



2020-2021 PSD Together Again

Poudre School District | July 2020



Greetings Poudre School District Community,

As we approach the start of the 2020-2021 academic year, we are confident this school year promises to be one like no other due to COVID-19. To prepare for PSD Together Again this fall and beyond, we have been diligently planning since last spring and coordinating our efforts with the Larimer County Department of Health and Environment to ensure that students and staff are as safe as possible. We continue to follow the guidance of the Colorado Department of Education and Colorado Department of Public Health and Environment, as well as the guidance and orders from Colorado Gov. Jared Polis. We also surveyed our community and staff to assess and gauge our needs, reflecting myriad voices in our 2020-21 plans. We have balanced our findings with the guidance of our health partners and local and state authorities to bring you our current plan for the launch of the school year.

Please keep in mind as you review this plan that it will likely adapt and evolve as conditions change throughout the 2020-21 school year. The plan is our very best thinking at this moment, and we will publish updated versions of the plan as we go. We intend to react and respond quickly to continue to meet the health, safety, and welfare needs of our students and staff as realities and conditions change in the months to come. This may mean shifting from in-person to virtual learning overnight or multiple times during the school year. We may also create alternative scheduling that blends in-person instruction with at-home virtual learning. We must be prepared to adapt if and when conditions warrant.

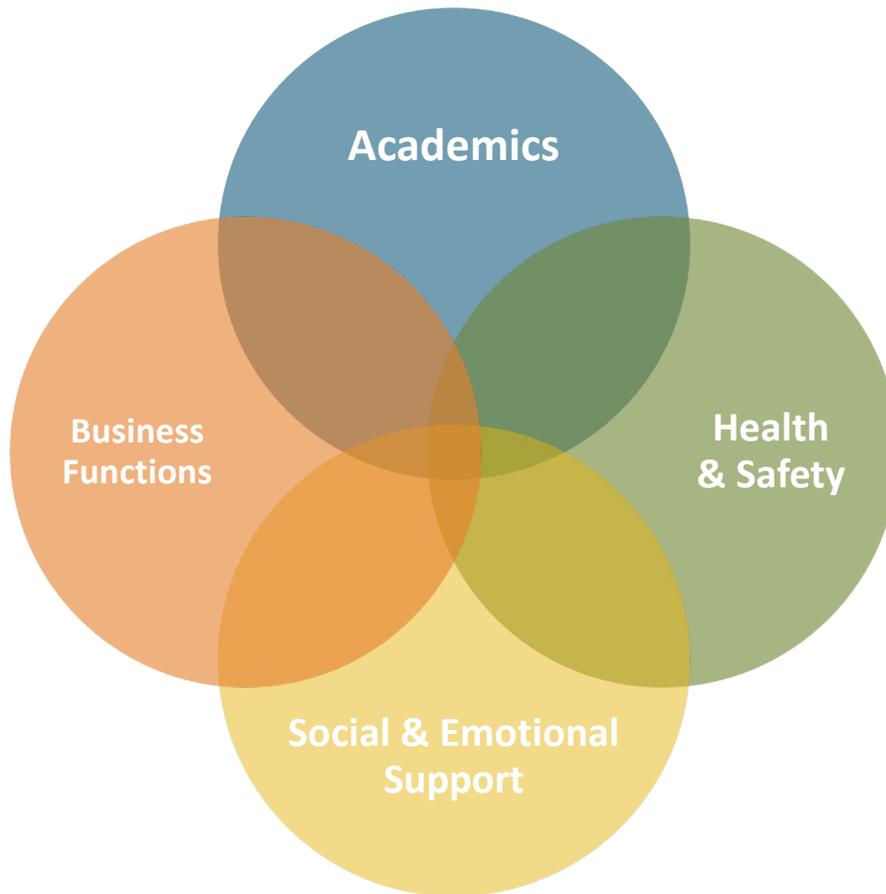
This plan also defines a new way of “doing business” in Poudre School District, from mandatory mask wearing and deep-cleaning protocols to creating new school schedules and impacting our activities and extracurricular offerings. The conditions created by this pandemic will require us to continue to adjust how we operate and require us to be extremely agile to ever-changing conditions. Our commitment is to educate every child, every day remains unchanged, however. We will not fail to deliver high-quality educational programming while maintaining safe environments — whether in-person or virtually throughout the 2020-21 school year. In such a dynamic and challenging environment, we also know that our students and staff will have many and varied social and emotional support needs, and we will be diligent about proactively planning for and addressing these throughout the next school year, as well.

We are ready and committed to serving our students and community. I ask that you join us in partnership and solidarity as we embark on the 2020-21 school year together. We will persevere during these challenging times and continue to work as a team to provide the very best for the Poudre School District students, staff, and communities.

Thank you for your support,

Dr. Sandra Smyser Superintendent
Poudre School District

2020-2021 PSD TOGETHER AGAIN



PROCESS

Poudre School District's PSD Together Again Plan was developed with guidance from local health officials, as well as state and national departments of education and governance. The four content areas below help define the details needed to return to school. Each of the content areas was reviewed cross-functionally to ensure coordination as the plan was developed.

Academics: Defines all areas in PreK-12 academics as well as Exceptional Learners

Health and Safety: Includes all aspects associated with maintaining health and school safety

Social and Emotional Support: Defines support for students and staff during these challenging times

Business Functions: Defines Human Resources and Finance details

COLLABORATION

Partnership with our community has been a core value throughout the process of developing Poudre School District's PSD Together Again Plan. PSD leadership engaged with families as well as district administrators, licensed staff and classified staff to identify the challenges and provide input on potential solutions. Additionally, district leadership has developed a close partnership with the Larimer County Department of Health and Environment. Their professional staff has provided ongoing and timely information and guidance on how we can implement this plan in the safest possible way for students and staff while delivering an academically rich student experience.



2020-2021 PSD TOGETHER AGAIN

Welcome to Poudre School District's PSD Together Again 2020-2021 plan. This plan is designed to provide you with detailed information on what students, families, and staff members can expect to see and experience as they return for the upcoming school year.

As you review this plan, please note the following key aspects:

- **In-Person and Online Options:** Students have the option to return to school in PSD school buildings, if in-person education takes place districtwide, or to enroll in [Poudre School District Virtual](#) (PSDV). PSDV is a full-time online instructional model for all students in grades PreK through 12. If the online model is selected, students must remain enrolled in PSDV for the 2020-2021 school year.
- **Health and Safety:** The health and safety of our students and staff is a driving factor in all the plans that have and will be developed. Several systems will be in place at district campuses to help ensure safety for all, including one-way halls to manage building traffic, classroom furniture arrangements to help ensure proper physical distancing to the extent possible, and implementation of extensive cleaning and disinfection protocols throughout the buildings.
- **Masks or Face Coverings:** **Masks or face coverings will be required for all staff and students.** Masks or face coverings must cover the nose and mouth, follow public health orders and guidance, and be worn at all times when 6 feet of physical distance cannot be maintained. Face shields may only be worn in instances where 6 feet of physical distance can be maintained. If 6 feet of distance cannot be maintained, face masks must be worn in addition to face shields. This decision is supported by the Larimer County Department of Health and Environment. It also aligns with Colorado Gov. Jared Polis's July 16 [statewide mask order](#), requiring that face coverings be worn at all times in indoor public spaces, such as classrooms. Parents/guardians will be responsible for providing face coverings for their students. Staff will be provided with a limited supply of face coverings and may also provide their own.
- **Contact Tracing:** Contact tracing is a required aspect of PSD's plans to return to in-person instruction in our school buildings. Larimer County health officials have provided reasons why it is an essential part of preventing the spread of COVID-19 in the community. To learn more, please visit <https://www.larimer.org/contact-tracing>. Seats will be assigned for all students in all classrooms, on busses, and in common areas such as cafeterias to facilitate accurate and expedient contact tracing when necessary. PSD staff will consult and work with Larimer County health officials when contact tracing is necessary among staff, students and families.
- **Meals:** Breakfast and lunch will be provided to all students. Meals will be provided as sacked breakfast/lunches. In some cases, students may be required to eat meals in their assigned seats in classrooms during the day to maintain physical distancing. In instances where cafeterias are used, students will be assigned seats. Masks may be removed to eat.
- **Transportation:** Due to physical distancing requirements, transportation on PSD busses will be limited. Transportation on PSD busses will be provided to students who are legally guaranteed transportation, including students with Individualized Transportation Plans (ITPs) included in their Individualized Education Plans (IEPs); students in foster care; and McKinney-Vento students. Transportation will also be provided on an as-available basis to student riders selected from among those whose families

applied for transportation for the 2020-2021 school year. Should physical distancing guidelines for transportation be relaxed as we move through the 2020-21 school year, additional transportation options may be available to students.

