and Lunch	Students will be offered breakfast, to be consumed in the Bobcat Commons. Lunch will be served and consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District. Depending on the number of students eating in school, additional	Students will be offered breakfast, to be consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District. Lunch will be served and consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District. Depending on the number of students eating in school, additional eating areas	Students will be offered breakfast, to be consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District. Lunch will be served and consumed in the Bobcat Commons using physical distancing guidelines set by the Brookings School District.	No breakfast or lunch will be served in the school building due to students being out of the building. Determination will be made for food pick-up.

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	eating areas may be available to allow for social distancing.	<p>may be available to allow for social distancing.</p> <p>Extra sanitation procedures will be used.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p>	<p>Depending on the number of students eating in school, additional eating areas may be available to allow for social distancing.</p> <p>Extra sanitation procedures will be used.</p> <p>Parents/Guardians/Guests will not be allowed to eat lunch with students.</p>	
Free Periods / Online Classes	Students may use common spaces in BHS and will be strongly encouraged to practice social distancing.	When not engaged in classroom instruction or academic activity during the day, students are encouraged to exit the building and work at home, if possible. If transportation is not available, students will be allowed to use common spaces at BHS while practicing social distancing.	When not engaged in classroom instruction or academic activity during the day, students are strongly encouraged to exit the building and work from home, if possible. If transportation is not available, students will be allowed to use common spaces at BHS while practicing social distancing.	
Hallway Traffic	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.	Students and staff using the hallways will remain on the right side.	Staff using the hallways will remain on the right side.



Behaviors to Reduce Spread

CDC Identified Behaviors	Brookings High School Protocol			
Phase	Phase I	Phase II	Phase III	Phase IV
Temperature Checks	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none"> • Temperature check in classroom • Temperature check in the office to verify and the student will be sent home. <p>Teachers take temperatures in classrooms as needed.</p> <p>Staff Temperature Checks will be conducted once a day.</p>	
Cleaning and Sanitizing	<p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p> <p>Spray bottle with disinfectant provided for all staff.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern</p>	<p>BHS will be secured.</p> <p>BHS access is prohibited for all user groups.</p> <p>Cleaning at BHS will be completed as directed by the Health Department prior to student return</p> <p>Administration will determine staffing assignments and/or procedure modifications required.</p>

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		Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.	<p>Custodians will provide heightened disinfection of touch points or areas of specific concern at BHS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p>	
Hand Hygiene and Facemasks	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	
Restroom Usage	Regular protocol	<p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p>	<p>Use during passing time will be discouraged due to the number of students.</p> <p>Students will be encouraged to use the restroom with permission from the classroom teacher.</p>	
Water Fountains	<p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p>	<p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p>	<p>The bottle filling feature on the water fountains will be available for regularly scheduled water breaks.</p> <p>Students and staff are encouraged to bring individual water bottles.</p>	

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Transportation	<p>Parents will take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	<p>Parents will take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	<p>Parents will take the temperature of their bus-riding students prior to boarding the bus. If the temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	
Classroom Seating & Materials	<p>Regular classroom cleaning.</p> <p>Physical distancing will be utilized when possible.</p> <p>Regular classroom/teacher preferred arrangement. (3-6 ft.) Assigned seating will be used.</p> <p>Regular classroom supply usage. Individual student supplies are encouraged.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Cloth face coverings will be recommended when students are not able to maintain a 6-foot distance. They will not be required to be used by students and staff when physical distancing is maintained.</p>	<p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face-to-face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required.</p> <p>Minimized shared furniture and equipment usage.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p> <p>Cloth face coverings will be recommended when students are not able to maintain a 6-foot distance. They will not be required to be used by students</p>	<p>Regular classroom cleaning PLUS heightened disinfection of touch points or areas.</p> <p>District physical distancing measures will be in place for seating (3-6 ft.). Face to face seating will be avoided. Assigned seating will be used.</p> <p>Individual student supplies are required, some supplies may not be allowed.</p> <p>Shared furniture and equipment will not be used.</p> <p>Administration will help guide teachers in classroom arrangement to maximize square footage space for instruction. (furniture, decorative items, non-essential materials. etc.)</p>	