- **Technology Support:** PSD is fortunate to have a one-to-one laptop program in place in grades 3 through 12 thanks to the generous support of our community from the 2010 Mill Levy Override. For the 2020-2021 school year, PSD also intends to provide one-to-one devices to our students in grades kindergarten through 2. These devices will not be available for distribution to students at the beginning of the school year, due to supply chain delays worldwide. Delivery is expected to occur several weeks into the school year. We will make every effort to distribute these one-to-one devices to students as soon as they are received. Students in grades 3 through 12 will receive one-to-one devices for use throughout the 2020-2021 school year in August. The Early Childhood Education program will also distribute devices to students. Devices will continue to be used to support in-classroom learning and will be used to support hybrid and/or virtual learning as needed throughout the 2020-2021 school year. PSD made significant strides in connecting students with internet access in spring 2020 and will continue to work with community partners to work towards all students having reliable services so they are successful in remote learning.

We understand the past several months have been very challenging for our entire community. We are immensely grateful for your ongoing partnership and support as we launch into the 2020-2021 school year as a team and community. If you have any questions about this plan, please do not hesitate to reach out to us at info@psdschools.org.



Overview

As Poudre School District prepares for the new school year to start in August 2020, [four educational phases](#) have been developed to best educate students while maintaining safety as a top priority for our students, staff, and the community. The phases have been developed by school and district leaders in response to the ever-changing conditions created by the COVID-19 pandemic and they follow the guidance and orders from Colorado Gov. Jared Polis, the Colorado Department of Education (CDE), the Colorado Department of Public Health and Environment (CDPHE), the Larimer County Department of Health and Environment (LCDHE) and other public health and government officials.

PSD's four phases include options for in-person learning, a blend of in-person and remote learning, remote learning with limited in-person interactions, and fully remote learning. **To begin the 2020-2021 school year, PSD will launch into learning with a blend of in-person and remote learning.**

The start of the school year will look different at the elementary level than it does at the secondary level. And, though we intend to return to in-person learning in August, PSD is also prepared to shift among phases throughout the year, as required or permitted by health officials and conditions.

As we prepare to reopen schools in August, we remain committed to our mission to educate every child, every day. We know that school closures due to COVID-19 have significantly impacted our students, families, and community. We know that many in our community are ready to return to in-person learning this fall and we will do our best to continue to mitigate risks, through thoughtful and careful planning, as we bring our students and staff back into schools in August.

We also know many families are feeling unsure. For students and families who are not ready or able to go back to school in person, when health conditions allow for it, [PSD Virtual \(PSDV\)](#), a 100 percent online educational option, is available.

As we launch into the 2020-2021 school year, we ask for your continued understanding in this rapidly-evolving situation. Health and safety protocols are updated frequently and often require changes to the ways in which PSD and our schools operate. The information in this document is based on the best information available as of July 27, 2020. Any changes or updates in protocols or procedures will be communicated to students, families, staff, and the community.

As in any other school year, Poudre School District remains committed to providing a safe, supportive, and inclusive learning environment to all our students.



Academics

Educational Phases

As PSD prepares for the new school year, we have developed four educational phases to best educate our students while maintaining safety as a top priority for our students, staff, and the community. These four phases are as follows:

- Phase 1:** Remote Learning at Home
- Phase 2:** Mostly Remote Learning at Home with Small Group Interactions for Some Students
- Phase 3:** Hybrid At-School and At-Home Learning
- Phase 4:** Schools Open for At-School Learning with Safety Protocols

PSD is prepared to shift among these phases throughout the school year as required or permitted by health officials and conditions. District and school leaders will continue to work closely with the Governor's Office, the Colorado Department of Education, the Colorado Department of Public Health and Environment the Larimer County Department of Health and Environment and other public health and government officials to make determinations about which phase the district should operate in over the course of the year.

We acknowledge that imperfections exist within each of these phases due to the many factors associated with this pandemic that are outside of the district's control. We believe that nothing compares to a student's learning experience in school with their teachers and peers and we remain committed to protecting the safety of our students, staff, and community. We are also committed to maintaining PSD's high standards regardless of the phase of education in which we may find ourselves throughout the next school year.

To learn more about each of these phases, please visit the [PSD website](#).

Learning Environment Options

PSD believes that offering options to our students and families is essential to the successful re-opening of schools in August 2020. Protecting the health of vulnerable populations, including students, families, and educators, is important. Each member of our community may have a different level of comfort during this time, which is why PSD is committed to offering options for both in-person and online learning. Each of these options will offer high-quality academic experiences to our students for the 2020-2021 school year.

In-Person Learning

For students and staff to be most successful this year, we believe it's critical that they have time to reacclimate to being in classrooms and learn new health and safety protocols. The return to in-person learning will look different at PSD's elementary schools as compared to secondary schools, which are larger and have more students and staff.

To best prepare for the start of the 2020-2021 school year, **PSD will delay the first day of school for students from August 17, 2020 to August 24, 2020. PSD now plans to start the 2020-2021 school year for students at all levels on Monday, August 24, 2020.** Teachers will use the week of August 17, 2020 for collaboration and safety preparation.

PSD will continue to evaluate health conditions to make determinations week to week as needed regarding in-person learning. The schedule for the first four weeks of school by level can be found in the table below.

PSD Together Again | First Four Weeks Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (Aug. 17- Aug. 21)	Early Childhood	Teacher Collaboration and Safety Preparation (No School); Preschool teachers and paraprofessionals will conduct virtual center visits.				
	Elementary School	Teacher Collaboration and Safety Preparation (No School)				
	Middle School	Teacher Collaboration and Safety Preparation (No School)				
	High School	Teacher Collaboration and Safety Preparation (No School)				
Week 2 (Aug. 24- Aug. 28) Staggered Start	Early Childhood	EC A Group Morning and A Group Full-Day will attend half-day in-person (morning)	EC B Group Morning and B Group Full-Day will attend half-day in-person (morning)	EC A Group Afternoon and A Group Full-Day will attend half-day in-person (morning)	EC B Group Afternoon and B Group Full-Day will attend half-day in-person (morning)	Teacher Collaboration Day (No School for students)
	Elementary School	Grades K-5 A Group half-day in-person (morning)	Grades K-5 B Group half-day in-person (morning)	Grades K-5 A Group half-day in-person (morning)	Grades K-5 B Group half-day in-person (morning)	Teacher Collaboration Day (No School for students)
	Middle School	Phase 3:				
		6th grade transition half-day in-person (morning) A Group ; grades 7-8 full day remote	6th grade transition half-day in-person (morning) B Group ; grades 7-8 full day remote	Grades 6-8 A Group half-day in-person (morning), half-day remote, B group full day remote	Grades 6-8 B Group half-day in-person (morning), half-day remote; A Group full day remote	Teacher Collaboration Day; Grades 6-8 full day remote
	High School	Phase 3:				
		9th grade transition half-day (morning) A Group ; grades 10-12 full day remote	9th grade transition half-day (morning) B Group ; grades 10-12 full day remote	Grades 9-12 A Group half-day in-person (morning), half-day remote; B Group full day remote	Grades 9-12 B Group half-day in-person (morning), half-day remote; A Group full day remote	Teacher Collaboration Day; Grades 9-12 full day remote

Week 3 (Aug. 31- Sept. 4)	Early Childhood	EC A Group Morning and A Group Full-Day will attend half-day in-person (morning)	EC B Group Morning and B Group Full-Day will attend half-day in-person (morning)	EC A Group Afternoon and A Group Full-Day will attend half-day in-person (morning)	EC B Group Afternoon and B Group Full-Day will attend half-day in-person (morning)	Teacher Collaboration Day (No School for students)	
	Elementary School	Grades K-5 A Group half-day in-person (morning)	Grades K-5 B Group half-day in-person (morning)	Grades K-5 A Group half-day in-person (morning)	Grades K-5 B Group half-day in-person (morning)	Teacher Collaboration Day (No School for students)	
	Middle School	Phase 3:					
		Grades 6-8 A Group half-day in-person (morning), half-day remote, B group full day remote	Grades 6-8 B Group half-day in-person (morning), half-day remote; A Group full day remote	Grades 6-8 A Group half-day in-person (morning), half-day remote; B group full day remote	Grades 6-8 B Group half-day in-person (morning), half-day remote; A Group full day remote	Teacher Collaboration Day; Grades 6-8 full day remote	
	High School	Phase 3:					
Grades 9-12 A Group half-day in-person (morning), half-day remote; B Group full day remote		Grades 9-12 B Group half-day in-person (morning), half-day remote; A Group full day remote	Grades 9-12 A Group half-day in-person (morning), half-day remote; B Group full day remote	Grades 9-12 B Group half-day in-person (morning), half-day remote; A Group full day remote	Teacher Collaboration Day; Grades 9-12 full day remote		

Week 4 (Sept. 7- Sept. 11)	Early Childhood	Labor Day (No School)	EC all students will attend all scheduled sessions in-person	EC all students will attend all scheduled sessions in-person	EC all students will attend all scheduled sessions in-person	Teacher Collaboration Day (No School for students)
	Elementary School	Labor Day (No School)	Phase 4:			
Grades K-5 all students full day in-person			Grades K-5 all students full day in-person	Grades K-5 all students full day in-person	Grades K-5 all students full day in-person	Grades K-5 all students full day in-person

Week 4 (Sept. 7- Sept. 11) <i>cont'</i>	Middle School	Labor Day (No School)	Phase 3:			
			Grades 6-8 B Group full day in-person; A Group full day remote	Grades 6-8 A Group full day in-person; B Group full day remote	Grades 6-8 B Group full day in-person; A Group full day remote	Grades 6-8 A Group full day in-person; B Group full day remote
	High School	Labor Day (No School)	Phase 3:			
			Grades 9-12 B Group full day in-person; A Group full day remote	Grades 9-12 A Group full day in-person; B Group full day remote	Grades 9-12 B Group full day in-person; A Group full day remote	Grades 9-12 A Group full day in-person; B Group full day remote

PSD Early Childhood Education (ECE Preschool) and Elementary Schools

From Aug. 17 to Aug. 21, PSD teachers will have collaboration time and time for safety preparation. Students in elementary school and Early Childhood will not be in school.