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Smart Start Plan – Brookings School District

		and staff when physical distancing is maintained.		
Lockers	In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.	Lockers use is discouraged during the school day. In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.	Locker use during the school day is strongly discouraged and should be avoided if possible. In effort to maintain physical distance, students may use backpacks or other bags to assist in carrying necessary educational materials to each class.	
Technology	BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors.	BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors.	BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors.	BHS students will use school-provided laptop computers for completing academic requirements and communication with course instructors.
Student Attendance	All BHS students will attend school in person. Daily attendance will be taken. Accommodations will be made for students who are unable to attend in person.	All BHS students will attend school following the Hybrid schedule. Daily attendance will be taken. Accommodations will be made for students who are unable to attend in person.	All BHS students will attend school following the Hybrid schedule. Daily attendance will be taken. Accommodations will be made for students who are unable to attend in person.	All BHS students will attend school following the remote/distance learning schedule. Daily attendance will be taken.
Staff Attendance	All staff will report as normal. Any questions or concerns relative to work expectations should be directed to the District Administrative Office.	All staff will report as directed. Any questions or concerns relative to work expectations should be directed to the District Administrative Office.	All staff will report as directed. Any questions or concerns relative to work expectations should be directed to the District Administrative Office.	All staff will report as directed.

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Smart Start Plan – Brookings School District

Grading & Reports of Progress	<p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>BHS instructors will communicate through the learning management system and/or email regarding student progress.</p>	<p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>BHS instructors will communicate through the learning management system and/or email regarding student progress.</p>	<p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>BHS instructors will communicate through the learning management system and/or email regarding student progress.</p>	<p>Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D below = F</p> <p>BHS instructors will communicate through the learning management system and/or email regarding student progress.</p>
Virtual School	<p>Students choosing the online high school option will be enrolled in South Dakota Virtual High School (SDVS) courses. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or back to hybrid/face-to-face at semester break.</p>	<p>Students choosing the online high school option will be enrolled in South Dakota Virtual High School (SDVS) courses. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or back to hybrid/face-to-face at semester break.</p>	<p>Students choosing the online high school option will be enrolled in South Dakota Virtual High School (SDVS) courses. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or back to hybrid/face-to-face at semester break.</p>	<p>Students choosing the online high school option will be enrolled in South Dakota Virtual High School (SDVS) courses. Since a return to a more face-to-face learning option after the semester begins is not possible, the decision to be online will last a full semester. Students will be able to change to online or back to hybrid/face-to-face at semester break.</p>



Academic Plans by Phase

Phase	Phase I	Phase II	Phase III	Phase IV
Teachers	<p>Teachers will follow the district guidance.</p> <p>Teachers will be prepared to enter a virtual learning environment at any point in time.</p>	<p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p> <p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p>	<p>Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work. Project-based and personalized learning is recommended.</p> <p>Teachers will use the assigned collaboration time to follow district expectations regarding alignment of curriculum and grading practices.</p> <p>Work with specialists on student support.</p> <p>Continue to post announcements and updates in Canvas.</p> <p>Continue to work with and support students with an IEP, 504 Plan, and/or LAP ensuring accommodations are being followed.</p>	<p>Continue to follow district guidance and post all lessons and materials on classroom Canvas.</p> <p>Allow for individual pacing and provide recommended pacing guide with unit check points. Project-based and personalized learning is recommended.</p> <p>Counselors and Administrators will communicate with instructors and work with students who are not engaged in the remote/distance learning process.</p> <p>Teachers will work with building leaders to reach out to and support students and families who may need additional support during this time.</p>
Students	<p>Take laptop, charger, and other, necessary materials home each night to prepare for a change in instructional model.</p> <p>Be aware of instructional models and what expectations are in each of them.</p> <p>Communicate with teachers via Canvas in the event of absence from school.</p>	<p>Follow the building schedules as designed</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p>	<p>Follow the building schedules as designed</p> <p>Attendance at Zoom meetings will be expected. If unable to attend, students should communicate with the teacher to make other arrangements.</p> <p>Complete all assessments and submit according to established deadlines.</p>	<p>Follow pacing guide provided by classroom teacher</p> <p>Zoom meetings required unless other arrangements are made.</p> <p>Daily check in on Canvas unless other arrangements are made.</p> <p>Complete all practice activities and assessments.</p>

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	<p>Follow the BHS Attendance Protocol</p> <p>Participate in temperature checks and follow all social distancing guidelines depending on the current district status.</p>	<p>Students should ask for help and advocate for their needs if confused or in need of assistance.</p> <p>Open and frequent communication with teachers.</p> <p>Attendance at school during assigned (A or B) session is required.</p>	<p>Students should ask for help and advocate for their needs if confused or in need of assistance.</p> <p>Open and frequent communication with teachers.</p> <p>Attendance at school on your days in session is required.</p>	<p>Check email at least twice daily for important information from teachers.</p> <p>Check email daily and watch for important announcements.</p>
Parents	<p>Follow the BHS Attendance Protocol.</p> <p>Communicate with the school if your child or a family member becomes sick.</p> <p>Keep children home when they are running a fever (100.4) and seek the guidance of a medical professional.</p> <p>Ensure that you and your child know how to access Canvas and can complete the assigned work when/if your child is absent.</p> <p>Encourage your student to follow all social distancing guidelines and reinforce habits at home.</p> <p>Discuss with your child their needs in the event of remote/distance learning and have a plan for implementation at home.</p>	<p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule that will be used by your school in the event that we go into Phase III.</p> <p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the BHS Attendance Protocol.</p>	<p>Help support student learning by being engaged in communication from the district, building and teacher.</p> <p>Be informed regarding the hybrid schedule that will be used by your school in the event that we go into Phase IV.</p> <p>Ensure that unless ill or under quarantine, make arrangements for your child to attend school during in session days/times.</p> <p>Follow the BHS Attendance Protocol.</p>	<p>Create learning space for students</p> <p>Help establish calendars and pacing guides to develop routines</p> <p>Ensure that your child is engaged in coursework daily. If there are barriers to this, reach out to school personnel</p>

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Smart Start Plan – Brookings School District

Curriculum	<p>All teachers will use Canvas to post lesson plan activities and materials.</p> <p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established in their respective subject matter and grade level.</p> <p>Teachers may not be in exactly the same place, but this will help facilitate a conversation and create awareness so that teachers can be prepared in the event we go into remote/distance learning.</p>	<p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established.</p> <p>Weekly pacing guide check to ensure that teachers are staying in alignment and can identify where they would need to close gaps in the event of closure.</p> <p>Weekly Planning Tasks will be developed by the District and teachers will utilize a portion of their plan time at BHS to complete these tasks.</p>	<p>Teachers should be following the developed Unit Plans and Pacing Guides that have been established.</p> <p>Weekly pacing guide check to ensure that teachers are staying in alignment and can identify where they would need to close gaps in the event of closure.</p> <p>Weekly Planning Tasks will be developed by the District and teachers will utilize a portion of their plan time at BHS to complete these tasks.</p>	<p>Teachers will continue to follow all of the outlined practices in levels Phases II, III, and IV.</p> <p>Teachers will develop their individual lessons and post on Canvas to deliver to students.</p> <p>A weekly plan will be posted that includes the Learning Objectives, Materials and Practice/Assessments for the week.</p> <p>Teachers will include a suggested pacing guide for students to follow to ensure the completion of the work.</p> <p>Teachers will continue to collaborate with each other for consistency and alignment purposes.</p> <p>Weekly pacing guide checks and unit plan discussions will continue to take place across content areas to ensure that courses and grade levels are in alignment and covering the same standards.</p>
Instruction	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>Canvas lessons should allow any student who is absent to access the necessary materials and assessments virtually.</p>	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>A majority of classroom instruction may need to be provided virtually, including some face-to-face time.</p> <p>Canvas lessons should allow any student who is absent to access the necessary</p>	<p>All teachers will use Canvas to post their daily lesson plan activities and materials.</p> <p>A majority of classroom instruction may need to be provided virtually, including some face to face time.</p> <p>Canvas lessons should allow any student who is absent to access the necessary</p>	<p>All classroom instruction will be delivered virtually.</p> <p>Teachers can record critical portions of their lesson, lecture, lab, etc. and post for student viewing prior to virtual or zoom meetings.</p>