PSD elementary school and Early Childhood students will return to in-person learning during the week of Aug. 24, 2020. From Aug. 24 through Sept. 4 - elementary students will attend school two days a week (either Monday/Wednesday or Tuesday/Thursday) for a half-day (morning only). Students will be assigned to either the A Group or the B Group for this staggered start. **For information about which group your student(s) has been assigned to, please [log in to ParentVue](#) and select the Student Information tab.** Teachers will have collaboration time on Fridays to prepare for the following week.

Beginning the week of Sept. 7, PSD plans to have all elementary students transition to [Phase 4](#) and all students will attend school five days a week for a full day. Please note that Monday, September 7 is Labor Day and there is no school as it is a holiday.

PSD Early Childhood Education plans to return to in-person learning on Aug. 24, 2020 as well. Early Childhood classrooms typically consist of a morning session, an afternoon session, and a full day session. For the purposes of this staggered start to the 2020-2021 school year, only half-day morning sessions will occur. ECE students will be divided into two cohorts –A Group and B Group. For each group (A Group and B Group), the group will have 8 or fewer students. Students in A Group who typically attend morning only or full day will attend for a half-day in the morning on Monday. Students in A Group who typically attend afternoon only or full day will attend for a half-day in the morning on Wednesday. Students in B Group who typically attend morning only or full day will attend for a half-day in the morning on Tuesday. Students in B Group who typically attend afternoon only or full day will attend for a half-day in the morning Thursday. Teachers will have collaboration time on Friday to prepare for the following week.

It is anticipated that PSD Early Childhood programs will operating in this schedule through Sept. 4. Beginning the week of Sept. 7, PSD Early Childhood will transition to all students attending all sessions in-person. Information about which group Early Childhood Students have been assigned to (i.e. A Group or B Group) will be communicated directly to families.

PSD will continue to evaluate health conditions and will make a determinations week to week as needed regarding in-person learning.

Secondary Schools

PSD middle and high schools will launch into the 2020-2021 school year following schedules that are different than the elementary school schedules in the first few weeks.

From Aug. 17 to Aug. 21, PSD teachers in middle and high school will have collaboration time and time for safety preparation. Students in middle and high school will not be in school.

Middle School: PSD middle schools will return to in-person learning in [Phase 3](#) during the week of Aug. 24. The schedule for the first week of high school is as follows:

- Aug. 24: Transition half-day for 6th grade in-person A Group (morning only); grades 7-8 in remote learning
- Aug. 25: Transition half-day for 6th grade in-person B Group (morning only); grades 7-8 in remote learning
- Aug. 26: Half-day for grades 6-8 A Group (morning only), half-day remote; B Group full day remote learning
- Aug. 27: Half-day for grades 6-8 B Group (morning only), half-day remote; A Group full day remote learning
- Aug. 28: Full-day remote for grades 6-8 (teacher collaboration day)

There will be an A Group and a B Group of students, with A Group students attending on Monday/Wednesday for a half-day and B Group students attending Tuesday/Thursday for a half-day starting Aug. 26 and continuing through at least Sept. 4. **For information about which group your student(s) has been assigned to, please [log in to ParentVue](#) and select the Student Information tab.**

When at home, students will participate in remote learning. This includes on half-days when they are attending in-person in the morning and on days that they do not attend in person. All middle school students will engage in remote learning on Fridays. Teachers will have collaboration time on Friday to prepare for the following week.

Middle schools will continue to operate in the half-day model, alternating A Group and B Group in-person in the mornings with remote learning in the afternoons through Sept. 4. When not attending in-person, students will participate in remote learning.

Beginning the week of Sept. 7, PSD intends to transition to full-day schedules for all middle school students, with the A cohort of students attending two days a week a full day and the B cohort attending two days a week for a full day. Students who are not in the school building will learn remotely. Typically, the A Group will attend on Monday/Wednesday and the B Group on Tuesday/Thursday with a teacher collaboration day on Fridays. During the week of Sept. 7, due to the Labor Day holiday, PSD plans to have the A Group attend on Wednesday/Friday and the B Group attend Tuesday/Thursday (their typical in-person days) for full days for this week only.

High School: PSD high schools will return to in-person learning in Phase 3 during the week of Aug. 24, 2020. The schedule for the first week of high school is as follows:

- Aug. 24: Transition half-day for 9th grade in-person (morning only) A Group; grades 10-12 in remote learning
- Aug. 25: Transition half-day for 9th grade in-person (morning only) B Group; grades 10-12 in remote learning
- Aug. 26: Half-day for grades 9-12 A Group (morning only), half-day remote; B Group full day remote
- Aug. 27: Half-day for grades 9-12 B Group (morning only), half-day remote; A Group full day remote
- Aug. 28: Full-day remote for grades 9-12 (teacher collaboration day)

There will be an A Group and a B Group of students, with A Group students attending on Monday/Wednesday for a half-day and B Group students attending Tuesday/Thursday for a half-day starting Aug. 26 and continuing through at least Sept. 4. **For information about which group your student(s) has been assigned to, please [log in to ParentVue](#) and select the Student Information tab.**

When at home, students will participate in remote learning. This includes on half-days when they are attending

in-person in the morning and on days that they do not attend in person. All high school students will engage in remote learning on Fridays. Teachers will have collaboration time on Friday to prepare for the following week.

Beginning the week of Sept. 7, PSD intends to transition to full-day schedules for all high school students, with the A cohort of students attending two days a week a full day and the B cohort attending two days a week for a full day. Students who are not in the school building will learn remotely. Typically, the A Group will attend on Monday/Wednesday and the B Group on Tuesday/Thursday with a teacher collaboration day on Fridays. During the week of Sept. 7, due to the Labor Day holiday, PSD plans to have the A Group attend on Wednesday/Friday and the B Group attend Tuesday/Thursday (their typical in-person days) for full days for this week only.

This staggered start to the school year offers time for students and their teachers to learn new safety protocols for attending school in-person and to prepare to be successful in remote learning environments, should a return to fully remote learning become necessary during the 2020-2021 school year due to health conditions in our schools and/or community.

When students are at school, they will remain in the same cohort of students throughout the day at elementary school and with the same cohort to the extent possible at middle and high school. Seats will be assigned in all classrooms and students will be expected to remain in their assigned seats. If indoor spaces like cafeterias are used, students will be assigned seats in these spaces as well. The number of personal interactions will be minimized to the extent possible throughout the school day.

Please note that this plan for the first few weeks of school remains subject to change as health conditions associated with the COVID-19 pandemic are ever-changing. Any changes to these plans will be shared with the PSD community as soon as they are determined. PSD will evaluate health conditions from week to week to make these determinations.

Instruction and Management of Learning

All students will receive instruction in their core content areas and PSD plans to offer opportunities to engage in specials and electives as well.

In-school and at-home lessons will be managed using selected learning systems (i.e. Google Classroom, Microsoft Teams, SeeSaw, etc.). The district will provide Help Guides for families to learn how to navigate these primary applications to support their students. In addition, all teachers (or departments at the secondary level) will create Teacher Learning Pages to support students. These Teacher Learning Pages will be accessible from one, easy-to-find location (i.e. school website) and contain instructional resources and direct links to the learning management application(s) being used to support learning.

All lessons will be based on essential standards and will provide meaningful work. Over the course of the year, all essential standards will be covered in core subject areas and courses. Lessons will follow consistent structures to avoid confusion and students will receive timeline and relevant feedback on their learning, both in school and at home during school hours.

Expectations

PSD has set standard expectations for all schools regarding health and safety, teaching and learning, and more. Beyond district expectations, principals and their teams have and will continue to plan for how things will look at their schools in all phases of education, as well as what they may have to do to adapt to changing conditions.