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		materials and assessments virtually. Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work.	materials and assessments virtually. Create suggested pacing guides for students to follow that outline a suggested timeline for the completion of work.	
Assessment	Grades will be assigned to students throughout the school year based on the regular grading scale.	Grades will continue to be assigned as usual to students throughout remote/distance learning. Flexible timelines will be established to allow students to complete work throughout the unit based on their needs. Teachers will collaborate with case managers to support individual student learning.	Grades will continue to be assigned as usual to students throughout remote/distance learning. Flexible timelines will be established to allow students to complete work throughout the unit based on their needs. Teachers will collaborate with case managers to support individual student learning.	Grades will continue to be assigned as usual to students throughout remote/distance learning. Daily practice assignments can be created by the individual teacher based on the needs of their classrooms. Teachers will provide clear expectations (i.e. rubrics) for summative assessments so that all students have a clear understanding of how their learning will be assessed. Some assessments may be given in person depending on the current regulations, health risk levels, and district guidelines. Accommodations for testing will be made in consultation with case managers. Flexible timelines will be established to allow students to complete work throughout the unit based on their individual needs.
Attendance	Teachers will provide all materials to students who are absent via Canvas.	Attendance will be taken during Zoom sessions and virtual instruction.	Attendance will be taken during Zoom sessions and virtual instruction.	Monitor and take attendance during Zoom sessions and virtual instruction.

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		Options will be provided for students who can't attend during this time.	Options will be provided for students who can't attend during this time.	Options will be provided for students who can't attend during this time.
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TECHNOLOGY REQUIREMENTS AND EXPECTATIONS FOR ACCEPTABLE USE:

The Brookings School District teachers will use Canvas as the adopted district-wide learning management system (LMS) to provide instructional supports, communications, and overall connections to students and parents. The LMS will serve as the primary tool to share assignments, communicate with students, provide instructional supports, and guide the learning processes for students. Whether in a face-to-face, remote/distance, or hybrid learning model, students are expected to adhere to the district acceptable use policies and procedures. Further, students are expected to be courteous and respectful and to adhere to the student code of conduct which they agreed to when they signed the handbook at the beginning of the year. Overall, students are expected to work collaboratively with their teacher and their peers as the district provides instruction to learners.

Please contact the Brookings School District if your family is in need of a device or devices or connectivity support to access the internet.



SAFETY AND WELLBEING CONSIDERATIONS:

The Brookings School District implement safety practices and safeguards to protect the health, safety, and wellbeing of both students and staff. Accordingly the Brookings School District is committed to working with local health care providers as well as local, state, and federal officials as we prepare to provide student instruction for the 2020-2021 school year. Here are the various considerations with the district as we consider the various models and options:

District Considerations

The district will apply, to the extent reasonably possible, the latest Center for Disease Control procedures along with local, state, and federal guidelines for safe school operations. The practices may include but not be limited to:

- Practice safe social distancing to the greatest extent possible
- Increase cleaning protocols throughout each campus, including replacing air filters more frequently
- Limit group gatherings
- Limit and/or eliminate external group use of school district facilities
- Encourage face coverings on campus
- Expect symptom screening for all staff and students
- Provide training for all staff on effective and safe practices
- Establish district-wide protocols for cleaning and disinfecting school facilities and equipment

Building/Campus Considerations

- Parents will provide assurances that students are screened daily for elevated temperatures and other potential related health considerations
- Post signage and provide lessons to strongly encourage frequent hand washing and hygiene practices
- Ensure hand sanitizer is available throughout the campuses in readily accessible locations and forms
- Ensure any staff or students who exhibit symptoms are not at school or in the workplace
- At the elementary and intermediate school levels (Hillcrest, Medary, Dakota Prairie, and Camelot), apply a cohort isolation model, where students on campus will spend time with a consistent group of students in their class including the classroom, media center, and playground. Interactions with other groups of students will be minimized. If a student displays symptoms of illness, the impact would be minimized to the student cohort group rather than the entire school building for student quarantines or other health and safety related interventions.
- At the middle school and high school (Mickelson Middle School and Brookings High School) each building will discourage and limit gatherings of students in the hallways and commons areas that would include signage, clear communications, and staff directives and monitoring.



- The student numbers will be limited gathering spaces such as the cafeterias, gymnasiums, playgrounds, media centers, auditoriums, and other large gathering spaces to minimize exposure and potential impact.

Classroom Considerations

- Classrooms will have stringent disinfection protocols and procedures in place.
- Students will be provided direct instruction on hand washing and proper hygiene.
- Hand sanitizer will be available in each classroom.
- Students will be spaced in accordance to social/physical distancing recommendations (3 to 6 feet). This should allow for current classroom capacity with accommodations within the room for learners.

Transportation Considerations

- Transportation may not be provided for all students due to distancing requirements and limitations on driver availability.
- Students will be encouraged to wear face coverings while on the bus. Face masks will be provided.
- Transportation staff will clean and disinfect high contact areas between runs/routes each day.
- Hand sanitizer will be available on each bus.
- Each bus will be disinfected thoroughly at the end of each day.
- Students will be socially/physically distanced as possible – family members may sit multiple to a seat, otherwise students will sit appropriately spaced within the bus to adhere to the 3 feet to 6 feet distancing guidance from the American Academy of Pediatrics.



PARENT RESOURCES:

As we continue to face the unprecedented global pandemic, parents may be challenged to find the best way to discuss COVID-19 with a child. Finding ways to ease anxiety and uncertainty that comes with this atypical moment in time, while demanding, is important.

Given these challenges, the Brookings School District wanted to share some resources that may be helpful for parents and caregivers as you talk with your child about COVID- 19.

How to talk to your children about Coronavirus

- [Talking with children about Coronavirus Disease 2019](#)
- [Talking to Children About Coronavirus \(COVID19\)](#)
- [Helping Children and Teens Cope with Anxiety About COVID-19](#)

Other Articles and Resources

- [Parenting in the Time of Coronavirus](#)



PARENT/FAMILY EXPECTATIONS:

As we exercise the plan to open schools for the fall of 2020, we are asking parents for support and help. Please begin by visiting with your child(ren) about the various plans from face to face to remote/distance to hybrid instruction. It is important that children are supported in each of the delivery models by encouraging students as learners to attend and actively engage all classes and finish all assignments. Failing to actively engage and participate in classroom activities and coursework, regardless of the delivery model, may constitute absences from school, truancy, and related consequences.

If your child is engaged in either the remote/distance or hybrid models, here are some added strategies and supports to assist learners:

- ✓ Create a comfortable, distraction-free place for your children to work and attend online classes.
- ✓ Do not join your children's online classes or be visible on your children's screens during classes. This is the learning time for your child. You are encouraged to take an active role in the learning process, while still allowing your child to experience the learning.
- ✓ Encourage your children to incorporate physical activity and healthy breaks from classes during the day, while practicing responsible social distancing.
- ✓ Calmly establish routines and expectations for your child.
- ✓ Partner with your child's teachers and reach out should any challenges arise.
- ✓ Help your child to plan and turn in their work and keep them focused and on task.
- ✓ Abide by our district policies and procedures regarding the use of the school-provided device(s).



TRANSPORTATION CONSIDERATIONS AND OPTIONS

Phase 1 - No School/No Bussing/ Clean buses

Phase 2 - No Bussing/ clean buses

Phase 3 - Cancel bussing for inner school routes and spread out riders to meet requirements for out of town riders. We may need to cancel bus for River Ridge Addition a mile south of Dakota Prairie {Large number of students in that area not possible to social distance on bus}. May need to add some extra buses not used for Boys & Girls Club to help bus Aurora Students home. Limit Activity Travel. Encourage students to wear masks and hand sanitizer will be located at front of bus and will have extra masks available if needed. Require temp check before getting on buses. Drivers will clean high traffic areas.

Phase 4 - Bussing as usual try and spread students out the best we can. Encourage masks and hand sanitizer at the front of buses. Will have masks available if needed. Activities as normal. Drivers will clean high traffic areas on buses.