- We expect all students, staff and families to follow all health and safety protocols, guidelines and procedures this school year to keep everyone as safe as possible.
- Staff have studied, learned, and will continue to engage in professional development around best practices for remote education, should the need arise to move to a phase of education with virtual learning.
- Educators will engage in frequent parent-teacher connections throughout the school year to support and connect with parents.

- Lessons will follow consistent structure to avoid confusion (same routine and access each day).

For more information about specific course schedules, please contact your student's school directly. For more information about what to expect in each of the four phases in which PSD may operate for the 2020-2021 school year, please visit the [PSD website](#).

Online Learning

For the 2020-2021 school year, PSD students will have the option to enroll in [PSD Virtual \(PSDV\)](#), a 100 percent remote online option. As PSD surveyed families in the spring of 2020, it became clear that a 100 percent online/remote option was a necessity for the 2020-2021 school year, and as a result the district developed PSDV. Students enrolling in PSDV will remain co-enrolled at their home school in order to maintain student relationships and supports.

PSDV is:

- Available to students in grades PreK-12 for the 2020-2021 school year,
- A 100 percent online option built on the framework of the National Standards for Quality Online Programs,
- Taught by PSD teachers and supported by an adult at-home to partner with the teacher
- Meals will be provided
- A year-long commitment to ensure continuity of curriculum for students as well stability for the program; It may be possible for students to transition back to their neighborhood school at the semester break, but it will be on a space-available basis, if it is possible.

Students will need a designated adult at home to partner with their teacher to support learning at PSDV. The time commitment of this partnership will vary based on the age of the child and their readiness for online learning. Some students may have needs that are challenging to meeting in an online format. If a student's home school determines that this is the case, PSD and the home school will work with families to determine the student's options for the 2020-2021 school year.

PSD will provide a device to all students enrolled in PSDV to support their learning. Students will need to have internet access at their home residence to support enrollment in PSDV. For those without internet access at home, PSD may be able to help. Planning for internet access support is still underway and more information will be shared with PSDV enrollees as available.

Students will be enrolled in their neighborhood or choice school and co-enrolled in PSDV. Parents/guardians of students should submit an intent to enroll form in [ParentVue](#) by **Aug. 8, 2020**. To submit a PSDV intent to enroll form, log in to [ParentVue \(www.psdschools.org/pvue\)](http://www.psdschools.org/pvue) and go to the "PSD Forms and Applications" tab to access the PSD Virtual (PSDV) Intent to Enroll Form.

More information about the PSD Virtual enrollment process for parents/guardians of eligible PSD Early Childhood Education students will be communicated in July.

For additional information and FAQs visit the [PSDV website](#) or the [PSD Virtual page](#) on the PSD website.



Exceptional Learners

English Language Development (ELD)

PSD schools will provide a program for English Language Learners (ELs) that is distinct from literacy instruction and that supports EL students' development of English. This will occur through dedicated English Language Development services as well as meaningful access to grade level content. Grade level content, in all phases, will be provided with individualized scaffolds and supports that allow meaningful access to grade level content.

To support EL students, teachers will secure all aspects of technology access prior to the beginning of the school year or when moving to the remote/hybrid learning environments. This includes elements like software, add-ons, links that are pre-loaded and bookmarked. Staff will also confirm access to the internet and will coordinate to provide MiFi devices for internet connection where appropriate.

Staff will work with families and students to ensure understanding of how to access technology and tech tools. Teachers will embed technology learning opportunities when with students so that they are prepared to navigate different learning environments.

Systematic ELD kits will be managed through a site-to-site trading system, to be articulated to ELD teachers in August. Newcomer students and students with low ACCESS growth should be considered part of the priority group in Phase 2, should PSD operate in Phase 2 during the 2020-2021 school year.

The ELD screening and identification process must occur within 30 days of the start of school. ELD teachers will review Home Language and Residency Forms (HLRF) from spring and new enrollees to conduct this process. ELD accommodations should be entered in ELD Plans prior to site and district assessments being given. ELD teachers will write goals in ELD Plans for students with low growth.

Class placement adjustments to support efficient teacher collaboration and support will be made. Also, class placement adjustments should be made to allow for multilingual students to be with Constructed Meaning-trained teachers. ELD teachers will continue to team with colleagues to support ELs throughout the 2020-2021 school year.

Gifted and Talented (GT)

Students will continue to work one-on-one or in small groups to write ALP goals in collaboration with classroom teacher(s) and school gifted coordinator.

- Instructional differentiation will occur in class and/or remotely as needed
- Supports for work on academic and social/emotional ALP goals will occur in all phases
- All gifted supports will follow districtwide safety guidance (distancing, masks, etc.)

Section 504

Every student with a disability is entitled to a free appropriate public education including services, or accommodations, or both based on their 504 Plan. Students who have a 504 plan typically have accommodations and may have related services. Students with 504 Plans may or may not have health care plans. Attention to the requirements of the health care plan is paramount. Prior to the beginning of the school year, 504 coordinators/teachers will become familiar with students' plans. If a student with a disability is unable to follow the distancing or other health and safety guidelines, school teams will follow applicable federal and state law, and collaborate with student's parent/guardian, medical provider, school nurse and school administrators to develop an appropriate educational plan of care for students.

Integrated Services

The needs of students with disabilities are of the utmost importance as we plan for the 2020-2021 school year

and the Integrated Services team has been working diligently to ensure equity and access for all students. Integrated Services (IS) has identified needed resources in materials, personal protective equipment (PPE), technology, and instructional strategies to best support our students and staff during the 2020-2021 school year. Beginning in the first week of August, staff will be provided with multiple opportunities to engage in professional development to enhance instructional strategies for any phase of learning that might occur. Staff will also have opportunities to collaborate with colleagues and discuss best practices, find solutions for challenges, and answer questions they may have regarding the 2020-2021 school year. Poudre School District is committed to ensuring compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act. We are also committed to meeting the individual needs of each student.

All students with a disability in Poudre School District (PSD) will follow the District plan whether attending school in person, partial in-person/remote or the online option unless the student's Individual Education Plan (IEP) team determines that the student's needs are to be met differently. As plans for the opening of the 2020-2021 school year are carefully developed, Integrated Services understands the importance of ensuring the health and safety of our students and staff, with special consideration given for our most vulnerable students.

- Most students with disabilities will attend school just as they did previously.
- Students with disabilities who spend the majority of their school day in general education classes will follow the same schedule as non-disabled peers in their identified cohort, while also engaging in the services identified in the IEP.
- At times, some students attending a brick-and-mortar school may receive specialized instruction and related services through online technology or "teletherapy".
- Students with disabilities may attend the online program, PSD Virtual, if they are able to access the content with accommodations and modifications as determined by an IEP team. Please see the information below regarding this process.
- As students with disabilities return to school, we realize that this may produce a variety of emotions. Students may be excited to see their friends and teachers yet also be anxious for many reasons. Students may want to come to school yet be afraid to leave family, may fear exposure to illness or may have difficulty with changes in routine or transitions. Staff will welcome their students while supporting their social, emotional, behavioral and mental health needs. Building relationships with students will be key to support successful future learning.
- When appropriate, an IEP team will update IEPs to meet student's individual needs.
- Evaluations and re-evaluations will take place in accordance with IDEA timelines;
- Individual Education Plan (IEP) team meetings have been and will continue to be held when they are due either in-person or remotely based on current Health Department information.
- Integrated Services has continued to monitor state and federal guidance regarding services to students with disabilities under the Individuals with Disabilities Education Act (IDEA) 2004 during the COVID 19 pandemic. We will continue to follow any guidance that comes forth.
- Integrated Services leadership and staff worked through the months of June and July to identify needed resources in materials, personal protective equipment (PPE), technology, and instructional strategies in all phases of learning as we plan for students to return in August.
- Beginning with the first week of August, staff will be provided multiple opportunities to engage in professional development to enhance instructional strategies for any phase of learning that might occur. Staff will also have opportunities to collaborate with peers and discuss best practices and answer questions they may have regarding any phase of learning.
- In an effort to reduce the spread of COVID-19:
 - Appropriate personal protective equipment (PPE) will be provided and worn by staff at all times in accordance with Health Department guidelines;
 - Specialized Service Professionals who serve multiple buildings will work to reduce building transitions each day. Related services such as OT, Speech/Language, etc. may be delivered directly or through the use of technology (teletherapy);
 - Equipment, supplies, and materials will be designated for individual use and sanitized based on Health Department standards;
 - All Integrated Services staff will follow guidance from the District's Health Services team when addressing students' health/medical needs;
 - Students with disabilities will wear masks and employ physical distancing to the greatest extent

possible. If this is difficult for a student, an IEP team meeting may be called to discuss meeting the student's needs in light of health and safety concerns.