EXTRA & CO-CURRICULAR ACTIVITIES CONSIDERATIONS & OPTIONS

Guiding Principles & Phased Approach

Phase	Phase I	Phase II	Phase III	Phase IV
Infection Risk Level	Lowest Risk of Spread (no active cases in community or school building)	Moderate Risk of Spread (active cases in the community, no active cases in the school building; student/staff identified by DOH as close contact of a positive COVID-19 case outside the school community)	Elevated Risk of Spread (active case is identified in one of the school buildings)	Highest Risk of Spread (multiple active cases identified in the buildings at the same time)
CDC Information	No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action. District open as usual.	Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications. District function limitations initiated.	Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are encouraged to wear face masks. Activities, field trips, and events postponed. District functions are seriously limited.	Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities. District Closed.
Athletics & Activities Plan	Open for all Practices/Events/Travel	Practices/Events/Limited Travel	Practice/No Travel/No Events (MMS,BHS or both)	No School/No Practice/No Events
Rationale	BHS and MMS has a plan to meet guidelines provided for the reopening of schools and local public health conditions warrant a return to events/practice/travel with appropriate safety precautions	In the event directed health measures require social distancing in the facilities or limiting the numbers of students in a gymnasium or field..	In the event directed health measures require social distancing in the facilities or limiting the numbers of students in a gymnasium or field.	BHS will be closed due to unsafe conditions.
Event Attendance	All Events and Tiers open Tier 1 – (Essential)	Option 1 Tier 1 & 2 (essential & preferred) allowed at events Tier 3 (non-essential) not allowed to	No Events	No Events

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	<p>Athletes, Coaches, Officials, Event Staff, Medical Staff, Security</p> <p>Tier 2 – (Preferred)</p> <p>Media(i.e. Webcast, Radio, Newspaper)</p> <p>Tier 3 – (Non-Essential)</p> <p>Spectators, Vendors</p>	<p>attend events. (Live Stream Events)</p> <p>Option 2 Tier 1 & 2 (essential & preferred) allowed at events/ Tier 3 (Non-essential) allowed to attend events in limited capacity.</p>		
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Activities & Athletics Daily Procedures

Phase	Phase I	Phase II	Phase III	Phase IV
Beginning of the Practice or Event	<p>Gyms will be open 30 minutes before the event or practice for access. Social distancing will be in place and we will follow state, city, SDHSAA guidelines</p> <p>Separate exits will be marked for usage</p>	<p>Gyms will be open 30 minutes before the event or practice for access. Social distancing will be in place and we will follow state, city, SDHSAA guidelines</p> <p>Separate exits will be marked for usage</p>	<p>Gyms will be open 30 minutes before practice for access. Social distancing will be in place and we will follow state, city, SDHSAA guidelines</p> <p>Separate exits will be marked for usage</p>	<p>No students will enter the building.</p>
End of the day	<p>All students will be required to leave the building at the end of the practice day or event .</p>	<p>All students will be required to leave the building at the end of the practice day or event . Staggering maybe implemented</p>	<p>All students will be required to leave the building at the end of the practice day. Staggering maybe implemented</p>	



Behaviors to Reduce Spread

CDC Identified Behaviors	BHS & Mickelson Middle Activities & Athletics Protocol			
Phase	Phase I	Phase II	Phase III	Phase IV
Temperature Checks	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none">• Temperature check by coach/advisor• Temperature check in the training room to verify and the student will be sent home. <p>Coaches & Trainers take temperatures as needed. If a student is using the locker-room they will do a temperature check before each practice or event before entering</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none">• Temperature check by coach/advisor• Temperature check in the training room to verify and the student will be sent home. <p>Coaches & Trainers take temperatures as needed. If a student is using the locker-room they will do a temperature check before each practice or event before entering</p> <p>Staff Temperature Checks will be conducted once a day.</p>	<p>Parents will take student temperatures at home prior to arrival.</p> <p>Two step process if temperature is suspected:</p> <ul style="list-style-type: none">• Temperature check by coach/advisor• Temperature check in the training room to verify and the student will be sent home. <p>Coaches & Trainers take temperatures as needed. If a student is using the locker-room they will do a temperature check before each practice or event before entering</p> <p>Staff Temperature Checks will be conducted once a day.</p>	
Cleaning and Sanitizing	<p>Daily routine cleaning procedures</p> <p>Routine infectious disease protocol; staff will comply with State and/or local health department requirements.</p> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment, use, and storage of chemicals for cleaning and sanitizing.</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p>	<p>Daily routine cleaning procedures PLUS heightened disinfection of touch points or areas.</p> <p>Administration will communicate to custodial staff of specific affected areas and surface(s), schedule, procedure and product to be used for heightened disinfection</p> <p>Increased frequency and increased number of surfaces within classrooms</p>	<p>MMS or BHS or Both will be secured.</p> <p>MMS or BHS or Both access is prohibited for all user groups.</p> <p>Cleaning at BHS will be completed as directed by the Health Department prior to student return</p>