Integrated Services Virtual Learning Option

The Exceptional Children's Educational Act of Colorado (ECEA) indicates that a change of placement occurs when a student transfers from a brick-and-mortar school to the Virtual Learning option due to Covid-19 or to an online school, thereby requiring the IEP team to conduct an evaluation in accordance with the Individual with Disabilities Education Act (IDEA) criteria related to a change of placement in the Least Restrictive Environment (LRE).

Ref: ECEA: 4.03(8)(b)(ii)(A)(III) Significant Change of Placement: The child transfers from a brick and mortar school to an on-line program or vice versa. The administrative unit for the entity sponsoring the on-line program is responsible for conducting the reevaluation and convening the IEP Team to determine whether the on-line program is an appropriate placement for the child.

In order to remain in compliance with the ECEA Rules in Colorado during remote learning due to Covid-19, the IEP team will adhere to the following procedures to assure District compliance with the ECEA Rules:

- If the parents of a student on a current IEP request Virtual Learning (e.g., learning delivered in an online format) for their student during the Covid-19 pandemic, the school will initiate the re-evaluation process by requesting consent for evaluation from the parent(s) or guardian(s).
- The school-based team will conduct the evaluation and hold an IEP meeting to determine if the student's special education and related service needs can be provided in a Virtual Learning format.
- A special education teacher from the Virtual Learning format will attend the IEP meeting along with the student's current special education case manager and all other required members of the IEP team.
- The student's building-based special education case manager will consult with the Virtual Learning special education teacher regarding specific student needs.
- If the parents request that their student return to learning in a brick-and-mortar building, the school-based team will again conduct an evaluation and hold an IEP meeting to change services accordingly. A re-evaluation will also be required if the school district discontinues the Virtual Learning format.

For more information to assist our students who access special education and related services through Integrated Services, please visit the Integrated Services main webpage <https://www.psdschools.org/programs-services/integrated-services>.



Potentially High-Risk Activities- Part of the In-Person School Experience

PSD strongly supports the integration of athletic programs, performing arts, and extracurricular activities. We believe these activities not only promote community and sportsmanship, but they are also fundamental to the human experience.

We realize these activities may inhibit the ability to wear face coverings and may conflict with physical distancing guidelines. However, through thoughtful planning and well-implemented and proactive measures, we believe we can provide students with these experiences to the greatest extent that health conditions allow during the 2020-2021 school year.

Athletics

- PSD will follow all guidelines provided by the Colorado High School Activities Association (CHSAA), recommendations from the National Federation of State High School Associations (NFHS) regarding team sports and activities.
- PSD has consulted national, state and local health department protocols and guidance in the creation of our "phased" return to in-person activities plan.
- All parents/students participating in athletics will have to sign a release indicating their understanding of the health and safety risks and protocols in place to reduce the exposure to the coronavirus.
- In compliance with any health orders, there is a possibility that students may be asked to withdraw from participating in athletics.
- Participants will be grouped in student cohorts to minimize the potential for spreading the virus. If someone becomes sick, to the greatest extent possible, we will be able to quickly identify other students who have been in contact with that student because of these cohort groups.
- Based on national and state guidelines, district athletic directors and coaches have participated in several training presentations to ensure a clear understanding of the required safety measures and protocols that have been established to minimize the exposure or spread of coronavirus.
- All sport season timelines and athletic schedules are tentative and subject to change based on CHSAA, State of Colorado, Larimer County and Poudre School District guidelines and restrictions. All athletic teams/programs could be subject to calendar and schedule modifications that will impact scheduled opponent's, length of the sport season, locations, dates, times and total number of scheduled games and practices.

Choir, Band, Orchestra

- Choir, band, and orchestra will practice in-person when physical distancing can be achieved. Physical distancing for these classes will be expanded beyond the current 6 feet. Masks will be worn and instrument covers/barriers will be used whenever possible.
- The amount of time playing band instruments and singing during class time will be limited until restrictions have been eased.
- Outdoor instruction will be encouraged whenever possible.
- Students will be encouraged to video themselves playing instruments/singing and use class time for review and/or individual instruction, as well as instruction of the non-performance Music Standards.
- Music will be projected on screens whenever possible or students will be provided a personal copy of the music. There will be no sharing of music.
- Use of a handheld microphone will be highly discouraged with students and a lapel microphone should be used in its place when possible (unless disinfecting can be done between uses).
- There will be no public in-person music performances during the first semester. This decision will be revisited prior to the second semester.
- More information will be shared as additional guidance is provided.

Elementary Music

- Elementary music classes will focus on activities that do not involve singing or playing recorders until more information is available, i.e., study results.
- Distancing will be utilized as in general education classrooms.
- Outdoor instruction is encouraged whenever possible.
- The use of shared materials will be limited; any shared materials must be disinfected between uses. Handwashing/sanitizer will be offered before and after handling materials.
- Music will be projected on screens whenever possible or students will be provided a personal copy of the music. There will be no sharing of music.
- For the first semester, there will be no public in-person music performances and no in-person elementary choir. This decision will be revisited prior to the second semester.
- More information will be shared as additional guidance is provided.

Science Laboratory and Art Classes

- Educators will limit the use of shared science and art equipment and limit or eliminate the use of equipment that would be shared among students during a class period.
- To the extent possible, adequate supplies will be provided to minimize sharing of high-touch materials (art and lab supplies, equipment, etc.). Equipment will be cleaned/disinfected between uses.
- Individualized digital tools will be utilized, when possible, to lessen students sharing equipment.

Physical Education Classes

- Classes will be conducted in a way that students and staff can respect physical distancing guidelines, when possible, classes will be conducted in outdoor spaces.
- Educators will limit the use of shared PE equipment and eliminate the use of equipment that would be passed among students during a class period.
- When used, equipment that is touched or handled by a student will be cleaned/disinfected between students/classes.
- Students will be advised to dress in clothes that are appropriate for participation in PE to reduce or eliminate the need for lockers.

Assemblies/Field Trips

- All school events such as school assemblies, pep rallies, plays, dances, concerts, back-to-school nights, etc. will be reviewed on a case-by-case basis to determine whether or not they can safely be held. Guidance from the Larimer County Department of Health and Environment will be sought for all events.
- All field trips and/or other activities outside of school, including all 5th grade fall Eco trips, will not be allowed for at least the first quarter (roughly nine weeks after the start of school). Decisions later may be made on a case-by-case basis and in accordance with state and local public health guidance and orders.
- All out of state and international field trips have been cancelled through the end of 2020.

Technology for Learning

PSD is fortunate to have a one-to-one laptop program in place in grades 3 through 12 thanks to the generous support of our community from the 2010 Mill Levy Override. For the 2020-2021 school year, PSD also intends to provide one-to-one devices to our students in grades kindergarten through 2. These devices will not be available for distribution to students at the beginning of the school year, due to supply chain delays worldwide. Delivery is expected to occur several weeks into the school year. We will make every effort to distribute these devices to students as soon as they are received. Students in grades 3 through 12 will receive one-to-one devices for use throughout the 2020-2021 school year in August. The Early Childhood Education program will distribute devices to students as well. Devices will continue to be used to support in-classroom learning and will be used to support hybrid and/or virtual learning as needed throughout the 2020-2021 school year.

PSD made significant strides in connecting students with internet access in spring 2020 and will continue to collaborate with community partners to work towards all students having reliable services so they are successful in remote learning.

Professional Development

Also important to the success of learning in all phases for the 2020-2021 school year is the ongoing professional learning of staff. As PSD educators showed resiliency, risk taking, and perseverance to implement instruction in Spring 2020, we identified the collective commitment to increasing staff comfort and success with online and hybrid educational models. Shifting educators' already strong instructional strategies to remote learning models requires collaboration, theory, tools, and time. Throughout the summer and prior to the start of school in August, staff will have the opportunity to engage in professional learning to expand and deepen the online or hybrid components of their craft. This will include how educators effectively engage students in remote learning and how students can efficiently use their technology while practicing good digital citizenship.

Available Opportunities:

- PSD Summer 2020 Self-Paced Classes: Multiple sessions focused on the navigation and functions of PSD recommended and supported educational technology applications and software; incentivized through PSD credit options.
- PSD Launch Learning 2020: Four days of online sessions focused on shifting specific instructional strategies to online or hybrid models (connections, teacher clarity, content delivery, assessment, feedback, emotional wellbeing).
- August 10-11: Additional days for staff to work as school-based teams to design and create instruction; consultation and support available from central office departments.
- August 12- 14: Licensed staff contract days that include school-based trainings, content or grade level curriculum adoption trainings, and team-based collaboration or work time.
- As staff returns and continues their collaboration, additional professional learning opportunities (formal and informal) will be identified and deployed.
- PSD staff continues to be highly involved in external professional learning through professional organizations at the state, university, and national level.

PSD staff are encouraged to contact the Professional Development department directly for more information about these opportunities.

PSD believes in the efficacy of our educators and we recognize that our professional development model has shown impactful results for students. A grounding principle in our professional development model is to identify staff learning needs and provide multiple and varied opportunities for growth. Our success comes from offering differentiated options for staff and not stand-alone, one-time only required trainings that cannot address the wide range of abilities of our educators. We cannot sacrifice the limited resources available by mandating training that will not directly advance the skills of our educators. We will leverage available time and structure for school-based learning and incentivize optional district-wide trainings. School Leadership Teams know their staff, community, and learning needs the best. Formative data and feedback collected during Spring 2020 continues inform school-based and district-wide training content. Professional Learning support is available to schools through consultation or direct facilitation from central office teams. PSD relies on the professional growth and evaluation model between principals/supervisors and individual staff members to ensure that growth areas are being addressed with appropriate professional development within or beyond PSD opportunities.

As we look to the 2020-2021 school year, PSD continues to be dedicated to the ongoing learning of staff while we educate every child, every day.



Health and Safety

The health and safety of students, staff, and the community are our priority. The safety, health and protocols outlined below are designed to help ensure that all PSD facilities are welcoming and safe environments that meet the needs of students, staff, and the community.

Safety Guidelines

- Masks or face coverings are required for all staff and students if 6 feet of physical distancing cannot be maintained. Face shields may only be worn in instances where six feet of physical distance can be maintained. If 6 feet of distance cannot be maintained, face masks must be worn in addition to face shields. Face coverings should cover the nose and mouth.
 - As of July 16, 2020, Governor Polis's order also requires that face coverings be worn at all times in indoor public spaces, such as classrooms.
 - Parents/guardians are responsible for providing face masks for students.
 - Plans may be implemented for scheduled face mask breaks with social distancing outside during the school day.
 - PSD is evaluating what documentation may be required to support a medical exemption to the face covering requirement.
- All students and staff are asked to limit close contact with others. Close contact is defined by the Larimer County Department of Health and Environment as being **within 6 feet of another person for more than 10 minutes**. To support limiting of close contact, students will be assigned seats with documented seating charts for all indoor activities, including in classrooms, cafeterias, and on the school bus, where close contact is possible. When outdoors, students and staff are asked to limit close contact as well.
- Physical distancing will be implemented to the fullest extent possible. Physical distancing may look different between buildings and classrooms due to the uniqueness of spaces and infrastructure. Officials with the Larimer County Department of Health and Environment are aware of these infrastructure challenges and have said that the district's ability to contact trace is of greater importance than the number of people in a given space.
 - Students will have their own school supplies and backpacks. School lockers will not be available except for those students who need them for specific health reasons.
 - Personal items will remain at the desk with the student. Phones and other personal devices will not be allowed to be shared.
 - Students will be encouraged to bring their own water bottles. Drinking fountains will be shut off, per county orders, but bottle-filling stations will be open where available.
 - Students will go directly into the building after drop-off, eliminating the need for parking and walking a student to the door. Gatherings outside of the buildings prior to school start or after the conclusion of the school day will not be allowed.
 - If cohorts rotate from one space to another, the room, equipment and materials will be disinfected prior to the next group's arrival.
 - Handwashing is critical to minimizing the risk of spreading COVID-19 and will be required at multiple times throughout the day. Student education will be provided to promote hand washing and a culture of good hygiene.
 - Staggered arrival and drop-off times and/or locations will be encouraged to limit close contact with parents or caregivers.
 - Bathroom use will be staggered throughout the day and bathrooms will be regularly sanitized.
 - No large gatherings (i.e. assemblies, performances, etc.) of any kind will be permitted during the school day Per LCDHE orders as of July 18, 2020, gatherings cannot exceed 50 attendees. As the county makes adjustments to this limitation, PSD will also consider adjustments to this limit.

Safety Enhancements

- Daily disinfection throughout the building will occur following this priority cleaning schedule:
 - **Daily Cleaning**
 - Restrooms disinfection
 - Locker rooms disinfection
 - Health offices/public areas/reception areas
 - Removal of all trash/recycling
 - High-touch surface disinfection
 - Sinks and counters disinfection
 - Vacuuming/sweeping of hallway floors
 - Entryway door handles and high-touch surfaces
 - Disinfection with ionizing hydrostatic sprayer
 - **Every Other Day Cleaning**
 - Vacuuming/sweeping of classroom floors
 - Sweeping of gym floors
 - Vacuuming rooms used for small group learning
 - **Once Per Week Cleaning**
 - Vacuuming of office area
 - Vacuuming of media center
 - Scrubbing gym floor
 - Staff lounge
 - Outside trash removal
 - Detail cleaning on Fridays, carpet stains, mopping of floors, dusting, etc.
 - Computer labs
- PSD has secured a supply of Personal Protective Equipment (PPE) and cleaning supplies for staff. Supplies will be distributed to staff and stored at buildings for use throughout the school year.
 - Staff can expect to receive a washable cloth face mask, a cloth gaiter, and a no-touch tool. Face shields may also be available upon request.
 - Staff may also choose to wear a face covering that is not district-provided as long as it covers the nose and mouth.
 - Students are expected to provide their own face coverings.
 - Gloves will be available for employees upon request.
 - Each classroom and break room will be equipped with a spray bottle of disinfectant for staff use.
 - As needed, additional PPE will be provided to staff who come in close contact with students with greater frequency (i.e. Integrated Services staff, etc.)
- Standardized COVID-19 signage and wayfinding markers will be placed in all PSD schools and facilities to support positive outbreak-limiting behaviors such as handwashing, social distancing, wearing masks and more.
- Classes will be held outside when possible and appropriate.
- Circulation of outdoor air will be increased as much as possible by opening windows and doors. Outside doors may remain open as long as there is an adult in the room.
- School ventilation systems are designed to recirculate air and are designed to work best when windows are closed. PSD is upgrading air filters to MERV 13 filters throughout buildings to filter out micron levels of COVID-19 where possible.
- Visual cues such as floor decals and/or signs will be utilized to indicate the flow and direction of one-way traffic and effective distancing.
- Custodians will use recently purchased ionizing backpack cleaners and a quick-drying solution that make the disinfection process more efficient. These were purchased in response to COVID-19.
- Plexiglass shields will be used in select areas with fixed interactions, such as reception desks. Additional plexiglass shields will be used in other applications, such as one-on-one counseling sessions, meetings, or individualized instructional needs.
- Additional handwashing and sanitation stations will be placed in schools as needed to promote cleanliness.
- To help minimize the number of people on school grounds, school volunteers will not be allowed to

work in district buildings or grounds during the school day. All non-essential visitors will not be permitted in our buildings. PSD is also limiting external rental of our facilities to minimize exposure until further notice.

Symptom and COVID Exposure Guidelines

- **Staff Symptom Monitoring:** All staff will be required to symptom and temperature check each day prior to entering the building using PSD's COVID-19 online application or app.
 - Any staff exhibiting symptoms will be asked to immediately self-quarantine and seek medical guidance, including potentially a COVID-19 test.
 - Individuals with COVID-19 symptoms must stay home and may only return to a PSD building if:
 - At least ten (10) days have passed since the start of symptoms.
 - There has been no fever for at least 24 hours without the aid of fever-reduction medication. A fever is defined as a temperature of 100.4°F/38°C or higher.
 - Symptoms have improved/resolved.
 - Alternately, individuals may return once a healthcare provider has verified that they symptoms are not COVID-19 related and are not communicable to others in the building.
 - Staff showing signs of illness will be asked to leave the building immediately to seek medical attention.
 - Staff may be screened for international travel. This may require quarantine for 14 days depending on guidance from Larimer County Department of Health and Environment.
- **Student Symptom Monitoring:** Student symptom and temperature checks will be the responsibility of parents/guardians and will be performed prior to getting on the bus or entering any school.
 - Any student exhibiting symptoms will be asked to immediately self-quarantine and seek medical guidance, including potentially a COVID-19 test.
 - Individuals with COVID-19 symptoms must stay home and may only return to a PSD building if:
 - There has been no fever for at least three (3) days without the aid of fever-reduction medication. A fever is defined as a temperature of 100.4°F/38°C or higher.
 - Any respiratory symptoms (cough, shortness of breath) have improved/resolved.
 - At least ten (10) days have passed since the start of symptoms.
 - Alternately, individuals may return once a healthcare provider has verified that they symptoms are not COVID-19 related and are not communicable to others in the building.
 - Staff will not take temperatures of students, with the exception of health personnel, if the student is showing signs of illness.
 - Students showing signs of illness at school will be isolated to minimize any potential spread of illness until they can be picked up from school to seek further medical attention.
- **School Closure Protocols:** PSD will continue to work closely with the Larimer County Department of Public Health and Environment (LCDHE) to establish and evaluate criteria for closure of classrooms or schools in the event of that a student, staff member, or parent becomes compromised with COVID-19. As with all aspects of this plan, closure protocols are subject to change as the pandemic progresses and based upon changes in public health guidance and orders, including but not limited to orders from the Colorado Governor's Office. PSD anticipates receiving guidance related to school closures from the Larimer County Department of Health and Environment by the end of July 2020. This guidance will be used to develop a protocol for closing schools when need in the district. More information regarding closure protocols will be shared with families and staff as it becomes available.