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	Spray bottle with disinfectant provided for all staff.	<p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS or BHS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p>	<p>to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern</p> <p>Custodians will provide heightened disinfection of touch points or areas of specific concern at MMS or BHS.</p> <p>Administration will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</p>	Administration will determine staffing assignments and/or procedure modifications required.
Hand Hygiene and Facemasks	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	<p>Announcements will be made to support hand washing.</p> <p>Face coverings will be required per the District Guidelines.</p> <p>Face coverings will be provided by individual students/families and staff members.</p>	
Restroom Usage	Regular protocol	Use during events time will be discouraged due to the number of students & spectators..	Use during events time will be discouraged due to the number of students & spectators..	
Water Fountains	The bottle filling feature on the water fountains will be available Students, staff and spectators are encouraged to bring individual water bottles.	The bottle filling feature on the water fountains will be available Students, staff and spectators are encouraged to bring individual water bottles.	The bottle filling feature on the water fountains will be available Students, staff and spectators are encouraged to bring individual water bottles.	
Transportation	Trainers or coaches will take the temperature of their bus-riding students prior to boarding the	Trainers or coaches will take the temperature of their bus-riding students prior to boarding the	Trainers or coaches will take the temperature of their bus-riding students prior to boarding the	

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	<p>bus. If the temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	<p>bus. If the temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	<p>bus. If the temperature is at or above 100.4, the student will not be allowed on the bus.</p> <p>Refer to District Transportation Guidelines for additional specific information.</p>	
Locker-rooms	<p>In effort to maintain physical distance, students may come ready for practice.</p> <p>Students will be temperature checked in the gym before using the locker-room. They must use the facility and immediately leave. Staff will supervise</p>	<p>In effort to maintain physical distance, students may come ready for practice</p> <p>Students will be temperature checked in the gym before using the locker-room. They must use the facility and immediately leave. Staff will supervise</p>	<p>In effort to maintain physical distance, students may come ready for practice</p> <p>Students will be temperature checked in the gym before using the locker-room. They must use the facility and immediately leave. Staff will supervise</p>	



Guiding Principles & Phased Approach

Phase	Phase I	Phase II	Phase III	Phase IV
Infection Risk Level	Lowest Risk	Moderate Risk	Elevated Risk	Highest Risk
CDC Information	No confirmed active cases; Monitor activities within the community and the region. Prepare for responsive action. District open as usual.	Cases confirmed; Consideration of limited student and staff interactions and travel. Monitor implications. District function limitations initiated.	Case numbers growing; Consider limited student and staff interactions using distancing guidelines. All are encouraged to wear face masks. Activities, field trips, and events postponed. District functions are seriously limited.	Cases spreading rapidly; Strict stay at home and social distancing guidelines applied. Suspend all district events and activities. District Closed.
Community Spread	None COVID-19 cases may occur in the community, but there is NO community transmission.	Minimal to Moderate There are 1-4 cases of community-acquired COVID-19	Minimal to Moderate There are 1-4 cases of community-acquired COVID-19	Substantial There are 5+ cases of community-acquired COVID-19 County or a district group of cases in a single area.
Rationale	Open for all Practices/Events/Travel	Practices/Events/Limited Travel/ In the event directed health measures require social distancing in the facilities or limiting the numbers of students in a gymnasium or fields.	Practices/Events/Limited Travel/ In the event directed health measures require social distancing in the facilities or limiting the numbers of students in a gymnasium or fields.	No School/No Practice/No Events closed due to unsafe conditions.
Event Attendance Tier	All Events and Tiers open	Option 1 Tier 1 & 2 (essential & preferred) allowed at events/ Tier 3 (Non-essential) not allowed to attend events. Option 2 - Tier 1 & 2 (essential & preferred) allowed at events/ Tier 3 (Non-essential) allowed to attend events in limited capacity.	No Events closed due to unsafe conditions.	No Events closed due to unsafe conditions.