In all cases, PSD will work closely with Larimer County Department of Health and Environment to identify

the level of exposure risk to our schools and buildings and their occupants and to determine the duration and extent of building closure based on exposure risk. PSD will also continue to seek guidance from LCDHE on appropriate procedures for disinfecting schools and office buildings. Guidance regarding school closure protocols may also be provided by the Colorado Department of Public Health and Environment (CDPHE).

LCDHE will be the authority in charge if there is a compromised individual within the district. PSD will work in partnership with the LCDHE to ensure the contact tracing process can be completed to the fullest extent possible. This will ensure all appropriate individuals are notified. Please be aware that PSD and/or LCDHE officials may contact parents/guardians, staff and students as part of the contact-tracing process. The more information you can share as part of this process, the better officials will be able to make determinations to keep people as safe as possible. Students especially should know there is no negative penalty for being contacted as part of this process.

Rooms will be designated in each building as locations to quarantine individuals with fever and symptoms of COVID-19 until the individual can safely return home or to a health facility.

As was the case in the spring of 2020, a statewide Executive Order or Public Health Order may suspend in-person instruction at any time. Local public health departments may also issue a local health order suspending in-person instruction across the district. The district in collaboration with local health department officials, may decide to suspend in-person instruction due to the number of cases in the community more broadly as well.

Classrooms Guidelines

- Desks will be placed as far apart as possible and oriented so that they are all facing the front of the room.
- Classrooms with tables will seat students on only one side of tables, spaced as far apart as the table will allow.
- Classes with larger enrollment may be required to move into larger spaces to maximize the space between desks.
- Items such as group tables and reading corners as well as furniture that cannot be disinfected (i.e. soft fabrics) will be removed from classrooms and common areas.
- Seating charts will be utilized in all classrooms to support case contact tracing, as needed.
- Cleaning supplies will be provided in each room.
- The sharing of supplies is discouraged. If supplies are shared, disinfection will need to take place between use.

Outdoor Guidelines

Recess may occur outside and playground equipment may be used by small groups of students. Students will wash hands or use hand sanitizer before entering and after exiting the playground.

Guidelines for In-Person Meetings

- All staff/attendees must complete appropriate symptom prior to meeting attendance. Staff must complete this screening using the screening application available on the PSD staff website.
- All staff/attendees must enter through a specifically designated building entrance.
- Facilitators must work to ensure physical distancing is practiced at all times.
- All staff/attendees must wear a mask that covers the nose and mouth at all times when indoors.
- Facilitators may only distribute food in a grab and go style.
- All meetings must be limited to 50 participants or less, per current LCDHE guidelines. Meetings of more than 50 participants must receive safety/security approval prior to the meeting taking place. Please contact the Assistant Superintendent of Elementary or Secondary Schools for approval. PSD will continue to monitor LCDHE guidelines for gatherings and may make adjustments accordingly.

Meals

- Breakfast and lunch will be available.

- Sacked meals will be picked up. There will be no self-serve options such as salad bars.
- Grab-and-go/sacked meals will be available for online students.
- Meals will be eaten in classrooms, in cafeterias, or in other locations throughout school buildings using assigned seats.
- Students may remove masks for meals but must remain in their assigned seats for the duration of the meal.
- Students will be asked to wash and/or sanitizer hands before and after lunch.

Transportation

PSD's Transportation department is striving to maximize student ridership while following strict state and county safety guidelines for bus transportation. At this time, Poudre School District will be required to follow the safety guidelines of a maximum of one student per bench seat on our bus routes, with the exception of seats that can be shared by two students in the same household. PSD will continue to monitor guidance from the state and county and may make adjustments to these seating plans accordingly.

In order to follow these guidelines, we will not be able to accommodate transportation for all eligible students for the 2020-2021 school year.

To maximize student ridership, families were required to apply for transportation services for the 2020-2021 school year. Transportation will automatically be provided **only to those students for whom transportation is legally required** (i.e. students with Individualized Transportation Plans (ITPs), McKinney-Vento students, and students in foster care).

Transportation will be provided to those who applied on a space-available basis. Since PSD will be unable to accommodate all riders, families should explore alternative options for students to get to/from school, including driving their students or using local city transportation services.

All buses will be disinfected daily and between routes. Drivers will wear face coverings.

Students who use PSD buses will be expected to follow these protocols:

- Students must wear masks or face coverings at all times when on the bus. Students will not be permitted to board a PSD bus without a face covering/mask.
- Parents will be expected to take their child's temperature and symptom screen before leaving the house and to ensure that an ill student does not ride the bus.
- When students enter the school bus, they will load the bus from the rear to the front of the bus and unload the school bus from the front of the bus to the back when possible.
- Students must stay in their assigned/marked seat and not shift or change location while on the bus or at any point during the year.
- Windows and vents on the bus will be left open or slightly open at all times to ensure improved ventilation.
- Students will not be permitted to eat or drink on the bus.

School Security

Social and emotional well-being as well as physical safety will continue to be priorities for Poudre School District.

- PSD will follow the guidelines for safety drills as published by the Colorado Department of Public Safety, Division of Fire Prevention and Control.
- PSD will also emphasize use of trauma-informed drill protocols and best practices for all safety drills.
- PSD will not permit nonessential visitors to enter schools for at least the first quarter of the school year. In the event that parents or guardians must enter a school for a specific reason, they must participate in a symptom check prior to building entry.
- All staff must wear the standard district ID at all times in a visible manner.
- All specific Safety and Security services, such as suicide risk assessments, threat assessments, Safe2Tell, and safety plans, will continue with appropriate safety precautions.
- Student disciplinary processes will continue in accordance with state law and Board policy.



Social and Emotional Support

In Poudre School District, we are committed to the social and emotional health of our students, families and staff, especially in these uncertain times.

As a community, we will continue to attend to the social and emotional needs of students, staff, and families by:

- Creating and maintaining strong staff/student relationships.
- Creating a sense of belonging and connection for students and staff.
- Emphasizing respect, safety, and community.
- Emphasizing the importance of attending to mental health, trauma, and building healthy coping skills.
- Monitoring students, staff, and families, and developing a process to support those who are struggling.

We will attend to social and emotional needs during **remote learning** by:

- Providing consistency in daily routines to reduce stress and promote positive learning conditions.
- Using social and emotional learning programs and supports developed in the "brick and mortar" setting to engage students and connect them to tools and resources for remote learning.
- Offering opportunities for students to share and process their emotions.
- Focusing on the sequence and flow of the remote learning content, incorporating pauses, and allowing time for students to gather their thoughts and share out.

Special Service Professionals (SSPs) will continue to provide:

- Individual, group, and family interventions at all school levels including ongoing collaboration with community partners.
- Services for students with disabilities.
- Response, intervention, and referral for students experiencing suicidal ideation.
- Ongoing consultation and service coordination with educators, principals and other staff to support student learning.
- Education and support for all staff to enhance an understanding of students' and families' mental health needs and additional challenges during remote learning.

Special Service Professionals (SSPs) will also provide:

- Trainings and support for PSD staff focused on re-establishment of connections and relationships with students, staff resiliency, and strengthening students' sense of safety and affiliation within their school.
- Educational opportunities for parents to include: COVID impact on youth mental health issues, impact on child and adolescent development, and trauma recovery.
- Interventions for students focused on re-establishing peer relationships following remote learning.
- Continued outreach for students who face challenges with accessing changing school models.
- Continued outreach to student and families to ensure connection with community resources.
- Virtual outreach to students who will not be physically returning to school sites.

Re-engaging Students Who Dropped Out or Lost Contact

- Heighten and target family engagement protocols to reach students and families who are unresponsive, e.g.: using family engagement liaisons, making individual phone calls, connecting during food deliveries, and reaching out to friends/neighbors.
- Focus on building intentional relationships that acknowledge personal circumstances and challenges, e.g., on-going technology challenges, delays and access, family and work responsibilities.

Readiness and Emergency Management for Schools Resources:

- Resilience Quick Links for School Personnel, Families, and Students: Ensuring the Well-Being of the Whole School Community During School at Home.
- Access key practical steps and quick links to learning opportunities and resources on resilience and well-being in the context of a pandemic and emergency events.



Business Functions and Workforce Management

Poudre School District understands the importance of thoughtfully and intentionally considering the roles, responsibilities, and safety implications for each member of our staff. Every day, the work of our classified, licensed, professional, and administrators – is essential to ensuring that our students receive the highest quality education possible.

In the current circumstances caused by the COVID-19 pandemic, PSD administration and staff will need to continue to work together to determine how best to serve our students, families, and the community. As we move forward as a district, we will continue to focus on two primary needs: delivering all services related to education and operations to the extent possible and supporting our staff with their professional and personal needs related to their work, safety, and health.

Employee Health and Safety

The Human Resources department has collected resources and developed guidelines to support our employees during the pandemic. More information is available on the Human Resources page of the [PSD Staff website](#) regarding:

- Concerns about returning to work during the pandemic,
- Employees at higher risk for severe illness from COVID-19 due to an underlying medical condition,
- Caregivers and household member of individuals at higher risk for severe illness from COVID-19,
- Employees at higher risk for severe illness from COVID-19 due to pregnancy, and
- Employees at higher risk for severe illness from COVID-19 due to age

Employees with [an underlying medical condition](#) listed by the CDC that puts them at a higher risk for severe illness from COVID-19 may request reasonable accommodation to reduce the risk of exposure under the Americans with Disabilities Act (ADA).

Employees are not required to inform the district if you have one of these conditions. However, if employees wish to request accommodation because they are at greater risk of serious complications from COVID-19, they will need to work with the Human Resources department directly and must complete the [COVID-19 Reasonable Accommodation Request Form](#). If employees do not wish to complete the form but would like to request an accommodation, please contact Director of Records & Risk Management, Kristin Bennett, at (970) 490-3627 or kbennett@psdschools.org. As part of the interactive process under the ADA, PSD may request documentation of the employee's underlying medical conditions. PSD may also send a questionnaire to the employee's healthcare providers asking about their limitations.

Staff Safety, Choices, and Leave of Absence

The district will make reasonable efforts to meet the workplace needs of staff. All legally required leaves and leaves available through the negotiated agreements will be available, communicated, and honored.

Please contact Director of Records & Risk Management, Kristin Bennett, at (970) 490-3627 or kbennett@psdschools.org if you have questions regarding medical accommodations. Please contact Benefits Manager, Melissa Johnson at (970) 490-3435 or mej@psdschools.org if you have questions regarding a leave of absence. Information on the types of leave available to PSD employees is can be found in Article 13 of the Employee Agreement.

Site/Department Staffing and Absences

Administrators will maintain flexibility in their own work to support staff, as needed, with the goal of building networks of support for staff and students. Maintaining employment for staff is an important value to the district. This may mean performing functions outside of a primary job, in which case staff will only be asked to perform tasks for which they are able and generally qualified to complete.

The district will consider the qualifications of all of its staff to meet the needs of students. Properly qualified licensed/certified staff, regardless of job assignment, may be trained to deliver content in order to keep teacher-to-student ratios safe and as optimal as possible in the in-person and remote learning environments.

All PSD staff will continue to record their absences from work unless directed otherwise by a supervisor or Human Resources. Human Resources staff is available to support educators with questions regarding absences and leaves.

Staff Safety, Reporting, and Problem Solving

The district is dedicated to protecting the safety of our staff and will respond to concerns brought forward by staff regarding work conditions and safety. Every layer of the leadership team shares this dedication. Requests to address issues of work conditions and safety should be made to an employee's direct supervisor or the Human Resources Department.

Substitutes

The district anticipates a need for substitutes - long-term, short-term, and daily assignments. These will likely occur for any in-person, remote/online environment or hybrid model depending on public health conditions. PSD plans to communicate with all sites and returning licensed and classified substitutes to coordinate building-specific substitute positions for at least the first quarter of the 2020/2021 school year. These positions will be filled with the intent of ensuring there are a suitable number of substitutes assigned to each PSD school building in the event of staff illness. In addition, all staff with licenses may be asked to fill in as substitutes when necessary in PSD buildings.

The district will prepare a substitute training session for support that will be offered in early August remotely. This training will include new responsibilities and approaches along with technology, onsite safety, and other appropriate topics.

Evaluations, Work Agreements to Complete Work, Check-Ins

All district staff are professionals who actively accept the accountability to their assigned work and to the education of students and support of student learning.

Although no adjustments or waivers are currently anticipated, Poudre School District will await information from the Colorado Department of Education regarding any adjustments to licensed and principal evaluation requirements during the 2020-2021 school year.

Evaluations for Administrative, Professional, Classified, and Licensed staff will be completed as normal by the end of the 2020-2021 school/work year. Any changes to this annual requirement will be communicated from the Human Resources Department.

Employee Health and Wellness

PSD demonstrates its commitment to employee health and wellness by providing a wide range of support programs, including Employee Assistance Services (EAS), Employee Health Clinic (EHC), Lifestyle Health Program (LHP) and Wellness.

Employee Assistance Services

EAS is a free, confidential mental health service available to all employees and their qualifying household family members to assist with personal issues, minimizing the impact on health, family, work relationships, work performance, and more. EAS services are available regardless of your enrollment in a district health plan. EAS staff are working remotely and offering teletherapy/video-counseling sessions to staff and eligible family members. EAS is available 24/7 for PSD staff if they are experiencing a crisis. EAS can be reached at (970) 488-4925, eas@psdschools.org or eas.pdschools.org.

Employee Health Clinic

The employee health clinic is available for PSD benefited employees and their dependents. Employees and dependents must be enrolled in a PSD health plan to be eligible for clinic services. Please note the clinic can't see patients 12-months-old and younger.

All patients with any one of the risk factors (fever, cough, shortness of breath, travel outside US, or known exposure to COVID19) must call the clinic to determine next steps. The Employee Health Clinic can be reached at 970-237-6339 or after hours at 970-495-6255. The clinic provides free visits and virtual visits. and is open Monday through Friday 7:00 am – 7:00 pm, Saturday and Sunday 9:00 am – 5:00 pm. The clinic is located on the first floor of the CSU Health and Medical Center, 151 West Lake Street in Fort Collins.

Lifestyle Health Program

The Lifestyle Health Program is available to assist employees and dependents who are at risk for or have chronic health issues. The Lifestyle Health Program provides support and tools to improve nutrition, fitness, and overall health. The program is completely voluntary and confidential. Together with a team made up of a nurse, a dietitian, and an exercise physiologist, a personalized plan will be developed to improve and or manage the health outcomes that you want to focus on. Lifestyle Health Program provides both virtual and in person meetings. For more information contact Laura Dvorak at laura.dvorak@uchealth.org or 970-495-7091.

Wellness

PSD is committed to providing employees every opportunity to work well and live well. Benefited employees and their benefited dependents, and non-benefited employees can participate in a variety of free or low-cost wellness activities. Activities include: biometric screenings, virtual cooking classes, employee health clinic, flu shots, discounted and free fitness and wellbeing classes, health and fitness assessments, health coaching, medical premium discounts, mindfulness classes, district wellness challenges, and cash recognition through our WellWorks For You Portal. You can view all our comprehensive wellness program components, register for the WellWorks Portal, view discounts, and additional offerings on the Employee Health and Wellness website or our website at www.psdschools.org/employeeewellness Or contact wellness@psdschools.org for more information.

Professional Development

Poudre School District remains committed to assessing and meeting the ongoing professional learning needs of all employee groups. See the section above regarding Professional Development for more information.

Technology

The Information Technology Department (IT) supports two main objectives that are critical to the success of this plan: student and teacher access to technology for online learning; continuity of operations to provide technical infrastructure that supports the district and schools; and expanded technical support for students, families, and staff.

Technical support is typically provided only to staff and students, but during the pandemic, PSD has expanded its IT Support Center to assist our families in solving technical issues in support of remote learning. The IT Department has also expanded its support resources available on the Tech HUB for PSD staff and will also provide tutorials for parents to navigate learning management systems and other applications and tools used in in-person and at-home learning.

The IT Department is also continuing to collaborate with schools and other departments across the district as well as with the City of Fort Collins and other community partners in an effort to provide internet access to our students so they may access their remote educations. In some cases, IT has deployed MiFi internet hotspots to support students without internet connectivity at home and will continue to do so on an as-needed basis. IT has also equipped district vehicles with cellular mounted routers to provide WiFi hotspots in mobile home parks throughout the district. [Additional resources related to internet access](#) are available on the district website.

Before and After-School Care

PSD has partnered with AlphaBEST to offer before and after-school childcare services beginning in the 2020-2021 school year. For more information about AlphaBEST services available to PSD families for the 2020-2021

school year, please visit the [AlphaBEST webpage](#). Please note that AlphaBEST will follow all cleaning procedures established by the district.

Sources of Relevant Orders and Guidance:

- Larimer County Department of Health and Environment
- Centers for Disease Control and Prevention
- Colorado Department of Public Health and Environment Orders
- Colorado Department of Education
- Office of the Governor (Colorado)
- Colorado High School Activities Association (CHSSA)
- National Federation of State High School Association



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